


Oregon Department of Transportation  <b>POLICY</b>	NUMBER <b>PER 01-05</b>	SUPERSEDES <b>03/01/06</b>
	EFFECTIVE DATE <b>10/23/10</b>	PAGE NUMBER <b>01 OF 03</b>
	VALIDATION DATE	
	REFERENCE Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990, American with Disabilities Amendments Act of 2008; 49 CFR; 28 CFR;	
SUBJECT <b>AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION</b>	APPROVED SIGNATURE Signature on file with Director, Commission, and History Center Files	

## **PURPOSE**

The purpose of this policy is to outline the standards regarding the Americans with Disabilities Act (ADA) and Reasonable Accommodation Policy for the Oregon Department of Transportation (Department) and to adopt in its entirety the Department of Administrative Services (DAS) Human Resources Services Division, (HRSD) policy number [50.020.10](#). ADA and Reasonable Accommodation in Employment.

The Department is responsible for complying with the provisions of both the DAS and Department policies.

## **POLICY**

The Department shall make sure no qualified individual with a disability shall solely on the basis of his or her disability be excluded from participation under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Amendments Act of 2008. The Department further assures that every effort shall be made to provide non-discrimination in all of its programs and activities regardless of the funding source, including but not limited to those funded by:

- Federal Highway Administration
- Federal Motor Carrier Safety Administration
- Federal Railroad Administration
- Federal Transit Administration
- Motor Carrier Safety Assistance Program
- National Highway Traffic Safety Administration
- State funds

In the event the Department distributes federal funds to governmental entities, the Department shall ensure Section 504, ADA provisions are written into all agreements and shall monitor these agreements for compliance.

With regard to providing accommodations to employees with disabilities, the Department shall follow the DAS HRSD "ADA and Reasonable Accommodation in Employment" Policy No. 50.020.10.

Provisions of Title II of the ADA, Section 504 obligate the Department to:

- Provide the public with access to programs and services
- Identify barriers that restrict accessibility
- Adhere to ADA Accessibility Guidelines
- Comply with ADA standards for new construction and alterations

For additional information on this policy or to discuss concerns:

Department employees contact:

Department's EEO/Affirmative Action/ADA Coordinator  
Phone: 503-373-7093, TTY: 503-986-3854, Toll-free: 877-EEO-ODOT  
ODOT's Chief Human Resource Officer  
Phone: 503-986-4057, Toll-free: 866-6-ODOT-HR

Questions about access to Department services, activities, and programs:

Title VI/Environmental Justice Officer  
ODOT Office of Civil Rights  
503-986-3169

## **GUIDELINES**

### **RESPONSIBILITY**

### **ACTION**

Human Resources	Provide employment or workplace accommodation information (program accessibility) when requested. Provide information upon request regarding Section 504, ADA Plan.
Human Resources EEO Affirmative Action/ADA Coordinator	In conjunction with Office of Civil Rights, monitor all Section 504, ADA activities. Respond to employee complaints of harassment and discrimination based on disability status.
Office of Civil Rights, Title VI Officer	Monitor agreements with governmental and non-governmental entities that receive federal funds to ensure Section 504, ADA provisions are included. Identify barriers that restrict public accessibility to programs, services and activities. Identify accommodations that can be provided to make programs and services accessible. In conjunction with Equal Employment Opportunity (EEO)/Affirmative

**RESPONSIBILITY**    **ACTION**

Action/ADA Coordinator, monitor all Section 504, ADA activities.  
Respond to customer complaints of harassment and discrimination based on disability status

Managers and Supervisors

Understand and follow policy.  
Make sure, by periodic review, the policy is understood by all employees.

ODOT Procurement Office (OPO) Employee or Individual with a Disability

OPO shall review agreements which involve the receipt of federal funds to ensure compliance with ODOT ADA policies.  
Seek advice from Division Human Resources Manager if questions occur concerning proper actions.  
Request employment or workplace accommodation (program accessibility).  
Request information regarding Section 504, ADA Plan.  
Follow discrimination complaint procedures if requested employment or workplace accommodation not provided.

**RESOURCES:**

[ODOT HR Handbook, Workforce Management Chapter, Disability/ADA Section](http://intranet.odot.state.or.us/ODOTHR/HRHandbook/ch_8_sect_10.pdf) ([http://intranet.odot.state.or.us/ODOTHR/HRHandbook/ch\\_8\\_sect\\_10.pdf](http://intranet.odot.state.or.us/ODOTHR/HRHandbook/ch_8_sect_10.pdf));

[ODOT ADA Accommodation Request Form](http://intranet.odot.state.or.us/ODOTHR/Forms/ADA_ACCOMMODATION_REQUEST_FORM.doc) ([http://intranet.odot.state.or.us/ODOTHR/Forms/ADA\\_ACCOMMODATION\\_REQUEST\\_FORM.doc](http://intranet.odot.state.or.us/ODOTHR/Forms/ADA_ACCOMMODATION_REQUEST_FORM.doc));

[ODOT Authorization for Medical Release Form](http://intranet.odot.state.or.us/ODOTHR/Forms/Medical_Release.doc) ([http://intranet.odot.state.or.us/ODOTHR/Forms/Medical\\_Release.doc](http://intranet.odot.state.or.us/ODOTHR/Forms/Medical_Release.doc)).