

FORSYTH COUNTY POLICY ON NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Forsyth County Government welcomes all requests for accommodations and does not discriminate against members of the public or guests of the County on the basis of disability, or because of a relationship with a person who is disabled, in the admissions, access to or use of its programs, services, facilities, events, meetings, communications, record keeping, or activities.

Furthermore, Forsyth County Government intends to comply with all federal and state laws concerning the employment of persons with disabilities and not discriminate against qualified individuals with disabilities, or who are associated with disabled persons, regarding application procedures, hiring, advancement, discharge, compensation, training, and other terms, conditions, and benefits of employment.

Forsyth County Government expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual who requested an accommodation in good faith, or who assisted another person in making such a request. The policy of no retaliation also applies to anyone who, in good faith, reports, provides, or is preparing to provide information about a violation of this policy as part of any proceeding.

If a Forsyth County Government employee, intern, third party vendor, independent contractor, member of the public, guest, or applicant believe they, or someone else, may have been subjected to conduct that violates this policy, they should report it immediately to the ADA Coordinator listed below. All reports will be held in confidence to the degree it is allowable under relevant laws.

As part of Forsyth County Government's commitment to accessibility, an ADA Coordinator has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), which prohibits discrimination on the basis of disability by public agencies.

In accordance with Title II of the Americans with Disabilities Act, Forsyth County has implemented a transition plan which is intended to provide a framework for the continuous improvement of County facilities, programs, services, events, meetings, communications, record keeping, and activities to ensure full access for individuals with disabilities. In addition to the transition plan, the County conducts annual self-evaluations to identify any programs, services, facilities, activities, or policies that are inconsistent with Title II's requirements. It is the intent of Forsyth County to address any identified inconsistencies in a timely manner based upon the necessity of programmatic access, degree of complexity, and overall cost.

Any individual who feels the Forsyth County Government ADA Accommodations Request Forms and/or the ADA accommodations process is not adequate are encouraged to file a Forsyth County Government ADA Grievance Form with the County's ADA Coordinator **within 180 days** of the alleged occurrence. Copies of the relevant forms can be found at <https://www.forsythco.com/ada> and can also be obtained by contacting the Forsyth County ADA

Coordinator listed below. The grievance will be handled in accordance with the Forsyth County Government's ADA Grievance Procedure.

APPLICANTS WITH A DISABILITY

1. If a reasonable accommodation is needed to participate in the job application or interview process for a position with the Forsyth County Government, you are encouraged to request an accommodation by contacting the County's ADA Coordinator listed below.
2. Upon receipt of the accommodation request from an applicant, The ADA Coordinator will gather and document all the facts surrounding the request and engage in an interactive process with the Applicant, hiring Department Manager, and Employment Services to determine if and what accommodation should be provided, and how to best facilitate the accommodation request.
3. Forsyth County Government will process all requests for accommodations, and, where appropriate, provide accommodations without unreasonable delay.

EMPLOYEES WITH A DISABILITY

1. Any employee with a disability is encouraged to submit a Forsyth County Government Employee ADA Accommodations Request Form to the ADA Coordinator listed below. Please include relevant information that describes the accommodation you are seeking, the reason you need an accommodation, and how such an accommodation will allow you to perform the essential functions of your job. You may attach supporting documentation if needed, but please keep them to the minimum needed to support your request. If you are unable to complete the form, and need an accommodation to do so, please contact the ADA Coordinator for assistance.
2. You are encouraged to suggest reasonable accommodations you believe will allow you to perform the essential functions of your job. However, Forsyth County Government may instead provide an alternative effective accommodation that allows you to perform the essential functions of your job, subject to the limitation that the accommodation can be made without imposing an undue hardship on Forsyth County Government.
3. Within 72 hours of receiving the request form, absent exigent or extreme circumstances, the ADA Coordinator will utilize the information presented on the request form to begin the accommodations process. The ADA Coordinator will work with the requesting individual and their management team, as part of an interactive process, to best meet the accommodation request, if feasible.

MEMEBERS OF THE PUBLIC OR GUESTS OF FORSYTH COUNTY WITH A DISABILITY

1. Any members of the public or guests of the County needing an accommodation based on a disability are encouraged to submit a Forsyth County Government ADA Accommodations Request Form. Copies of this form can be found at <https://www.forsythco.com/ada> and can also be obtained by contacting the ADA

Coordinator listed below. If you are unable to complete the form and need an accommodation to do so, please contact the ADA Coordinator for assistance.

2. Forsyth County Government asks that a requester make a request at least 72 hours in advance of the Forsyth County Government sponsored program, event, service, or activity. The more advanced notice Forsyth County Government has, the more likely it will be able to make arrangements for the accommodation request.
3. Within 72 hours of receiving the request form, absent exigent or extreme circumstances, the ADA Coordinator will utilize the information presented on the request form to begin the accommodations process. The ADA Coordinator will work with the requesting individual, as part of an interactive process, to best meet the accommodation request, if feasible. If an accommodation cannot be provided, the requestor shall be notified as soon as possible.

CONTACT INFORMATION

**The Forsyth County Government ADA Coordinator can be reached at: (470) 208-4143 or
at adacoordinator@forsythco.com**