

Multnomah Education Service District

Code: **ACA-AR(1)**
Adopted: 10/24/94
Revised/Reviewed: 9/20/95; 11/08/10; 8/01/13

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), the following procedures will be followed:

Compliance Officer

The Director of Human Resource Services will be designated as MESD's ADA compliance officer. The compliance officer will:

1. Coordinate MESD's ADA responsibilities and compliance efforts;
2. Make available to all interested individuals the name, office address and telephone number of the ADA compliance officer;
3. Investigate any complaint alleging noncompliance or actions prohibited under the ADA;
4. Administer MESD's ADA grievance procedure to provide for the prompt investigation and resolution of complaints.

Services, Programs, Activities Accessibility

All district services, programs and activities will be readily accessible to and usable by qualified individuals with disabilities. Final decision of an appropriate method of providing program accessibility will be determined in accordance with the provisions of the ADA.

Job Descriptions

Job descriptions will be maintained, reviewed and revised as needed to include all essential job functions.

Job Posting

Job postings will be reviewed to ensure all postings contain appropriate notice of MESD's responsibilities under the ADA.

Job Application Forms

Job application forms will be reviewed and revised as appropriate.

Reasonable Accommodations - General

MESD will provide reasonable accommodations to qualified individuals with disabilities as required by the ADA unless to do so would cause undue hardship.

Reasonable Accommodations - Requests

A qualified individual with a disability should request a reasonable accommodation when he/she believes there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing the essential functions of a job or gaining equal access to a benefit of employment. Reasonable accommodation requests will be guided by the following provisions:

1. To request a reasonable accommodation, an individual may use “plain English” and need not mention the ADA or use the phrase “reasonable accommodation”;
2. A request for a reasonable accommodation may be made on behalf of an individual with a disability by a family member, friend, health-care professional or other representative;
3. Requests will not be required to be in writing;
4. When the disability and/or the need for an accommodation is not obvious, MESD may request reasonable documentation from a health-care or rehabilitation professional. The documentation requested will be related to the particular disability for which an accommodation is requested. In requesting documentation, MESD will specify what types of information it is seeking regarding the disability including functional limitations of the disability and the need for reasonable accommodation; and
5. MESD may send an individual to a health-care professional of MESD’s choosing, at MESD’s expense, for the purpose of documenting a disability and/or the need for reasonable accommodation.

Job Interview Procedures

Job interview procedures will be reviewed to ensure physical and/or other barriers in the interview setting have been eliminated. The availability of accessible locations and accessible formats, such as a reader, Braille, audio recordings, written materials, sign language and interpreters for individuals with vision and hearing impairments and personal assistance for individuals with manual impairments will be considered.

Job Offers

Job offers will be made to the most qualified applicant who with or without a reasonable accommodation can perform the essential functions of the job.

Public Notice, Communications

Notice of the ESD's compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act 2008 (ADA) will be displayed at each MESD facility as required by the ADA.

New Construction/Alterations

All MESD owned facilities designed, constructed or altered after January 26, 1992 will be readily accessible and usable by individuals with disabilities.

Policies

1. Leave of absence or attendance policies will meet the requirements of the ADA and will not discriminate against qualified individuals with disabilities.
2. Drug and alcohol policies will meet the requirements of the ADA.