

Charles Town Utility Board
NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Charles Town Utility Board (“CTUB”) will not discriminate against qualified individuals with disabilities on the basis of disability in the provision of the board’s services, programs, or activities.

Employment: CTUB is an equal opportunity employer and does not discriminate on the basis of disability in its hiring or employment practices. The City complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA).

Effective Communication: CTUB 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 board’s programs, services, and activities, including qualified sign language interpreters, documents in braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: CTUB will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcomed in board offices, even where pets are generally prohibited, as long as the animal does not create a legitimate safety risk or fundamentally alter the nature of the board’s services.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a board program, service, or activity, should contact the CTUB office, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the board to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

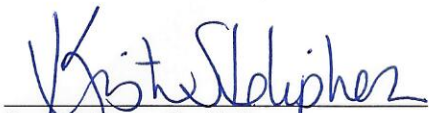
Complaints that a board program, service, or activity is not accessible to persons with disabilities should be directed to the General Manager.

The board 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.

Posting: CTUB will place our Americans with Disabilities Act Notice in our administrative office in a publicly-accessible place, and on our website.

Adopted this 1st day of October, 2025:

Charles Town Utility Board



By: Kristen Stolipher

Its: General Manager