

**NOTICE UNDER THE AMERICANS WITH  
DISABILITIES ACT of 1990, As AMENDED**  
by the AMERICANS with DISABILITIES ACT AMENDMENTS of 2008 (ADAAA)

**In compliance with 28 CFR 35.106 this notice is posted on the City's website at: [www.reno.gov](http://www.reno.gov), at all City facilities, and included with job applications and program schedules. The City also periodically publishes this notice with various media outlets.**

In accordance with the requirements of Title II of the ADAAA no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the City, access to City facilities, or be subjected to discrimination by the City.

***Employment:*** The City of Reno does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations issued by the U.S. Equal Employment Opportunity Commission under Title I of the ADAAA.

***Effective Communication:*** The City of Reno will generally, upon request, provide appropriate aids and services leading to effective communication for qualified individuals with disabilities so they can participate equally in any of the City of Reno's programs, services, or 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.

***Modifications to Policies and Procedures:*** The City of Reno will make all reasonable modifications to policies and programs to ensure that individuals with disabilities have an equal opportunity to enjoy all of its facilities, programs, services, and activities. For example, service animals are welcome in the City of Reno offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, and/or activity of the City of Reno, should contact the ADAAA Employment and Program Coordinator as soon as reasonable but no later than 48 hours before the scheduled event. Anyone requesting an auxiliary aid or service or a modification of policies or procedures is encouraged to use the attached Request for Reasonable Accommodation Form.

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

Complaints that a facility, program, service, or activity of the City of Reno is not accessible to individuals with disabilities should be directed to the designated ADAAA Employment and Program Coordinator. The ADAAA Employment and Program Coordinator will process all ADAAA related complaints and retain (as appropriate) or refer the complaint to the appropriate designated ADAAA Coordinator as described below. The ADAAA Complaint Form, for non-employment related complaints, is attached.

***ADAAA Coordinator for Employment, Programs, ADAAA Coordinator for Facility Access: Services, Activities, and Benefits:***

ADAAA Employment and Program Coordinator  
Department of Human Resources  
City of Reno  
P.O. Box 1900  
Reno, NV 89505  
775.334.2285 Telephone  
775.334.2045 Facsimile

ADAAA City Facility Access Coordinator  
Department of Public Works  
City of Reno  
P.O. Box 1900  
Reno, NV 89505  
775.334.2243 Telephone  
775.334.2491 Facsimile

***ADAAA Coordinator for Public Sidewalks, Streets and Traffic Signals:***

ADAAA Pedestrian Rights-of-Way Coordinator  
Department of Public Works  
City of Reno  
P.O. Box 1900  
Reno, NV 89505  
775.334.2548 Telephone  
775.334.1226 Facsimile

**City of Reno**  
**The Americans with Disabilities Act of 1990, As Amended**  
**by the Americans with Disabilities Act Amendments of 2008 (ADAAA)**

**Request for Reasonable Accommodation Form**

**In compliance with 28 CFR 35.106 this notice is posted on the City's website at: [www.reno.gov](http://www.reno.gov), at all City facilities, and included with job applications and program schedules. The City also periodically publishes this notice with various media outlets.**

In order to reasonably access and benefit from City of Reno programs, services and activities, please complete this form to request an accommodation including requesting alternative formats or communications and modification of policies and procedures. Employees requesting a job accommodation or applicants requesting a modification or alteration to the testing, interviewing or selection process should contact the City's ADAAA Employment and Program Coordinator/Diversity and Training Program Manager in the Human Resources Department to request a reasonable accommodation.

**Accommodation Process**

Before completing this request for accommodation please review the City of Reno ADAAA Policy # 602. If you have any questions regarding this policy please contact the City of Reno Employment and Program Coordinator at 775.334.2285. If this accommodation request is in regards to a City event or activity, this form must be submitted 48 hours prior to the event or activity.

**Contact Information**

Please mail, e-mail, fax or deliver this form to the Director of Human Resources, Department of Human Resources: Phone: 775.334.2285; Fax: 775.334.2045; mailing address is P.O. Box 1900 Reno, Nevada 89505, NV 89501; physical address is One East First Street, 4<sup>th</sup> Floor, Reno, Nevada.

**Need to Know**

The City of Reno will not place a surcharge on an individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids or services or for the reasonable accommodations of policy.

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**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

**ACCOMMODATION INFORMATION**

1. I am requesting an accommodation (check all that apply):
  - that will allow me to participate in a program or activity offered by the City. Please specify the department, program, service or activity:
  
  - by asking for an exception to a rule, policy or procedure. Please specify the rule, policy or procedure:
  
  - Other and please specify:
  
2. Describe the accommodation that you are requesting, as well as list as many alternative modifications that you can think of:
  
  
  
  
  
  
  
  
  
  
3. Describe how this accommodation will assist you. (Please attach additional sheets as necessary.)