
**CLARK REGIONAL WASTEWATER DISTRICT
AMERICANS WITH DISABILITIES ACT POLICY**

Policy #POL-038

Effective: 05/11/15

Purpose

To ensure District services, programs and activities are open and accessible to all individuals and to protect against discrimination against individuals on the basis of disability. This policy is adopted in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA) and its implementing regulations, Section 504, WAC 51 and RCW 49.60.

Who is Affected

All employees and Stakeholders seeking access to the District's services, programs or activities.

Policy

ADA Coordinator: The District's Human Resources/Risk Management Director is designated as the District's ADA Coordinator.

Employment: The District will consider all qualified individuals for employment and shall not discriminate on the basis of disability in its hiring or employment practices. It will comply with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Any employment records containing affirmative action information regarding disabilities, including an individual's medical condition or history, shall be kept separate from personnel records. Except as otherwise required by law, said information shall be kept confidential and may only be shared in the following circumstances:

- Managers and Supervisors of an employee may, on a need to know basis, be informed of restrictions on the work or duties and any necessary accommodations for an individual with disabilities.
- First aid and safety personnel may be informed if the condition might require emergency treatment.
- Government officials investigating compliance with 504/ADA shall be provided with relevant information upon request.

Effective Communication: The District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the District's programs, services and activities, including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Notification: The District will notify the public, partner agencies, participants, applicants and other interested parties that:

**CLARK REGIONAL WASTEWATER DISTRICT
AMERICANS WITH DISABILITIES ACT POLICY**

Policy #POL-038

Effective: 05/11/15

- Board meetings, agency meetings, public hearings, interviews, etc. will be held in accessible locations.
- The District does not discriminate on the basis of disability.

Modifications to Policies and Procedures: The District will make all reasonable modifications to its policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the District, should contact the ADA Coordinator (HR Director) at (360) 993-8845 or by email (found at www.crwwd.com/stafflist.html) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. The District has conducted a self-evaluation of its campus and transition plan where needed.

Complaints that a program, service or activity of the District is not accessible to persons with disabilities should be directed to the HR Director/ADA Coordinator at 8000 NE 52nd Ct., Vancouver, WA 98685 or (360) 993-8845.

The District will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Grievance Procedure

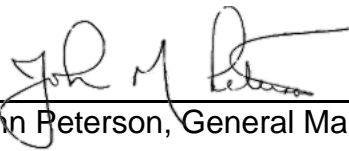
The District will develop and implement an internal grievance procedure (ADA Access) to provide for prompt and equitable resolution of complaints alleging any action that is prohibited by Title II of the ADA. The District's communications regarding the grievance will be in a format accessible to the grievant.

In the event a request for access to programs, services or facilities cannot be resolved, an individual may file a grievance either orally or in writing by contacting the HR Director/ADA Coordinator, 8000 NE 52nd Ct., Vancouver, WA 98685 or (360) 993-8845. The District's ADA Coordinator is available to disabled persons requiring assistance to file a grievance. The District's communications regarding the grievance will be in a format accessible to the grievant. The grievance procedure and the Discrimination Complaint form is found on the District's website CRWWD.com. Please refer to Procedure #007-2015; ADA Access.

CLARK REGIONAL WASTEWATER DISTRICT
AMERICANS WITH DISABILITIES ACT POLICY

Policy #POL-038

Effective: 05/11/15



John Peterson, General Manager

May 11, 2015
Effective Date

REVIEWED: