



# WORKFORCE SOLUTIONS of the Coastal Bend

## POLICY

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CATEGORY:	Property and Facilities	No.: 6.0.102.00
TITLE:	Accessibility for Persons with Disabilities	
SUPERSEDES:	Policy #253, dtd February 1, 1998	
EFFECTIVE:	April 27, 2007	
BOARD APPROVAL:	April 26, 2007	
DATE OF LAST REVIEW:	May 21, 2015	

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### I. PURPOSE:

To provide access Workforce Solutions of the Coastal Bend services to all individuals.

### II. DEFINITIONS:

*Accessibility* - Refers to the physical and program measures necessary to provide access to the benefits and facilities of the Board's programs/activities with due regard to reasonable accommodation.

*Disability* - A person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity such as hearing, seeing, speaking, breathing, learning, performing manual tasks, and working or caring for oneself.

*Essential functions* - Refers to basic job duties a person must be able to perform with or without reasonable accommodation.

*Job discrimination* - Refers to discrimination in employment practices such as recruitment, pay, hiring, firing, promotion, job assignments, training, leave, layoff, benefits and other employment-related activities.

*Protected persons* - Refers to the protection from discrimination extended by the ADA to qualified individuals. To be protected under ADA, an individual must have a physical or mental impairment that substantially limits a major life activity, or must have a record of, or be regarded as, having such impairment.

*Qualified individual* - Refers to a person with a disability (ies) who is otherwise qualified to perform the essential functions of a job or activity with or without accommodation. The individual must satisfy the educational background, employment experience, skills, licenses, and/or other qualification standards essential to the job or activity.

*Reasonable accommodation* - Refers to any change or adjustment to a job or work environment that permits a disabled person, who is a qualified individual, to participate in the employment process, perform the essential functions of employment or enjoy the benefits and privileges of a program available to participants/clients without disabilities.

*Undue hardship* - Refers to an accommodation which would be unduly costly, extensive, substantial, disruptive, or which would fundamentally alter the nature or operation of the activity. Refer to appropriate directives for additional criteria to be considered.

**III. POLICY STATEMENT:**

Workforce Solutions of the Coastal Bend shall ensure accessibility of activities, programs and facilities to all individuals.

Discrimination against a person with a disability is prohibited.

**IV. PROCEDURES:**

N/A

**V. RELATED POLICY INFORMATION:**

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

**VI. RESPONSIBILITIES:**

The Board's Quality Assurance staff shall evaluate the policies and procedures of contracted service providers on an annual basis to ensure compliance of this policy.

The Board's Facilities staff shall review accessibility of all facilities on an annual basis to ensure compliance with all applicable policies.

**VII. FORMS AND INSTRUCTIONS:**

N/A

**VIII. DISTRIBUTION:**

Board of Directors  Board Staff  Service Provider Staff

**IX. SIGNATURES:**

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Reviewed by EO Officer

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Date

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President/CEO

\_\_\_\_\_  
Date