

Disability Accommodation Policy

Southeastern NY Library Resources Council Disability Accommodation Policy	REPLACES: Revision of policy originally implemented 7/1/2002. Last approved 9/19/2019 Approved by the Board of Trustees: 11/21/2019 and 3/19/2020; Revised 07/21/2022
Position(s) responsible for Compliance: Executive Director, Board	To be reviewed: Annually ADA request form

Southeastern believes it is mission-critical that all people in Southeastern’s region shall have the opportunity to access Southeastern’s services, and if qualified, to work at Southeastern, regardless of any permanent or temporary disability. Therefore, Southeastern not only follows the Americans with Disabilities Act (“ADA”) but works to create an inclusive and forward-thinking environment conducive to access.

Members of the public may request specific disability accommodations to Southeastern’s facilities, resources, and events, by contacting Executive Director. All Southeastern event notices and the Southeastern website shall include this information.

Employees may initiate disability accommodations by contacting Executive Director or a member of the Finance and Personnel Committee of the Board of Trustees.

All job notices and application processes shall include consideration of ADA accommodation.

No pre-employment inquiries (e.g., on an employee application or in an employment interview) will be made into an applicant’s disability, into the nature or severity of an applicant’s disability, or into prior workers’ compensation claims that an applicant may have filed. Applicants may be asked, however, about their ability to perform job-related functions and/or to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

All procurement efforts shall include consideration of ADA and the access enabled by universal design.

Southeastern uses resources such as ASKJAN.ORG to be pro-active about access to particular resources and to develop reasonable accommodation requests.

Complaints

Any individual who believes that he or she has been discriminated against on the basis of having, or being perceived to have, a disability, is encouraged to inform the Executive Director of Southeastern or a member of the Finance and Personnel Committee of the Board of Trustees to hear such complaints of alleged discrimination.