

Appendix G – City ADA Policies (Communications, Employment)

Job Descriptions

The City of Brainerd’s job descriptions all 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 uses NEOGOV software as one method to apply for a position within the City. NEOGOV complies with all applicable ADA laws under Title II. The City also 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, braille readers and screen readers along with the latest versions of supportive assistive technologies.

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 which 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 activities and functions.

Neighborhood/Stakeholder/Public Meetings

Any public meeting, hearing, or comment period held by the City of Brainerd 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 or braille 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. Project managers and other City staff are directed to use the Department of Justice Guide to Conducting Accessible Meetings to assist in planning public meetings.