



ADA/504 Procedures

HUMAN RESOURCES CLINTON NATIONAL AIRPORT
ADA/504, INFORMATION PACKET

1. SUBMIT REQUEST FOR SERVICES FORM TO HUMAN RESOURCES DEPARTMENT
2. SUBMIT OR HAVE PHYSICIAN SUBMIT REQUIRED DOCUMENTATION AS PER INFORMATION PACKET
3. ONCE DOCUMENTATION IS RECEIVED MEET WITH ADA OFFICER TO DISCUSS ELIGIBILITY
4. AN ACCOMMODATION PLAN WILL BE DEVELOPED ONCE ELIGIBILITY IS DETERMINED
5. EMPLOYEE AND MANAGER RECEIVES A COPY OF ACCOMMODATION PLAN

ADA/504 – Department of Human Resources, Clinton National Airport, 501-537-7362

The Americans with Disabilities Act gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Clinton National Airport complies with the American Disabilities Act and section 504 of the Rehabilitation Act. In order to do so, Clinton National Airport has established a process to ensure equal treatment of all employees and candidates with disabilities. Please contact the Department of Human Resources if you have any questions.

Employee Accommodation Policy (Please refer to: *Equal Employment Opportunity Policy, Est. 1/1/2003; Americans with Disabilities Act Policy, Est. 1/1/2005; Discrimination & Harassment Policy, Est. 1/1/2005*)

Human Resources is the first contact for employees and/or potential employees requiring assistance. Within ten days of receiving notification that an employee or candidate may need an accommodation, Human Resources will contact the individual to begin the verification process. Once all required documentation is received, the Director – Human Resources & Administration will meet with the employee or candidate to review and verify the information and to develop an

accommodation plan if eligible. Each accommodation is determined on a case by case basis. Copies of the accommodation plan will be given to the employee and to the appropriate Manager, as well as a copy placed in the ADA/504 file. Any changes to the accommodation plan may require additional documentation and must be processed through the Human Resources Department.

Any accommodation that has a financial impact on Clinton National Airport will be referred to the Executive Director to determine if the Airport can provide for the accommodation. Barring extenuating circumstances, this determination should occur within ten days of the receipt of the referral.

Appeals Process

If the employee is found to be ineligible under ADA/504, an appeal may be submitted to the Executive Director. At that time, the Executive Director will select a committee consisting of the Deputy Executive Director, Director – Human Resources & Administration, and the Director – Finance to review any and all documentation on file in order to make a determination of eligibility. The results of the appeal will be made within 30 days from the date of receipt of the original request.

Grievance Process

Once an accommodation plan has been approved, it should be followed as established. If for any reason this should not happen, the employee may file a grievance with the ADA/504 officer, Director – Human Resources & Administration. An investigation will be done into the matter and a plan will be developed for resolution. The employee will be notified of the results within 30 days of the original receipt of the grievance, barring extenuating circumstances.

DOCUMENTATION REQUIRED

Human Resources, Office of ADA/504 Compliance

Learning Disabilities:

Documentation must be dated within **three (3) years**, must have been conducted by qualified professionals, and must include the following:

1. Aptitude Assessment: The Wechsler Adult Intelligence Scale-III is the preferred instrument. Group intelligence tests, the Slosson Intelligence Test and the Kaufman Brief Intelligence Test are **NOT** appropriate.
2. Achievement Assessment: Current levels of reading, mathematics, written language are required. Preferably, a certified Learning Disabilities Specialist should have administered the tests. Acceptable instruments include the Woodcock-Johnson Psycho-Educational Battery-Revised or the Wechsler Individual Achievement Test for age appropriate students. The Wide Range Achievement Test is **NOT** a comprehensive measure of achievement.
3. Information Processing: Specific areas of information processing (e.g., short and long-term memory; sequential memory; auditory and visual perception/processing; processing speed; etc.) must be assessed. Information from subtests on the WAIS-III or the Woodcock-Johnson Tests of Cognitive Ability as well as other instruments relevant to the presenting learning problem(s) may be used to assess these areas.

Medical Condition:

Documentation must be dated within **three (3) years** if the condition is permanent. If the condition is temporary, documentation must be dated within **one (1) year**. Additional information may be requested after a periodical review.

Psychological Condition:

Documentation must be dated within **one (1) year**. Additional information may be requested after a periodical review.

Periodical reviews are made on a case by case basis depending on the prognosis submitted in the documentation.

Documentation must be typewritten on official letterhead and must include:

- Diagnosis
- Prognosis – must include length of recovery for temporary conditions
- Recommendations
- Statement certifying that the condition is disabling, to what extent, and that it meets the criteria under ADA/504

Definition of a Disability as Per ADA/504

A person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities. A person is considered to be a person with a disability if he/she has the disability, has a record of the disability, or is regarded as having the disability. Inherent in this definition is the concept that impairment itself is not a disability. It is the interaction of the impact of impairment and the demands of the environment that create a disability.

- A “physical impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skill and endocrine.
- A “mental impairment” means any psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disorders.
- An impairment which “substantially limits” refers to an inability to perform a major life activity, or a significant restriction as to the condition, manner, or duration under which a major life activity can be performed, in comparison to the average person or to most people; the availability of some mitigating factor (such as a hearing aid for a person with hearing loss that brings hearing acuity within normal limits) is not considered when determining if the disability substantially limits the individual.
- Major life activities are the basic activities that the average person can perform with little or no difficulty. These activities include, but are not limited to, walking, seeing, learning, working, performing manual task, speaking, and hearing.