

# North Loop Neighborhood Association (NLNA) ADA Policy

## 1. Participation

The North Loop Neighborhood Association is committed to making all its programs, services and activities accessible. Meetings and events of the organization will be held in a public location that is wheelchair accessible, and reasonable accommodations will be made available upon request.

For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

A wheelchair accessible location will include handicap accessible parking, and an accessible entrance with no step, or an available ramp or elevator. An accessible route to the meeting or event must be at least 3 feet wide.

Any qualified person may request an accommodation, such as a sign language interpreter, by contacting the NLNA ([info@northloop.org](mailto:info@northloop.org)) 5 days before a meeting or event. The NLNA will seek to provide the most effective available accommodations (which will provide the individual with the opportunity to participate equally, or provide equal benefits or privileges as a non-disabled person) with the understanding that the accommodation does not have to be the best or the accommodation preferred by the disabled individual.

The following notification will be placed in all meeting and event notices of the North Loop Neighborhood Association:

*The North Loop Neighborhood Association invites and encourages participation by every resident to each program, service and event organized by NLNA. Should you require an accommodation in order for you to fully participate, or if you require this document in a different format, please let us know by contacting us at [info@northloop.org](mailto:info@northloop.org) at least five days before our event?*

Complaints may be filed by emailing [info@northloop.org](mailto:info@northloop.org), or by contacting the Minneapolis Neighborhood and Community Relations Department at 612-673-2162 or by email at [ahmed.muhumud@minneapolismn.gov](mailto:ahmed.muhumud@minneapolismn.gov).

A grievance may be filed following the NLNA Complaint policy, available by request by emailing to [info@northloop.org](mailto:info@northloop.org).

## **2. Employment Policy**

(Source: <http://www.mmb.state.mn.us/policy>)

The North Loop Neighborhood Association is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the North Loop Neighborhood Association to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

### **Reasonable accommodation**

A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

Reasonable accommodation applies to three aspects of employment:

1. To assure equal opportunity in the employment process;
2. To enable a qualified individual with a disability to perform the essential functions of a job; and

3. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

### **Job applicants**

The job applicant should inform the NLNA of the need for an accommodation. The NLNA will discuss the needed accommodation and possible alternatives with the applicant, and will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

### **Policy for funding accommodations**

Funding must be approved by the NLNA Board for accommodations that do not cause an undue hardship (M.S. 43A.191(c)).

### **Definition**

Undue hardship. An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the (agency name).

### **Procedure for determining undue hardship**

1. The employee will meet with the NLNA to discuss the requested accommodation.
2. The NLNA will review undue hardships by considering:
  - The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and
  - The impact of the accommodation on the nature or operation of the NLNA.
  - The NLNA will provide a decision to the employee.

## **Appeals**

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request, or who believes the decision is based on discriminatory reasons, may file an appeal with the NLNA through the NLNA grievance policy, within a reasonable period of time, for a final decision.