

POLICY 1650 Accessibility and Reasonable Accommodations

Issued: September 19, 2007

Revised: March 28, 2012

SUBJECT: Accessibility and Reasonable Accommodations.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To comply with the Americans with Disabilities Act (ADA) of 1990, as amended; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended; the State Deaf Persons' Interpreters Act (P.A. 204 of 1982, amended 2007); and the Michigan Persons with Disabilities Civil Rights Act (P.A. 220 of 1976); this policy defines Department's requirements for printed materials, meetings, electronic technology and services, and their availability to persons with disabilities in accessible formats when requested. This document covers employees and any individual, including the general public, who is served by Departments and Sub-units.

Note: This policy does not apply to Department of Corrections prisoners.

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SUMMARY: Departments must ensure that all printed materials, meetings, electronic technology and services are accessible to persons with disabilities, such as employees, applicants, program participants or members of the public participating in Departments' activities.

Printed Material and Documents:

All printed material or documents issued by Departments will be available upon request in alternative formats useable to the requestor, unless this process would result in a fundamental alteration in the nature of a program or activity or an undue financial or administrative burden.

Materials published by Departments will contain a notice that the material is available in an accessible format. In addition, Departments shall take steps to provide information to the general public about the availability of documents in accessible formats.

Meetings and Events:

Events and meetings planned and sponsored by Departments will be accessible, unless this would fundamentally alter the nature of a program or activity or an undue financial or administrative burden would occur.

"Accessible" means that all who are qualified to attend can attend, participate in all activities and access information in the needed accessible formats in a timely manner. At a minimum, the site will be barrier-free and additional reasonable accommodations will be provided upon request with advance notice. This

includes, but is not limited to, meetings open to the public, conferences, educational events, press conferences and staff training.

Departments shall include on Event and Meeting notices a statement regarding accessibility and list contact information for requesting an accommodation and the timeframe for requests, in advance of the Event or Meeting.

Video or Other Media Production:

Video or other media production produced or distributed by Departments will be made accessible through open and closed captioning, Sign Language interpreted, descriptive video or other methods.

Video recordings intended for internal investigative processes or documentation such as depositions, video recorded inspections, etc. are not covered by this policy.

Electronic and Information Technology:

Departments are required to work within the accessibility standards for disseminating information, website development and information on websites, including computers, software and electronic office equipment and all technologies covered by the law. For additional information, contact the Department of Technology, Management and Budget (DTMB), E-Michigan Web Development.

REFERENCES:

Americans with Disabilities Act (ADA) of 1990, as amended, (Pub. L. 101-336) (42 U.S.C. §§ 12101 *et. seq.*).

Rehabilitation Act of 1973, as amended, Sections 504 (29 U.S.C. § 794) and 508 (29 U.S.C. § 794d).

State Deaf Persons' Interpreters Act (P.A. 204 of 1982, amended 2007) (MCL 339.501. *et. seq.*).

Michigan Persons with Disabilities Civil Rights Act (P.A. 220 of 1976) (MCL 37.1101, *et. seq.*).

[State of Michigan Accessibility Resource Guide](#) can be found on the DTMB Internet.
