



**Americans with Disabilities
Act Training and
Adherence**



Policy A-HR-19

**January 30, 2012
Revised April 26, 2013
Revised June 13, 2019**

Purpose: To establish guidelines for Three Rivers District Health Department (TRDHD) in relation to the Americans with Disability Act (ADA).

Policy: TRDHD is committed to the full implementation of the “Americans with Disabilities Act” It is the policy of TRDHD to include and integrate people with disabilities in all possible aspects of employment, services and activities. Any questions, comments, or grievances can be directed the designated ADA coordinator (Personnel Specialist) for the district.

All employees will comply with the following policies regarding the ADA:

- **Discrimination Prohibited:** employees with disabilities who are otherwise qualified may not be discriminated against in any areas of employment including, but not limited to, job application and compensation procedures, fringe benefits available by virtue of employment.
- **Limiting, Segregating, and Classifying:** employees with disabilities will not be limited, segregated, or classified in a way that adversely affects their employment opportunities or status.
- **Reasonable accommodations:** TRDHD will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee with a disability, unless it can be shown that the accommodation would impose an undue burden. After a qualified employee requests reasonable accommodation, TRDHD will make every reasonable effort to find out what is needed and provide the appropriate accommodations.
- **Retaliation and Coercion:** TRDHD will not coerce, intimidate, threaten, harass or interfere with any individual exercising or enjoying his/her rights under Title I of the ADA or because that individual aided or encouraged any other individual in the exercise of rights granted or protected by Title I of ADA. Employees may file a complaint as set forth in the TRDHD Grievance Policy.

I. Procedure:

1. TRDHD will adhere to State and Federal ADA guidelines that were established in 1990 and the updates established in 2008.
2. TRDHD will post ADA guidelines where necessary.
3. If a grievance occurs, individuals are encouraged to complete the grievance document, Form A-HR-16(A), and route it through the appropriate channels set forth in the TRDHD Grievance Policy.
4. Employees will be required to review TRDHD ADA policies & educational materials provided by the KY Office of the Americans With Disabilities during orientation and as needed for updates to the law.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date