



Oregon Department of Transportation  POLICY	NUMBER PER 01-05	SUPERSEDES NEW
	EFFECTIVE DATE 03/01/06	PAGE NUMBER 01 OF 02
	VALIDATION DATE	
	REFERENCE Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; 49 CFR 27.13; Section 504/ADA Plan; Oregon Disabilities Commission; Job Accommodation Network	
SUBJECT AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION	APPROVED SIGNATURE 	

PURPOSE

The purpose of this policy is to outline the standards regarding Americans with Disabilities Act (ADA) and Reasonable Accommodation Policy for Oregon Department of Transportation (Department).

POLICY

The Department shall ensure 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 and the Americans with Disabilities Act (ADA) of 1990. 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:

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

It is the policy of the Department to provide reasonable accommodation to any qualified employee, applicant for employment, volunteer, contractor, or member of the public under the Americans with Disabilities Act of 1990 unless the accommodation would impose an undue hardship.

Reasonable accommodation applies to three aspects of employment:

- To assure equal opportunity in the employment process;
- To enable a qualified individual with a disability to perform the essential functions of a job; and
- To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Examples of reasonable accommodations under the ADA include:

- Use of sign language interpreters
- Adjusting testing and interview procedures
- Making publications available in alternative formats such as large print or audio tape
- Providing assistive listening devices
- Modifying work schedules or assignments
- Modifications of equipment
- Making facilities and offices accessible
- Reassigning jobs
- Modifying policies or procedures

For additional information on this policy or to discuss concerns, individuals should contact:

Department's EEO/Affirmative Action Officer

Phone: 503-986-3700, Toll-Free TTY: 800-993-8898, Toll-free phone 877-EEO-ODOT.

ODOT's Chief Human Resource Officer

Phone: 503-986-4057, Toll-free phone: 866-6-ODOT-HR.

GUIDELINES

RESPONSIBILITY

ACTION

Human Resources

Provide employment or workplace accommodation (program accessibility) when requested.

Provide information upon request regarding Section 504/ADA Plan.

Monitor all Section 504/ADA activities.

Human Resources
EO Affirmative Action
Officer

Monitor agreements with governmental entities that receive federal funds to ensure Section 504/ADA provisions are included.

Individual with
Disability

Request any required 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.