

# AMERICANS WITH DISABILITIES ACT (ADA)

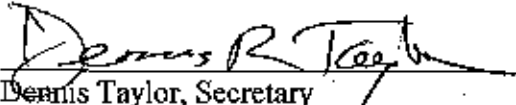
## POLICY STATEMENT

The Americans with Disabilities Act of 1990 (ADA) is a federal anti-discrimination statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. The Kansas Act Against Discrimination, as amended, is a state statute offering similar protection. The Department of Administration is committed to ensuring that persons with disabilities are included in all aspects of employment. All managers, supervisors, and employees are hereby directed to comply with the following policies:

1. **Discrimination Prohibited:** People with disabilities who are otherwise qualified may not be discriminated against in any areas of employment including, but not limited to, job application and compensation procedures, fringe-benefits available by virtue of employment and activities sponsored by this agency.
2. **Limiting, Segregating, and Classifying:** Persons with disabilities shall not be limited, segregated, or classified in a way that adversely affects their employment opportunities or status.
3. **Contractual or Other Arrangements:** The Department of Administration will not participate in a contractual arrangement or relationship which would subject qualified applicants or employees with disabilities to the discrimination prohibited by the ADA.
4. **Reasonable Accommodation:** The Department of Administration will make reasonable accommodation to known physical or mental limitations of an otherwise qualified applicant or employee with a disability unless it can be demonstrated that the accommodation would impose an undue burden. After a qualified individual requests reasonable accommodation, the Department of Administration will make every reasonable effort to determine and provide the appropriate accommodation.
5. **Retaliation and Coercion:** The Department of Administration will not coerce, intimidate, threaten, harass or interfere with any individual exercising or enjoying his/her rights under the Title I of ADA or because that individual aided or encouraged any other individual in the exercise of rights granted or protected by Title I of ADA.
6. **Employees may bring the complaints to the attention of their supervisor, or if the complaint involves supervisory personnel in the employee's line of command, to the personnel manager or EEO Coordinator in this agency.**

The Department of Administration will be forthright in all efforts to ensure that individuals with disabilities do not encounter discrimination including outright intentional exclusion; discrimination effects or architectural, attitudinal or communication barriers. The policy of the Department of Administration will be to maximize the full inclusion and integration of people with disabilities in employment.

The Agency ADA Coordinator, Kim Warren, can be reached at Room 251, Landon State Office Building, 900 SW Jackson, Topeka, Kansas, 66612, (785) 296-6496.

  
Dennis Taylor, Secretary  
Department of Administration

1-21-2011  
Date