

Carson Water Subconservancy District

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Carson Water Subconservancy District (CWSD) will not discriminate against qualified individuals with disabilities on the basis of disability in the CWSD's services, programs, or activities.

Employment: CWSD 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 Americans with Disabilities Act (ADA).

Effective Communication: CWSD will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in CWSD 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: CWSD will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all CWSD programs, services, and activities. For example, individuals with service animals are welcomed in CWSD offices, although otherwise animals are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a CWSD program, service, or activity, should contact the CWSD Administrative Assistant at 775-887-7450 as soon as possible, but no later than 2 business days before the scheduled event.

The ADA does not require CWSD 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 CWSD program, service, or activity is not accessible to persons with disabilities should be directed to the CWSD Administrative Assistant at 775-887-7450.

CWSD 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.

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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. It may be used by anyone who wishes to file a Complaint alleging discrimination based on disability in the provision of services, activities, programs, or benefits by Carson Water Subconservancy District (CWSD). CWSD's Personnel Policy governs employment-related complaints of disability discrimination.

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

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:

Administrative Assistant
Carson Water Subconservancy District
777 William Street, #110A
Carson City, NV 89701

Within 15 calendar days after receipt of the Complaint, the CWSD Administrative Assistant will speak to or meet with the complainant (whichever the complainant desires) to discuss the Complaint and the possible resolutions. Within 15 calendar days of the meeting, the CWSD Administrative Assistant will respond in writing, and, where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of CWSD and may offer options for substantive resolution of the Complaint.

If the response by the CWSD Administrative Assistant does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response, to the CWSD General Manager at the address above.

Within 15 calendar days after receipt of the appeal, the CWSD General Manager will speak to, or meet with the complainant (whichever the complainant desires) to discuss the Complaint and possible resolutions. Within 15 calendar days after the meeting, the CWSD General Manager 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 CWSD Administrative Assistant, appeals to the CWSD General Manager, and responses from them to complainants will be retained by CWSD for at least three years.