

**STATE AGENCY NAME: Louisiana Radiologic Technology Board of Examiners**

**POLICY NUMBER: ADA01**

**EFFECTIVE DATE: October 24, 2022**

**SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA)**

## **I. POLICY**

The Louisiana Radiologic Technology Board of Examiners is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act and its Amending Act of 2008 (collectively ADA) and Louisiana Revised Statute 46:2594. This includes engaging in the interactive process and providing reasonable accommodations to qualified individuals with a disability for purposes of:

- Participating in the application and interview process;
- Performing the essential functions of the job;
- Providing equal opportunity to access the benefits and privileges of employment;
- Ensuring effective communication, through the provision of auxiliary aids and services, for individuals with speech, hearing or vision impairments; and/or
- Providing equal opportunity to access the agency's programs, services, activities and facilities.

## **II. APPLICABILITY**

This policy applies to all Louisiana Radiologic Technology Board of Examiners employees, applicants for employment, and members of the general public that receive services from Louisiana Radiologic Technology Board of Examiners.

## **III. ACCOMMODATION REQUEST PROCEDURE**

It is the responsibility of the qualified individual with a disability to request a reasonable accommodation(s) when needed. To do so, the individual may initiate a request either verbally or in writing to the Agency ADA Coordinator, whose name and contact information is provided below:

Name: Kenneth Jones  
Section: Louisiana Radiologic Technology Board of Examiners  
Address: 3108 Cleary Ave, Suite 207 Metairie, LA 70002  
Phone #: 504-838-5231  
Email: laradbrd@bellsouth.net

Upon receipt of an accommodation request, the ADA Coordinator is responsible for engaging in the interactive process with the Requestor to evaluate and determine an appropriate resolution. Documentation of the interactive process shall be maintained by the ADA Coordinator, including: the accommodation requested and discussed; any equally effective accommodation(s) identified; business reasons for decisions made; and action taken on the accommodation request. This documentation is necessary in order to satisfy annual reporting requirements pursuant to La. R.S. 46:2596.

#### **IV. INTERNAL COMPLAINT PROCEDURE**

Individuals with disabilities may file an internal complaint regarding the disposition of an accommodation request or asserting any action that would be prohibited by the ADA. Complaints may be elevated to the Chairman of the Board, Susan Hammonds-Guarisco, by writing to: LSRTBE, 3108 Cleary Ave, Suite 207 Metairie, LA 70002.

#### **V. PROTECTIONS**

No individual shall be discriminated or retaliated against, coerced, intimidated, threatened, harassed or interfered with for:

- Making an accommodation request;
- Opposing any act or practice made unlawful by the ADA;
- Filing a charge, testifying, assisting or otherwise participating in an investigation, proceeding or hearing to enforce any provision of the ADA;
- Aiding or encouraging another individual in the exercise of any right granted or protected by the ADA; or
- Having a family, business, social or other relationship or association with an individual with a known disability.

#### **VI. PUBLIC NOTICE**

To ensure accessibility by all interested persons, this policy is available on the Louisiana Radiologic Technology Board of Examiners public website located at [www.lsrte.org](http://www.lsrte.org), as well as posted conspicuously for access by the public in each of the Louisiana Radiologic Technology Board of Examiners facilities.

#### **AUTHORIZED BY:**



**Kenneth Jones, Interim Executive Director**

10/24/2022  
**DATE**

Office of the Commissioner  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 7, 2022

TO: Louisiana Radiologic Technology Board of Examiners (LSRTBE)  
Personnel Area: 0B19

FROM: Office of State Americans with Disabilities Coordinator (OSADAC)

RE: State As a Model Employer (SAME) Agency Plan  
For Calendar Year 1/1/2023 – 12/31/2023

Louisiana R.S. 46:2597(2) requires each executive branch state agency to prepare and submit an agency plan by December 1 each year related to the employment of individuals with disabilities that includes:

- Strategies and goals for the upcoming year;
- Progress and outcomes for the current year; and
- A comparison of the percentage of individuals with disabilities employed by the agency from the previous to current year.

The DOA Boards and Commissions website confirms that LSRTBE employs only two (2) employees. Given such, LSRTBE lacks an appropriate level of staffing and recruiting practices needed to effectively develop and implement a SAME agency plan.

For this business reason, this letter is hereby authorized to serve as LSRTBE's agency plan formatted in the manner prescribed by OSADAC.

Rikki Nicole David, Executive Director  
Office of the State ADA Coordinator

Kenneth Jones, Interim Executive Director  
Louisiana Radiologic Technology Board of Examiners