



Administrative Directive

Title: Non-Discrimination on the Basis of Disability		Index Number: AD 1.11
Date of Adoption: 07/22/92	Date of Revision: 04/01/11	Page 1 of 3

1.0 Purpose and Need

To ensure that citizens and employees of the City of Virginia Beach enjoy and/or work in an environment free from discrimination or intimidation based on disability in accordance with the American's with Disabilities Act of 1990 ("ADA").

2.0 Administrative Directive

2.1 In accordance with the requirements of Title II of the ADA the City of Virginia Beach shall not discriminate against qualified individuals with disabilities on the basis of disability in the administration of its services, programs, and activities.

2.2 **Effective Communication:** The City of Virginia Beach will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City 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.

2.3 **Employment:** The City of Virginia Beach 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.

2.4 **Modifications to Policies and Procedures:** The City of Virginia Beach 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.

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

2.6 The City of Virginia Beach shall 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.

3.0 Procedure to Accomplish Administrative Directive

3.1 The Department of Public Works/Facilities Management Office has been designated by the City Manager to coordinate compliance with the requirements set forth in the Americans with Disabilities Act.

3.2 Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the Department of Public Works/Facilities Management Office. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the City, should contact the ADA Coordinator at (757)385 - 5659 as soon as possible but no later than 48 hours before the scheduled event.

3.3 Suggestions for improved accessibility to programs, services or facilities for individuals with disabilities should be addressed to:

Title: Non-Discrimination on the Basis of Disability		Index Number: AD 1.11
Date of Adoption: 07/22/92	Date of Revision: 04/01/11	Page 2 of 3

City of Virginia Beach
Department of Public Works
Facilities Management Office
2424 Courthouse Drive, Bldg 18
Virginia Beach, Virginia 23456
(757) 385-8234 711 (Virginia Relay)

3.4 Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in the application or hiring process should contact:

City of Virginia Beach
Department of Human Resources
Diversity Management Group

2424 Courthouse Drive, Bldg. 18
Virginia Beach, Virginia 23456
(757) 385-8374 (711 (Virginia Relay)

3.5 Complaints that a program, service or activity of the City of Virginia Beach is not accessible to persons with disabilities should be directed to the ADA Coordinator at (757) 385-5659 or Virginia Relay at 711 for persons with hearing disabilities

4.0 Responsibility and Authority

All City departments and agencies under the administrative authority of the City Council are responsible for ensuring compliance with the ADA and that citizens and employees of the City of Virginia Beach are free from discrimination on the basis of disability in City of Virginia Beach programs, activities and employment.

Title: Non-Discrimination on the Basis of Disability		Index Number: AD 1.11
Date of Adoption: 07/22/92	Date of Revision: 04/01/11	Page 3 of 3

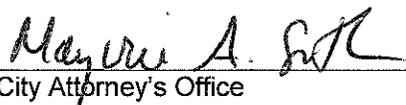
5.0 Definitions

Disability:

1. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. A record of such an impairment; or
3. A person is regarded as having such an impairment.

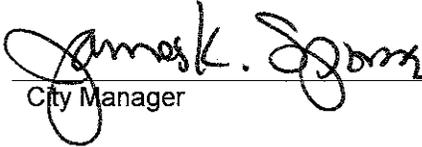
Approved as to Content:  30 MAR 11
 Director, Department of Public Works Date

Approved as to Content:  31 MAR 11
 Director, Department of Human Resources Date

Approved as to Legal Sufficiency:  3-31-11
 City Attorney's Office Date

Approved:  3-31-11
 Deputy City Manager Date

Approved:  4.5.11
 Deputy City Manager Date

Approved:  4/5/11
 City Manager Date