Update 2015-26: Common Place
Civil Rights Chapter

Background
Civil Rights Common Place (CP) Handbook Chapter 36 contains policy on disability accommodations, language access for limited English proficient individuals, and procedures for requesting interpreter services and form translations.

Changes
This update provides additional information that enhances existing policy.

[Refer to "Civil Rights," page 36-1 for additional information.]

Implementation
The changes within the update are effective immediately.

Forms
The “The Sample Reasonable Accommodations and tips for Communicating with People with Disabilities” (SCD 2431) has been created to assist the worker when working with individuals with disabilities. The form includes sample reasonable accommodations that can almost always be approved by the worker.

Training
All all employees who have public contact are required to complete Civil Rights training. Refresher trainings are also required every two years. Current employees have until January 31, 2016 to complete new Web-Based training. Register for training via SCCLearn.
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