



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

MARK A. COOPER
DIRECTOR

Americans with Disabilities Act (ADA)
Policy Number: HR-0010

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Revised Date:

Approval:


Mark A. Cooper, Director

I. POLICY

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to abide by the requirements of the Americans with Disabilities Act of 1990 as amended.

II. PURPOSE

The GOHSEP prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities. The GOHSEP will provide reasonable accommodations, on request, including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

III. APPLICABILITY

This policy applies to all employees, applicants for employment, and qualified individuals who access a program or service provided by the GOHSEP.

IV. REPORTING

If an employee of the GOHSEP has a grievance or discrimination or harassment complaint regarding the Americans with Disabilities Act (ADA) he/she may file a grievance or complaint under the GOHSEP's Grievance

Procedure Policy, HR-0012 or the Discrimination and Harassment Complaints Policy, HR-0025.

For non-employees who have a grievance or complaint regarding:

1. the accessibility of a GOHSEP facility; or,
2. the accessibility of a GOHSEP program,

The individual should contact the GOHSEP Human Resources Office who will advise the individual on the proper grievance or complaint procedure.

For more information, individuals may contact the Governor's Office of Disability Affairs at 1-877-668-2722.