



MONTANA DEPARTMENT OF ADMINISTRATION

AMERICANS WITH DISABILITIES ACT PUBLIC NOTICE



The Department of Administration (DOA) is committed in providing equal access to employment, programs, services, and activities to qualified individuals with disabilities in accordance with Title I and II of the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAAA), Montana Human Rights Act, and the Governmental Code of Fair Practices.

EMPLOYMENT:

The department does not discriminate against qualified individuals with disabilities in any aspect of employment. The department provides reasonable accommodations upon request, to qualified individuals with disabilities during all phases of employment including the selection process. The department encourages applicants with disabilities including disabled veterans and their eligible relatives to apply for employment preference in accordance with Title 39, Montana Code Annotated, Chapters 29 and 30.

EFFECTIVE COMMUNICATION:

The department generally provides requested auxiliary aids and services to promote equally effective communication to qualified individuals with disabilities who wish to participate in programs, services, and activities offered by the department. Appropriate auxiliary aids and services may include, but are not limited to, qualified sign language interpreters, amplified hearing devices, or other methods to promote effective communication. The department will provide alternative formats of written communications upon request (e.g., Braille, electronic, audio, etc.).

MODIFICATIONS TO POLICIES AND PROCEDURES:

The department makes reasonable modifications to policies and procedures to ensure people with disabilities have an equal opportunity to participate in department programs, services, and activities. For example, the department welcomes service animals in areas where it generally prohibits pets.

Anyone needing an auxiliary aid or service or a modification of policies or procedures to participate in a department program, service, or activity should contact the event organizer or the department's ADA coordinator at (406) 444-2508. Requests should be made at least 48 hours prior to the scheduled event. **The department will make every attempt to honor requests made within 48 hours of a scheduled event when the request is reasonable in relation to the restricted timeline.**

The department does not place surcharges on individuals with disabilities to offset the cost of providing auxiliary aids, services or reasonable modifications. For example, the department will not charge participants for the services of an interpreter when the participant is attending a program, service, or activity offered by the department.

The Americans with Disabilities Act does not require the department to take any action that would fundamentally alter the nature of the program, service, or activity or impose an undue financial or administrative burden on the department.

Contact the department's ADA coordinator at (406) 444-2508 if you have any questions or concerns about the accessibility of employment, programs, services, or activities, or if you wish to file a complaint.

