



# NON-DISCRIMINATION ON BASIS OF HANDICAP

The City of Mason does not discriminate on the basis of disability in its hiring or employment practices. The City of Mason will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. The City of Mason will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City of Mason's business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity. Employees' medical information is maintained separately from personnel files and protected by confidentiality.

The City of Mason will provide appropriate auxiliary aids and services, including qualified sign language interpreters, assistive listening devices, and alternate formats, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden.

A person who requires an accommodation or an auxiliary aid or service should contact the following officials; interpreter requests should be made as far in advance as possible but no later than 48 hours before the scheduled event:

Sarah Jarvis, City Clerk & Employee and Customer Engagement Director  
Phone: 517.676.9155

Relay Service  
1.800.833.5833 (TTY)  
1.800.833.7833 (Voice)

Complaints that a City of Mason program, service, or activity is not accessible to persons with disabilities should be directed to City Manager. Complaints of disability-based discrimination against applicants for the City of Mason employment or employees should be directed to City Manager.

The City of Mason 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.

**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155.