



POLICY

CATEGORY:	Workforce Programs- General	No: 4.0.118.01
TITLE:	Accessibility	
SUPERSEDES:	4.0.118.00, dtd April 27, 2007	
EFFECTIVE:	June 29, 2012	
BOARD APPROVAL:	June 28, 2012	
DATE OF LAST REVIEW:	November 13, 2014	

I. PURPOSE:

To establish the requirement that the facilities and all services, programs and activities of Workforce Solutions of the Coastal Bend services shall be accessible to all individuals

II. DEFINITIONS:

Accessibility - Accessibility is a general term used to describe the degree to which a person is able to access and benefit from a system, product, device, service, program, activity or environment. Accessibility is strongly related to "universal design."

Universal Design - Refers to broad-spectrum ideas meant to produce buildings, products and environments that are inherently accessible to both people without disabilities and people with disabilities.

Reasonable Accommodation - Refers to any modification or adjustment not imposing a disproportionate or undue hardship to a job or the work environment and/or program, service or activity available to a person with a disability that will enable a qualified applicant or employee or job seeker with a disability to fully participate in the application process or to perform essential job functions or fully in a program, service activity. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges and access equal to those without disabilities.

Undue Hardship - Refers to a reasonable accommodation which would be unduly costly, extensive, or substantial, or would fundamentally alter the nature or operation of the program, service, activity or operation of the business.

III. POLICY STATEMENT:

Workforce Solutions of the Coastal Bend shall anticipate the needs of people with various physical, mental, and sensory disabilities and ensure accessibility and full, and equal meaningful participation by all customers with or without disabilities to all critical services, programs, activities and environments. Reasonable accommodations, including auxiliary aids and services are available upon request to individuals with disabilities.

IV. PROCEDURES:

Requests for Proposals (RFPs) issued by the Board shall contain language stating necessary compliance with this policy.

Board contracts and agreements with service providers shall contain assurances that the service providers will comply, throughout the term of the contract with the applicable rules and regulations.

V. RELATED POLICY INFORMATION:

Rehabilitation Act of 1973, as amended, Section 504
Americans with Disabilities Act (ADA) of 1990
29 CFR Part 37.7-37.9
29 CFT Part 32 B & C
Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

VI. RESPONSIBILITIES:

The Contract Manager shall ensure that Contacted Service Providers are aware of and comply with the requirements of this policy.

Board staff shall conduct accessibility surveys annually on all contractor sites.

VII. FORMS AND INSTRUCTIONS:

N/A

VIII. DISTRIBUTION:

Board of Directors

Board Staff

Service Provider Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date