

# NESHOBA COUNTY BOARD OF SUPERVISORS

## **Notice Under the Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Neshoba County, Mississippi will not discriminate against qualified individuals with disabilities on the bases of disability in its services, programs or activities.

**Employment** – Neshoba County, Mississippi does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication** – Neshoba County, Mississippi will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Neshoba County, Mississippi'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 or vision impairments.

**Modifications to Policies and Procedures** - Neshoba County, Mississippi 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 Neshoba County, Mississippi's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or services for effective communication or a modification to policies or procedures to participate in a program, service or activity of Neshoba County, Mississippi should contact the County Administrator of Neshoba County, Neshoba County, Mississippi's ADA Coordinator, 401 East Beacon Street, Suite 201, Philadelphia, Mississippi 39350; Telephone Number – 601-656-6281; as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Neshoba County, Mississippi 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 Neshoba County, Mississippi is not accessible to persons with disabilities should be directed to the County Administrator of Neshoba County, Neshoba County, Mississippi's ADA Coordinator,

401 East Beacon Street, Suite 201, Philadelphia, Mississippi 39350; Telephone Number – 601-656-6281.

Neshoba County, Mississippi 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 are not accessible to persons who use wheelchairs and/or other aiding devices.

### **Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”) and more importantly to ensure accessibility of programs, services, activities and facilities by those with disabilities. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Neshoba County, Mississippi. Neshoba County, Mississippi’s Employee Handbook governs the employment-related complaints of disability discrimination.

The complaint should be made in writing and contain sufficient information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem encountered. Alternative means of filing complaints, such as personal interviews or recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

County Administrator  
Neshoba County, Mississippi ADA Coordinator  
401 East Beacon Street, Suite 201  
Philadelphia, Mississippi 39350  
Phone Number – 601-656-6281  
e-mail: [countyadministrator@neshobacounty.net](mailto:countyadministrator@neshobacounty.net)

Within fifteen (15) calendar days after receipt of the complaint, the County Administrator/ADA Coordinator or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the County Administrator/ADA Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audio format. The response will explain the position of Neshoba County, Mississippi and offer options for substantive resolution of the complaint.

If the response by the County Administrator/ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and or their designee may appeal the decision within fifteen (15) calendar days to the Neshoba County Board of Supervisors.

Within fifteen (15) calendar days after receipt of the appeal, the Neshoba County Board of Supervisors designee(s) will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting the President of the Neshoba County Board of Supervisors or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the County Administrator/ADA Coordinator or his designee, appeals to the Neshoba County Board of Supervisors or its designee and responses from these two offices will be retained by Neshoba County, Mississippi for at least three (3) years.

### **Policy Regarding Disabilities**

The County will not discriminate against qualified applicants and employees on the bases of a disability. The County will provide reasonable accommodation to the known physical or mental limitation of a qualified applicant or employee with a disability unless the accommodation will impose an undue hardship on the County. In this regard an undue hardship is defined as, but not limited to: significant difficulty and/or expenses associated with an accommodation and/or significant operational impact. If you become aware of a means to make a County program or facilities more accommodating to individuals with a disability, you should immediately advise the County Administrator. Further, an employee shall not discriminate against any individual or group of individuals with a disability.