

ADA/504/508 LIAISON TRAINING



HOUSEKEEPING

Restrooms

Break room

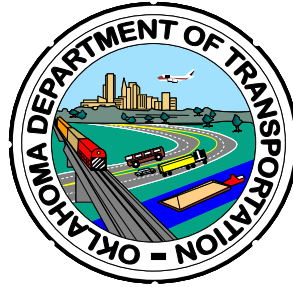


OBJECTIVES

- Introductions
- ODOT ADA Policy
- The Americans with Disabilities Act
- Section 504 of the Rehabilitation Act
- Section 508 of the Rehabilitation Act
- Group Exercises
- Liaison Roles and Responsibilities
- ADA/504/508 Liaison Manual
- Website Information
- Questions

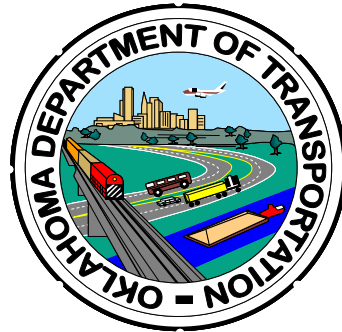


INTRODUCTIONS



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ODOT ADA POLICY

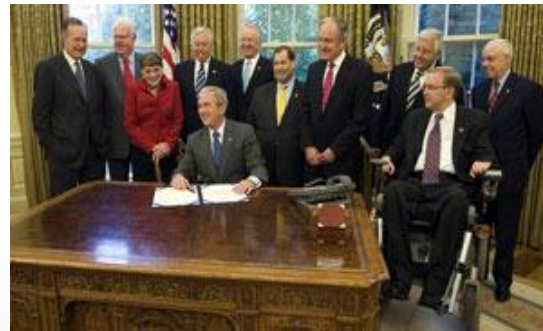


In accordance with the requirements of the Americans with Disabilities Act of 1990, the Oklahoma Department of Transportation (ODOT) will not and does not discriminate against qualified individuals with disabilities on the basis of disability in ODOT services, programs, activities, or employment practices.

THE AMERICANS WITH DISABILITIES ACT OF 1990?

“No qualified handicapped person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance administered by the Department of Transportation.”

(49 CFR Part 27)





ADA – TITLE I



Title I of the ADA prohibits state and local governments with 15 or more employees from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.



ADA – TITLE II

Title II of the ADA prohibits state and local governments from discriminating against qualified individuals with disabilities and to ensure that pedestrians with disabilities have opportunities to use the transportation system in an accessible and safe manner, regardless of whether the public entity receives Federal Financial Assistance.





SECTION 504 OF THE REHABILITATION ACT OF 1973

“No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

REASONABLE ACCOMMODATIONS



A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.

- An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.
- A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

Accommodations vary depending upon the needs of the individual applicant or employee. Not all people with disabilities (or even all people with the same disability) will require the same accommodation.

An employer does not have to provide a reasonable accommodation if it imposes an “undue hardship.”

- Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive.

An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids.

An employer generally does not have to provide a reasonable accommodation unless an individual with a disability has asked for one. If an employer believes that a medical condition is causing a performance or conduct problem, it may ask the employee how to solve the problem and if the employee needs a reasonable accommodation. Once a reasonable accommodation is requested, the employer and the individual should discuss the individual's needs and identify the appropriate reasonable accommodation. Where more than one accommodation would work, the employer may choose the one that is less costly or that is easier to provide.



Reasonable Accommodations for the Public

To request an accommodation, alternative format of communication, and/or modification of policies and procedures, in order to access and benefit from programs, services and activities, please submit a verbal, written or email request using the Department's Reasonable Accommodation Form (Form 504-01 Part A). Copies of this form may be printed from the Department's website or a copy may be obtained by contacting the ADA/504/508 Coordinator.

To request an accommodation for a scheduled event, please contact the office of the ADA/504/508 Coordinator or Oklahoma Relay at 1-800-722-0353, no later than 72 hours before any scheduled event.

SECTION 508 OF THE REHABILITATION ACT OF 1973

This Oklahoma law requires state agencies to make information technologies accessible to individuals with disabilities by allowing employees, program participants and members of the general public with disabilities access to and use of information and data that is comparable to the access and use by individuals without disabilities.



Principles to Accessibility



Perceivable

Operable

Understandable

Robust

Exercises



#1



An employee with a hearing disability must be able to contact the public by telephone. The employee proposes that he use a TTY to call a relay service operator who can then place the telephone call and relay the conversation between the parties.

Is this a reasonable accommodation?



What other accommodations could be considered?

Does the employer have to provide an accommodation?

#2



DISCRIMINATION

A 25 Year old male was born with half of a left arm. He has over a decade of experience in the food industry and past employers have given excellent recommendations. On February 1, during an interview at Starbucks, the hiring manager stated, "Oh, at our store our syrups are up high, and I have to extend my whole body to pump it. You can't work here with one arm."

Is this considered to be discrimination under the Americans with Disabilities Act?

Can a complaint be filed?

What should have the interviewer done different?

#3

A warehouse employee that is in charge of the shipping area has been diagnosed with cancer. She is undergoing several treatments and many surgeries. She will be able to return to work with certain temporary restrictions.

Is she covered Under the ADA?



Does the employer have to accommodate her?

What accommodations may be needed?

#4



A visually impaired individual is trying to access our agency website. He uses assistive technology, known as a screen reader, to assist him in navigating through all text and images. His screen reader is having trouble reading some of our pages. So, he contacts you, the ADA/504/508 Liaison.

What do you do?



Roles and Responsibilities

- Serve as the point of contact for your division should questions, complaints and/or requests arise within the division or from the public.
- Keep adequate records and logs of all complaints and requests.
(Monthly reports are not required at this time)



LIAISON MANUAL



Oklahoma Department of Transportation

ADA/504/508 LIAISON PROCEDURES MANUAL

Civil Rights Division
200 N.E. 21st Street, Room 1-C1
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ADA/504/508 LIAISON PROCEDURE MANUAL

Oklahoma Department of Transportation
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The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability, handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

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WEBSITE



Internal: ADA (Title I) / 504 / 508

[ODOT Intranet](#)

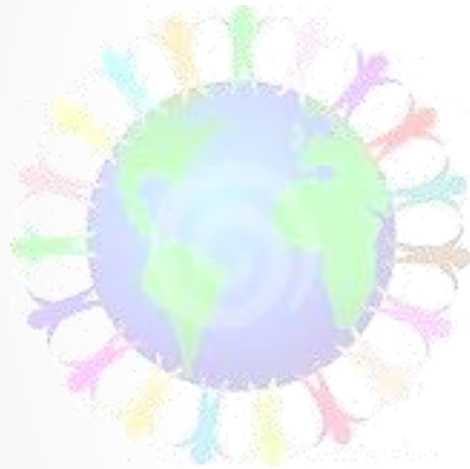


External: ADA (Title II) / 504 / 508

[Civil Rights Division](#)



Q U E S T I O N S?



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