

| BD 3.3 | POLICY ON      | Resolution<br>Number | 09-131   |
|--------|----------------|----------------------|----------|
|        | AMERICANS WITH | Resolution<br>Date   | 05/18/09 |
|        | DISABILITIES   | Effective<br>Date    | 05/18/09 |
|        |                | Revision<br>Date     |          |
|        |                | Procedure<br>Number  | BD 3.3 A |

## **PURPOSE**

Equal employment opportunity is a fundamental principle of the North Texas Tollway Authority (NTTA). As an equal opportunity employer, the NTTA is committed to recruit, hire, promote, and administer all human resource actions in a nondiscriminatory manner and in compliance with all applicable laws and regulations.

The American with Disabilities Act (ADA) became effective for public entities January 26, 1992. It prohibits discrimination in employment, transportation, and public accommodations against individuals with disabilities that substantially limit a major life activity, and requires that employers provide reasonable accommodation for such disabilities, unless such accommodation would impose undue hardship to the employer. State and local governments may not refuse to allow a person with a disability to participate in a service or program, or refuse to furnish auxiliary aids when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. Public entities must operate their programs so that they are readily accessible to and usable by individuals with disabilities.

## POLICY STATEMENT

The NTTA will not discriminate against a qualified individual with a disability, because of the disability of such a person, with regard to job application procedures, hiring, advancement, discharge, compensation, job training, or other terms, conditions, and privileges of employment.

The NTTA will make a reasonable accommodation for the known and/or documented physical or mental limitations of an otherwise qualified individual who is an applicant or an employee, unless the accommodation imposes an undue hardship on the operations of the NTTA or creates a safety issue. A qualified individual with a disability is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires.

No criteria shall be included in employment tests or other

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|                 | selection criteria which would discriminate against an individual with a disability unless such criteria are job-related.  |  |
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|                 | <ul> <li>The employment test will accurately reflect the skills or<br/>aptitude necessary to perform the job.</li> </ul>   |  |
|                 | <ul> <li>No medical examination or psychological test will be<br/>given before a conditional offer of employment is<br/>made.</li> </ul>   |  |
|                 | <ul> <li>Reasonable accommodation shall be made for an<br/>otherwise qualified candidate to enable that candidate<br/>to perform the job unless it imposes an undue hardship.<br/>Standard methods will be used in determining<br/>reasonable accommodation and undue hardship.</li> </ul> |  |
|                 | Equal opportunity notices will be prominently displayed.   |  |
| RESPONSIBILTIES | <b>Executive Director or designee -</b> shall ensure each service, program and activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.  |  |
| SCOPE           | All employees of the North Texas Tollway Authority   |  |

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