

RESOLUTION 95 - 120

A RESOLUTION RE-DESIGNATING THE PERSON DIRECTLY RESPONSIBLE FOR THE ADA COMPLIANCE FOR NASSAU COUNTY AND ESTABLISHING PROCEDURES AND POLICIES REGARDING THE ADA.

WHEREAS, the Americans with Disabilities Act (ADA) requires that the County designate an individual to be responsible for the coordination of ADA compliance; and

WHEREAS, the Board of County Commissioners has previously designated the County Coordinator to be the person responsible for County-wide ADA compliance; and

WHEREAS, the Board of County Commissioners is hereby re-designating the County Coordinator as the County ADA contact person; and

WHEREAS, the Board of County Commissioners also hereby implements additional policies and procedures regarding ADA.

NOW, THEREFORE, BE IT RESOLVED this 22nd day of July, 1995, by the Board of County Commissioners of Nassau County, Florida, as follows:

SECTION I. ADMINISTRATION AND IMPLEMENTATION

A. The County Coordinator shall be directly responsible for the ADA compliance program for Nassau County, Florida, and has the complete support of the Board of County Commissioners in the implementation of this program. The County Coordinator shall be responsible for the following functions:

1. Development of policy statements, guidelines, and internal and external communications about the requirements of the ADA and the County's compliance program.

2. Meeting with managers, supervisors, and employees to discuss any problems or concerns that may arise in accommodating individuals with disabilities to ensure that the program is being followed.

3. Determining the need for remedial action and designing policies to correct deficiencies in the program.

4. Serving as liaison between the County and enforcement agencies, persons with disabilities, and organizations representing individuals with disabilities.

5. Keeping the Board informed of the latest developments in hiring and employing persons with disabilities.

SECTION II. DISSEMINATION OF POLICY

A. The County Coordinator shall make every effort to ensure that all interested parties are informed about the implementation of the ADA compliance program. All recruitment and job referral agencies will be notified of the County's nondiscrimination policy. The County Coordinator shall also notify other entities and organizations with which the County deals about the County's obligation and commitment to comply with the nondiscrimination requirements of the ADA. These entities include, but are not limited to, the following:

1. Subcontractors
2. Labor unions
3. Training organizations.

B. The following actions will be taken to ensure proper dissemination of information about Nassau County's compliance

program:

1. Supervisors and other employees will be notified about the program.

2. Internal procedures to ensure dissemination will be developed, including training sessions and briefings on the program for all employees.

3. Nondiscrimination clauses will be included in all contracts and subcontracts, including modifications, renewals, and extensions to these contracts.

4. This program or parts of it will be printed in Nassau County's policy and personnel manuals as well as other County publications such as newsletters, magazines, and annual reports.

5. This program shall be reviewed and discussed in employee orientation sessions and in management training programs.

6. Nassau County's nondiscrimination policy will be posted on all County bulletin boards.

SECTION III. CONFIDENTIALITY

A. Applicants and employees are assured that all information regarding a disability shall be kept completely confidential except that:

1. Appropriate supervisors and managers may be informed regarding restrictions on the work or duties of disabled employees and any accommodations that have been made;

2. If the condition may require emergency treatment, first aid and safety personnel may be informed; and

3. Government officials investigating compliance with federal laws may be informed.

B. All employees with responsibilities which may require knowledge of disabilities are advised that they are to treat the knowledge with confidentiality.

SECTION IV. COMPLIANCE PROCEDURES

A. Any employee or job applicant who believes that he or she has been discriminated against on the basis of disability should immediately bring the problem to the attention of the County Coordinator. Any employee or job applicant who believes that he/she has been discriminated against on the basis of disability shall set forth the basis for his/her complaint in writing and shall insure that the County Coordinator receives the complaint within ten (10) working days of the date of the allegation.

B. The County Coordinator shall investigate the complaint and may meet with the individual if the County Coordinator feels it is necessary. The County Coordinator, if he/she feels a meeting is necessary, shall notify the complainant in writing of the date and time of the meeting and advise that they have a right to have legal counsel available. The meeting shall be set within twenty (20) days of the County Coordinator's receiving the complaint.

C. The County Coordinator shall respond to the complaint within twenty (20) days of receipt of the complaint, if a meeting is not required, or within thirty (30) days of the meeting if a meeting is required.

D. The time frames set forth herein for a response may be


extended for up to twenty (20) additional days by the County Coordinator, and the Complainant shall be notified in writing.

E. No applicant or employee will be subjected to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in an investigation of any alleged violation of laws prohibiting discrimination on the basis of disability.

SECTION V. EFFECTIVE DATE

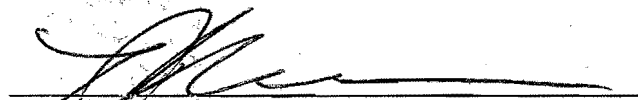
A. This Resolution shall become effective upon its being signed by the Chairman of the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



JIMMY L. HIGGINBOTHAM
Its: Chairman

ATTEST:



T. J. GREESON
Its: Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney



MICHAEL S. MULLIN

7/b:ada.res