

HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

INTEROFFICE MEMORANDUM

TO: ALL HOUSING AUTHORITY EMPLOYEES
FROM: HUMAN RESOURCES DIRECTOR
SUBJECT: IDENTIFICATION OF DISABLED AUTHORITY EMPLOYEES

The Human Resources Department asks that all disabled Authority employees respond to the attached voluntary survey concerning their disability status. Your social security number is requested on the questionnaire; however, providing this number is voluntary, and will be used for recordkeeping purpose only.

THE INFORMATION WILL BE TREATED AS CONFIDENTIAL AND WILL NOT BE CONSIDERED IN CONNECTION WITH ANY EMPLOYMENT DECISIONS CONCERNING YOU.

The information from this survey will be used as follows:

1. The Authority is responsible for maintaining an Emergency Plan for building evacuation to assist the disabled in leaving a building in the event of fire, earthquake or other emergency. Since building elevators cannot be used during a major emergency, plans will be made to safely remove disabled employees who indicate that they would need help in leaving a building.
2. The information you give will also be used to update the Authority's work force records. Employees may voluntarily identify themselves as disabled under provisions of Section 503 and 504 of the Federal Rehabilitation Act of 1973. This information will be used to evaluate the Authority's progress in employing the disabled. Also, it will be used by the Authority should you indicate a need to make changes in your job duties and work conditions, or when requesting other necessary accommodations.
3. Appropriate government officials may also look at the information in order to determine whether the Authority is complying with federal regulations.