

## **PRESERVATION RESOURCE CENTER**

### **Public Notice of Nondiscrimination Under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act**

As required by Section 504 of the Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA), the Preservation Resource Center has adopted a policy regarding "Nondiscrimination on the Basis of Disability."

The Preservation Resource Center does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities.

The Preservation Resource Center does not discriminate on the basis of disability in its hiring or employment practices. The Preservation Resource Center 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. The Preservation Resource Center will make reasonable accommodations for the known physical or mental limitations of a qualified application or employee with a disability upon request, unless the accommodation would cause an undue hardship on the operation of the PRC's business. Any employee's medical records will be retained separately from personnel files and kept confidential. The Preservation Resource Center 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 a disability; those criteria will be job-related and consistent with business necessity.

The Preservation Resource Center does not discriminate against participants, beneficiaries, applicants, employees or unions or organizations with whom they have collective bargaining agreements, in admission or access to or treatment or employment 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 know to the 504/ADA Coordinator. The Preservation Resource Center 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 PRC 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.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding Section 504 and/or ADA should be forwarded to:

Section 504/ADA Coordinator:	<u>Maryann Miller</u>
Address:	<u>923 Tchoupitoulas Street</u>
	<u>New Orleans, LA 70130</u>
Phone Number:	<u>(504) 581-7032</u>
Days and Hours Available:	<u>Mon – Fri (9:00 am through 3:00 pm)</u>

Upon request, this notice and other materials may be made available in alternative formats (for example, large print or audio tape) from the Section 504/ADA Coordinator. The PRC 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.