

Notice under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Minnesota Department of Labor and Industry (DLI) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment

DLI 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

DLI will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in DLI 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

DLI will make all reasonable modifications to policies and programs to ensure 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 DLI 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 DLI should call the office of DLI ADA Coordinator Sandi Arvin, at 651-356-4132, as soon as possible, but no later than 48 hours before the scheduled event.

The ADA does not require the DLI 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 DLI is not accessible to persons with disabilities should be directed to DLI ADA Coordinator Sandi Arvin, at 651-356-4132.

DLI 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 or 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.

DLI grievance procedure under the ADA

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Department of Labor and Industry (DLI). The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination, such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his or her designee as soon as possible, but no later than 60 calendar-days after the alleged violation to:

Sandi Arvin, DLI ADA coordinator
Minnesota Department of Labor and Industry
443 Lafayette Road N.
St. Paul, MN 55155
Phone: 651-356-4132
Email: sandi.arvin@state.mn.us

Within 15 calendar-days after receipt of the complaint, the DLI ADA coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar-days of the meeting, the DLI ADA coordinator or designee will respond in writing and where appropriate in a format accessible to the complainant, such as audio, Braille or large print. The response will explain the position of DLI and offer options for substantive resolution of the complaint.

If the response by the DLI ADA coordinator or designee does not satisfactorily resolve the issue, the complainant and/or his or her designee may appeal the decision within 15 calendar-days after receipt of the response to the DLI commissioner or designee.

Within 15 calendar-days after receipt of the appeal, the DLI commissioner or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar-days after the meeting, the DLI commissioner or designee will respond in writing and where appropriate in a format accessible to the complainant with a final resolution of the complaint.

All written complaints received by the DLI ADA coordinator or designee, appeals to the DLI commissioner or designee, and responses from these two offices will be retained by DLI for at least three years.