

## City of Norman Accessibility and Inclusion Statement

### Long Version:

#### NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

**In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the City of Norman will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.**

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

**Effective Communication:** The City of Norman will generally, upon request, provide appropriate aids and services leading to effective communications for qualified individuals with disabilities so they can participate equally in the city’s 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, and/or vision disabilities. Requests should go to the City’s ADA Technician at 405-366-5424 Relay Service: 711, so effective communications can be achieved. To better serve you, five (5) business days’ advance request is preferred.

**Modifications to Policies and Procedures:** The City of Norman 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 the City of Norman’s offices, even where pets are generally prohibited.

Anyone who requires some auxiliary aid or services for effective communication, or modification of policies or procedures to participate in a program, services, or activity of the City of Norman, should contact the office of the City’s ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days’ advance notice is preferred.

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

Complaints that a program, service, or activity of the City of Norman is not accessible to persons with disabilities should be directed to the Cities ADA Technician at 405-366-5424, Relay Service: 711.

The City of Norman will 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 policies.

## WHERE TO USE THIS NOTICE

- The City's website.
  - Include this notice with job applications.
  - Broadcast this notice in public service announcements on local radio and television stations.
  - Prominently within each City department.
  - Post the notice at all municipal facilities.
  - Include the notice in program handbooks.
  - Published the notice as a legal notice in local newspapers.
  - Post the notice at bus shelters or other public transit stops.
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### **Short Version:**

#### **The City of Norman Self Evaluation and Transition Plan Recommended Wording:**

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, sex, religion, national origin, place of birth, age, familial status, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

*Note: This standardized statement should be accessible to all employees and utilized in all departmental materials that are distributed by the City of Norman.*

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### **Non-Discrimination Contract Clause:**

It is the policy of the City of Norman that no persons or groups of persons shall, on the grounds of race, color, sex, religion, national origin, place of birth, age, familial status, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any City programs, services, or activities.

*Note: This clause should be accessible to applicable departments to use in all contracts that are federally funded.*

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