

MassWorkforce Issuance

100 DCS 05.102

☒ Policy ☐ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: February 16, 2018

Subject: **ADA Language Used for EOLWD Sponsored Trainings and Conferences**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of the policy to include ADA language in EOLWD sponsored training and conference announcements with regards to reasonable accommodation for people with disabilities.

Background: The Americans with Disabilities Act of 1990 ([ADA](#)) is a law that was enacted by the U.S. Congress in 1990. Senator Tom Harkin (D-IA), authored the bill and was its chief sponsor in the Senate. It was signed into law on July 26, 1990, by President George H. W. Bush, and later amended with changes effective January 1, 2009.

The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal. Disability is defined by the ADA as "...a physical or mental impairment that substantially limits a major life activity." The determination of whether any particular condition is considered a disability is made on a case-by-case basis.

On September 25, 2008, President George W. Bush signed the ADA Amendments Act of 2008 (ADAAA) into law. This was intended to give broader protections

for disabled workers and "turn back the clock" on court rulings that Congress deemed too restrictive. The ADAAA includes a list of "major life activities."

Titles of the ADA

1.1 Title I—Employment

1.2 Title II—Public entities (and public transportation)

1.3 Title III—Public accommodations (and commercial facilities)

1.4 Title IV—Telecommunications

1.5 Title V—Miscellaneous provisions

Policy: The following language is to be used for all trainings and or conferences offered by EOLWD:

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can. Also include a way we can contact you if we need more information. Please allow at least two weeks (14 days) advance notice. Last minute requests will be accepted, but may be impossible to fill. Send an e-mail to Dennis Johnson, Executive Office of Labor and Workforce Development / Diversity / ADA Office or call 617/626-5111.

This is language comes from the [Mass Office on Disability](#) (MOD) handbook along with other helpful tips, rules, and requirements when holding a training or conference; use this link to access the handbook:

<https://www.mass.gov/files/documents/2017/11/07/executivebranchdisabilityhandbookfinal2007.pdf>

Action

Required: Local areas must assure that local policy and practice is consistent with the content of this issuance.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@MassMail.State.MA.US. Also, indicate Issuance number and description. Dennis Johnson can be reached at Dennis.Johnson@MassMail.State.MA.US.