TO: All State and County Extension Staff Members

FROM: Billy G. Hicks
       Dean

DATE: July 1, 1995

SUBJECT: AMERICAN'S WITH DISABILITIES ACT

The American's With Disabilities Act protects qualified individuals with disabilities from employment and program participation discrimination. It is the policy of Extension to treat the needs of every qualified individual on a case by case basis depending on the circumstances of the particular employment or program participation situation.

County Extension staff should contact the District Supervisor, and Section Leaders contact the appropriate Associate/Assistant Dean, should questions arise about securing listening devices, interpreters, or other required accommodations for persons with a disability. Every reasonable effort should be made to accommodate persons with a disability in our educational programs.

Reasonable accommodations will also be made for present staff who develop a disability and for qualified applicants who seek a position with the Tennessee Agricultural Extension Service. Every situation will be treated on a case by case basis. County Extension Leaders should contact their District Supervisor, and Section Leaders should contact the appropriate Assistant/Associate Dean, with questions concerning reasonable accommodations in employment. The final decision on reasonable accommodations (depending on the scope of the accommodation) will be made by the Dean of the Agricultural Extension Service.

The Tennessee Agricultural Extension Service has a grievance procedure in place to meet the requirements of ADA. To file a grievance related to employment, the procedures are the same as those outlined in our publication, "Equal Employment Opportunity in the Tennessee Agricultural Extension Service." If a program participant wishes to file a complaint under ADA, these procedures are the same as those outlined in publication, "SP362 Procedure for Filing a Complaint."

I will inform you if there are any changes in TAES policies and procedures related to the Americans With Disabilities Act.

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