

Appendix F – City ADA Policies (Communications, Employment)

Job Description

The City of Grand Rapids' job descriptions include special statements under the qualification requirements that include:

“Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions”

Job Applications

The City allows submission of paper job applications and online fillable PDF job applications to applicants. Accommodations to peoples with disabilities for people applying for positions include the use of TTY/Voice communications.

Certain areas within the job application also indicate whether or not the person applying has a disability that is in need of special accommodations, in the City identifies the need for accommodation and makes the accommodation for the person in need.

Communication

The City makes it a priority to make accommodations for any person with a disability at City activity and functions. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Grand Rapids, should contact the ADA Title II Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Neighborhood/Stakeholder/Public Meetings

Any public meeting, hearing, or comment period held by the City of Grand Rapids is accessible. The City will provide qualified interpreters upon request and will provide documents in an accessible format or other alternative formats, such as large print upon request. All public notices shall contain contact information for accommodation requests.

Public meetings, trainings, programs and other events must be held at accessible locations and indicated in the meeting notice.