TOWN OF ROMULUS

Policy: 01-010 Americans with Disabilities Act Policy

Target Audience

Employees	☒ Hourly	☒ Non-Exempt	
	☒ Part-Time	☒ Full-Time	
Officials/Officers	☒ Appointed	☒ Elected	
Other	Residents	Visitors	Contractors

Policy Statement

In compliance with the Americans with Disabilities Act and the ADA Amendments Act, the TOWN OF ROMULUS does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Town will endeavor to make every work environment handicap accessible, and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

Employees

It is the policy of the Town to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and NYHRL. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment based on a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy-related medical condition. We will also make reasonable accommodation to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that the accommodation does not impose undue hardship on the Town.

The Town Supervisor shall engage in an interactive dialogue with disabled/pregnant employees and prospective employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, near the work area for the employee to express breast milk for the child.

All decisions regarding reasonable accommodation shall be made by the Town Supervisor. Employees who are assigned to a new position as reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Town to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

All Others

It is the policy of the Town to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and NYHRL. We will not discriminate against any person based on a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy-related medical condition. We will also make reasonable accommodation, 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, provided that the accommodation does not impose undue hardship on the Town.

1435 Prospect Street, Post Office Box 177, Willard, New York 14588 ● 607 869-9326 ● 607 869-4525 (fax)
www.romulusny.gov

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The Town 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 people who use wheelchairs.

If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact the Town of Romulus Town Clerk and/or the Secretary to the Supervisor at (607) 869-9326 at least one week in advance to allow for necessary arrangements.

All decisions regarding reasonable accommodation shall be made by the Town Supervisor. Complaints that a program, service, or activity of the Town is not accessible to persons with disabilities should be directed to that individual.

Employees should also help, to the extent possible, any member of the public who requests or needs an accommodation when visiting Town facilities. Any questions concerning proper assistance should be directed to Town Supervisor.

References

- Americans with Disabilities Act
- ADA Amendments Act
- New York Human Rights Law (NYHRL)

Change History

04/20/2022	Reviewed and revised as necessary. Released as current version.	MJoslyn
07/01/2022	Added specific phrasing to extend the policy to address all individuals. V01	MJoslyn

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