



New York State Office of Parks, Recreation

And Historic Preservation

Policy on Non-Discrimination, Equal Access, and Reasonable Accommodation

Equality of opportunity is a civil right in New York State under the provisions of Article 15 of the New York State Human Rights Law. Discrimination is also prohibited by a number of federal and state laws and executive orders. The New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) is committed to ensuring a discrimination free workplace and to prohibiting discrimination in the operations of our public facilities, services, and programs.

Discrimination Free Workplace

OPRHP prohibits and will not tolerate any act of discrimination against an agency employee on the basis of an individual's age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, disability, predisposing genetic characteristics, marital status, prior arrest or conviction, or domestic violence victim status. The prohibition on discrimination extends to all recruitment, hiring, promotion, compensation, training, retention, and disciplinary decisions and practices.

Public Facilities, Services, and Programs

OPRHP prohibits and will not tolerate any acts of discrimination on the basis of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status by any agency employee: (a) against any member of the public who visits any State Park, Historic Site, administrative office, or other facility under the jurisdiction of the agency; or (b) against any individual who communicates or interacts with the agency regarding any service or program administered by the agency.

Reasonable Accommodation for Individuals with Disabilities

OPRHP is committed to providing reasonable accommodation to qualified individuals with disabilities who are employees of the agency or members of the public who visit our facilities:

- Accommodation in the Workplace, Consistent with procedures established by the NYS Department of Civil Service, OPRHP will take reasonable steps to accommodate employees (and individuals seeking employment) with disabilities to enable them to effectively function in positions for which they are qualified. Some examples of accommodation include: providing accessible worksites, offering equal opportunity for participation in education and training programs,

acquiring or modifying equipment, providing appropriate support services for persons with impaired hearing or vision, restructuring jobs, and modifying work schedules. A reasonable accommodation request form can be obtained from a supervisor, the regional affirmative action liaison or downloaded from the agency internal intranet.

- Accommodation in Agency Facilities. OPRHP will implement modifications to State Parks, Historic Sites, administrative offices, and other facilities under the agency's jurisdiction to facilitate access and enjoyment by members of the public with disabilities, in accordance with all the applicable laws and guidelines.

All agency managers, supervisors, and employees are responsible for ensuring compliance with this policy. Any employee who believes that the discrimination based on any of the characteristics listed above has occurred in any facility operated by the agency or in the administration of any agency program or service should report the incident verbally and/or in writing to:

- The employee's immediate, next level, or a higher level supervisor; or
- The Regional Affirmative Action contact liaison; or
- The Albany Bureau of Affirmative Action & Equal Opportunity at 518-473-2048 or via email at Equality@parks.ny.gov

Any member of the public who believes discrimination has occurred should contact the Albany Bureau of Affirmative Action & Equal Opportunity.

The agency shall promptly investigate all reports or allegations of discrimination. If the discrimination is determined to have occurred, the agency will take corrective action.

No intimidation, coercion, or reprisal will be permitted against any individual reporting alleged discrimination or seeking an accommodation. Federal and State laws prohibit retaliation against any individual who requests a reasonable accommodation, or who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

Any questions concerning this policy may be directed to:

Bureau of Affirmative Action & Equal Opportunity
NYS Office of Parks, Recreation and Historic Preservation
Albany, NY 12238
(518) 473-2048 equality@parks.ny.gov

This policy is effective immediately and replaces: the former policy on "Equal Opportunity and Equal Access" dated November 2007; and "Policy Statement No. 31 Re: Reasonable Accommodation" (undated).