

SEWARD COUNTY
ADA Request for Accommodations

Seward County firmly supports and enacts the provisions set forth in the Americans with Disabilities Act of 1990 (*P.L. 101-336*). The ADA enhances our policies and procedures to provide fair treatment and opportunities for individuals with disabilities.

Seward County will comply with all applicable provisions and titles of the Acts and will provide equal opportunity in employment, public accommodations, participation in Seward County programs or activities, and receipt of services.

PURPOSE OF POLICY:

This policy provides for reasonable accommodation and access to individuals with disabilities in:

- Services, activities and programs provided, sponsored or conducted by Seward County.
- Hiring and all other aspects of employment.

In addition, this policy sets forth the procedure for submitting a request for a reasonable accommodation under the ADA.

DEFINITIONS:

Disability: a physical or mental impairment that materially or substantially limits one or more major life activities.

Reasonable Accommodation: a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity, to participate in agency programs, and/or receive agency services. Examples of accommodations may include acquiring or modifying equipment or devices, modifying training materials; making facilities readily accessible; modifying work schedules; reassignment to a vacant position; providing assistive listening devices and interpreters.

Individual with a Disability: a person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.

PUBLIC ACCOMMODATION:

All Seward County meetings/hearings, which are open to the public, are held in locations accessible to people with disabilities when possible. All sites of public involvement activities, as well as the information presented, must be accessible to persons with disabilities.

Special needs requiring accommodation include, but are not limited to:

- Meeting notices for deaf, hard of hearing, blind and visually impaired
- Accessible entrances, facilities and parking
- Communication devices
- Sign and language interpreters

Persons interested in attending public meetings and need accommodation can complete the "Request for Accommodation" and submit to Seward County Title VI Coordinator/ADA Coordinator. Individuals with questions should contact the ADA Coordinator.

EMPLOYMENT

APPLICANTS:

Individuals with disabilities applying for positions with Seward County government may request accommodations by contacting the Seward County Title VI Coordinator. Individuals selected for interviews should request accommodations as soon as possible to ensure proper arrangements can be made.

For interview accommodations, potential candidates should contact the Seward County Title VI Coordinator at (402) 643-2795.

CURRENT EMPLOYEES:

Employees with disabilities have the responsibility to inform his or her supervisor if they need an accommodation. A Request for Accommodation form should be completed and submitted to his or her supervisor and to the Title VI Coordinator.

The Title VI Coordinator may request documentation of the individual's functional limitations to support the request. The employee may be asked to complete a Release for Medical Information in order to assess the employee's request.

Individuals with questions should contact the Title VI Coordinator at (402) 643-2795

ADA Request for Accommodation

Today's Date:	Requestor's Name:	Phone:
Address:		

Individuals with disabilities who wish to participate in Seward County programs, services, or activities, and who require accommodation are invited to present their requests for accommodation by completing this form and returning to Title VI Coordinator, 529 Seward Street, #105, Seward, Nebraska 68434, or by calling (402) 643-2795, preferably 72 hours in advance of the event or activity.

For interviewing or employment accommodations, please forward this completed form to the Title VI Coordinator, . 529 Seward Street, #105, Seward, Nebraska 68434, or by calling (402) 643-2795.

ACCOMMODATION REQUESTED: Please describe your request for accommodation and possible solutions. *(Please attach additional pages, if needed.)*

DURATION OF NEED: Is this accommodation needed for specific event/activity *(such as a meeting, training, interview, or for regular employment)*? Please explain:

Signature

Date

ADA Request for Accommodation – Review and Decision

Request for Accommodation Granted **or** Alternate Accommodation Granted

Specifics of Accommodation to be provided:

Request for Accommodation Denied

Reasons for denial of accommodation:

By

Date