

## **ADA Notice and Compliance Pine Manor College**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), Pine Manor College will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

**Employment:** Pine Manor College 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 ADA.

**Effective Communication:** Pine Manor College will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Pine Manor College’s 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:** Pine Manor College will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in Pine Manor College offices, even where pets 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 program, service or activity of Pine Manor College, should contact the Office of Human Resources at 617-731-7143 as soon as possible but no later than 72 hours before the scheduled event.

The ADA does not require Pine Manor College 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 program, service or activity of Pine Manor College is not accessible to persons with disabilities should be directed to ADA Coordinator William (Bo) Opava at 617-731-7143.

Pine Manor College 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.

## **ADA Compliance**

### **Compliance: Americans with Disabilities Act & Rehabilitation Act of 1973/Section 504**

The Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 were established in order to provide a clear comprehensive national mandate for the elimination of discrimination against individuals with disabilities. Section 504 is the section of the Rehabilitation Act of 1973 that specifically created civil rights to individuals with disabilities. Section 504 provides that no qualified individual with a disability should, only by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Pine Manor College placed the administrative responsibility for ADA/Rehabilitation Act compliance in the Division of Diversity, Equity and Inclusion. Examples of issues within the scope of this responsibility include program accessibility for all institutional constituents, removing existing architectural and physical barriers, ensuring that capital projects are in compliance, arranging for accessible transportation, providing ongoing education and training, and ensuring compliance in employment practices. Both ADA requirement and guiding principles for ADA/Rehabilitation Act compliance are available from this office. Consultation on disability-related issues is available and encouraged.

### **Definition:**

#### **The Americans With Disabilities Act (ADA) of 1990**

An individual with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits one or more life activities; or (2) has a record of such impairment; or (3) is regarded as having such impairment. Major life activities include but are not limited to walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination solely on the basis of disability in employment, public services, and accommodations. The person must be otherwise qualified for the program, service, or job.

The ADA details administrative requirements, complaint procedures, and the consequences for non-compliance related to both services and employment. The ADA requires provision of reasonable effective accommodations for eligible students across educational activities and settings.

## **Section 504 of the Rehabilitation Act of 1973**

Section 504 of The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs, public and private, that receive federal financial assistance. Section 504 covers institutions regardless of whether they have open door, selective, or competitive admissions practices.

People with disabilities have the same legal remedies that are available under Title VII of the Civil Rights Act of 1964, as amended in 1991. Thus, individuals who are discriminated against may file a complaint with the relevant federal agency or sue in federal court. Enforcement agencies encourage informal mediation and voluntary compliance.

## **ADA Coordinator**

It is the policy of Pine Manor College to comply with the Americans with Disabilities Act (ADA). Inquiries about the ADA and accommodations related to students should be referred to Staci Weber, Dean of Student Affairs, by phone to 617-731-7195, or e-mail at [sweber@pmc.edu](mailto:sweber@pmc.edu).

Employee and visitor inquiries regarding employment, accommodations, discrimination or harassment based upon disability should be referred to the Office of Human Resources at 617-731-7143.

The ADA Coordinator facilitates employment accommodations at Pine Manor College. The University follows the guidelines of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, GINA, and current case law. This process is designed to assure that reasonable accommodations are provided as required by law. The ADA Coordinator for employment accommodations is William (Bo) Opava, Chief Human Resource Officer of the College, who can be reached at 617-731-7143. Requests for accommodation can also be emailed to [wopava@pmc.edu](mailto:wopava@pmc.edu).