

Department of Administration Workplace Policy for Providing Accessible Documents

The Department strives to be a responsive, collaborative, and adaptive leader in state government through the provision of information to state agencies, the legislature and the public, through multiple avenues. To fulfill this mission, it is the goal of Department management and staff to ensure that our communications are accessible.

The Department expects all staff to comply with this policy.

Policy

Each employee is responsible for making the information that the employee creates or posts is available in an accessible format.

Each division must designate an individual within the division responsible for being a resource to others in their division.

The department should designate an Accessibility Coordinator to distribute resources to divisions, coordinate trainings, be a resource to Department leadership, and represent the Department in regard to statewide accessibility policy.

All employees responsible for creating or distributing documents or information covered by this policy must complete Accessibility Training annually to ensure they understand their obligations.

Policy Scope

This policy applies to all publicly available information, all agency-wide information, and all non-publicly available and non-agency-wide information disseminated to employees known to have disabilities requiring an accessible format.

This policy does not apply to information that is shared only among employees who are not persons with disabilities requiring an accessible format, such as internal emails among colleagues who do not require an accessible format.

Implementation

To ensure that our communications are accessible, we follow the state's [Accessibility Standard](#), which incorporates the [Web Content Accessibility Guidelines](#) (WCAG) 2.0 level AA and the federal Electronic and Information Technology Accessibility Standards of [Section 508](#) of the Rehabilitation Act of 1973.

All documents subject to this Policy must be checked for accessibility according to the Minnesota State Accessible Document Reference Guide prior to being published to the MMB website, including using a software-based accessibility checker, if available. If a document does not meet the Accessibility Standards despite the employee's best efforts, the employee must notify his or her supervisor. The supervisor will review the Accessibility Standards and the reasons why the document does not meet the

Accessibility Standards. If the supervisor cannot determine how the document can be made accessible, the supervisor will confer with the Accessibility Coordinator.

In consultation with the Accessibility Coordinator and Counsel, the Deputy Commissioner will determine whether a document that does not satisfy the Accessibility Standards should be distributed.

In the event a document is distributed that is not accessible to a requester, a notice indicating that the document will be made available upon request in an accessible format, including contact information for such a request, must be included. The accessible format cannot simplify the content, change the meaning, or create a summary of the posted document. The accessible format must ensure equal access to the information contained in the posted document.

Resources

1. Accessibility Training Curriculum, Materials and Checklists
2. [WebAIM Section 508 Checklist for HTML](http://webaim.org/standards/508/508checklist.pdf) [http://webaim.org/standards/508/508checklist.pdf]
3. [MN Statutes 363A.42](https://www.revisor.mn.gov/statutes/?id=363A.42) [https://www.revisor.mn.gov/statutes/?id=363A.42]
4. [MN Statutes 363.43](https://www.revisor.mn.gov/statutes/?id=363A.43) [https://www.revisor.mn.gov/statutes/?id=363A.43]
5. [Minnesota State Accessibility Standard](https://mn.gov/oet/images/Stnd_State_Accessibility.pdf) [https://mn.gov/oet/images/Stnd_State_Accessibility.pdf]
6. [Web Content Accessibility Guidelines \("WCAG"\) 2.0](http://www.w3.org/TR/WCAG20/) [http://www.w3.org/TR/WCAG20/]

Related Documents

[Minnesota State Accessible Document Reference Guide](http://mn.gov/mnit/images/Minnesota%2520State%2520Accessible%2520Document%2520Reference%2520Guide.pdf)

[http://mn.gov/mnit/images/Minnesota%2520State%2520Accessible%2520Document%2520Reference%2520Guide.pdf]