



American with Disabilities Act Policy & Procedure	
Department	Administration
Specific Policy	Public Notice
Approved by Council	August 27, 2012
Date Revised by Council	January 12, 2015

**Purpose**

All public entities, regardless of size, must provide information to applicants, participants, beneficiaries, employees and other interested parties regarding the rights and protections afforded by the Americans with Disabilities Act.

**Objectives**

The City of Inver Grove Heights does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The City of Inver Grove Heights does not discriminate on the basis of disability in its hiring or employment practices.

<b>Employment</b>	The City of Inver Grove Heights does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.
<b>Effective Communication</b>	The City of Inver Grove Heights will generally, upon request, and without cost to the requestor, provide appropriate aids and services leading to effective communication for qualified persons with disabilities, so they can participate equally in the City’s programs, services, and activities, 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.
<b>Modifications to Policies and Procedures</b>	The City of Inver Grove Heights will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Members of the public who require an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a City program, service or activities, should contact the ADA Coordinator as soon as possible, but no later than 3 business days before the scheduled event. City employees may contact the H.R. Manager regarding requests for accommodation, or to inquire about the application of the ADA in employment practices.

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Eric Carlson at 651.450.2587 or [ecarlson@invergroveheights.org](mailto:ecarlson@invergroveheights.org)

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden on the City.

Complaints that a City program, service or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The City 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 persons using mobility devices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act.

Questions, concerns, complaints, or request for additional information regarding the ADA may be forwarded to:

Name	Eric Carlson – Accessibility Coordinator
Address	8055 Barbara Ave., Inver Grove Heights, MN 55077
Office Telephone	651.450.2587
Cell Phone	763.350.8850
Email	<a href="mailto:ecarlson@invergroveheights.org">ecarlson@invergroveheights.org</a>
Website	<a href="http://www.invergroveheights.org">www.invergroveheights.org</a>
Hours Available	8:00am – 4:30pm Central Standard Time
Services Available	Large print, Braille, or audio

### **Procedure**

- Adopted by the City Council during the first meeting in January
- Posted on the City’s official website
- Posted in the City newsletter “InSights” in the first issue of the year
- Posted on the City Bulletin Board at City Hall

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