



City of West Covina ADA Nondiscrimination Notice

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

Employment: The City of West Covina 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: The City of West Covina will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of West Covina’s programs, services, and activities.

Modifications to Policies and Procedures: The City of West Covina 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 the City of West Covina 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 the City of West Covina, should contact the office of the program, service, or activity coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of West Covina 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 the City West Covina is not accessible to persons with disabilities should be directed to:

Helen Tran
Director of Human Resources/Risk Management
ADA/504 Coordinator
City of West Covina
1444 West Garvey Avenue
West Covina, CA 91790
HTran@westcovina.org
Phone: 626-939-8450
California Relay Service: dial 711

The City of West Covina 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. **This notice is available in alternate formats from the ADA Coordinator.**