

**ST. CHARLES PARISH**

**Public Notice on Nondiscrimination Under  
Section 504 of the Rehabilitation Act of 1973, as Amended and  
Americans with Disabilities Act of 1990**

As required by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) St. Charles Parish has adopted a policy regarding "Nondiscrimination on the Basis of Disability."

St. Charles Parish does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities.

St. Charles Parish does not discriminate on the basis of disability in its hiring or employment practices. The Parish will not ask a job applicant about the existence nature or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the positions. St. Charles Parish will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request, unless the accommodation would cause an undue hardship on the operation of the Parish's business. Any employee's medical records will be retained separately from personnel files and kept confidential. The Parish will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent its selection criteria have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity.

St. Charles Parish does not discriminate against participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the Parish, in admission or access to, or treatment or employment in, its federally assisted programs or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the 504/ADA Coordinator. St. Charles Parish will provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden. A person who requires an accommodation or an auxiliary aid or service to participate in a Parish program, service, or activity should contact the Section 504 Coordinator as far in advance as possible but no later than 48 hours before the scheduled event.

St. Charles Parish may also be reached through the LA Relay Communications System at the following numbers:

Access #'s:

Voice Users: 1-800-947-5277

Speech to Speech: 1-888-272-5530

TTY Users: 1-800-846-5277

Spanish/Español: 1-800-737-1813

Email: [larelay@hamiltonrelay.com](mailto:larelay@hamiltonrelay.com)

This service is free of charge.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding ADA should be forwarded to:

504/ADA Coordinator:

Dayna Parker, Personnel Officer

Address:

Post Office Box 302, Hahnville, LA 70057

Phone Number:

(985)783-5000

Days and Hours Available:

Monday thru Friday; 8:30 a.m to 4:00 p.m.

Upon request, this notice and other materials may be made available in alternative formats (for example, large print or audio tape) from the 504/ADA Coordinator. The Parish 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 policy, such as retrieving items from locations that are open to the public, but not accessible to persons with wheelchairs.