



# STATE OF CONNECTICUT

## INSURANCE DEPARTMENT

### **AMERICANS WITH DISABILITIES ACT POLICY**

#### **PURPOSE**

The Department of Insurance (DOI) is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates of the Americans with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. DOI also observes all Connecticut laws and regulations that apply to individuals with disabilities.

DOI strictly prohibits discrimination on the basis of disability. Further, it is the policy of DOI not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of DOI to provide access to all of its programs, services and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

#### **WHAT IS A DISABILITY UNDER THE ADA?**

Under the ADA, an individual with a disability is any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

#### **REASONABLE ACCOMMODATIONS**

DOI will reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden. DOI will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. DOI, in its discretion, may require the individual to provide additional information about his or her disability or limitations and the need for an accommodation. The ADA does not require DOI to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

#### **HOW TO REQUEST ACCOMODATION**

*In connection with current employment at DOI or the interview process:* Qualified employees or applicants with disabilities may request accommodations in order to perform the essential functions of their jobs or to gain access to the hiring process. Such requests should be made to the **DOI Human Resource Division**.

[www.ct.gov/cid](http://www.ct.gov/cid)

P.O. Box 816 Hartford, CT 06142-0816

Affirmative Action/Equal Employment Opportunity Employer

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***In connection with the Office of Education and Data Management (OEDM) examinations and trainings for building and fire code officials:*** Qualified individuals with a disability who require special testing accommodations or accommodations to fully participate in OEDM trainings should contact OEDM at **(860) 713-5522** immediately upon submitting an application for an examination or pre- licensure, pre-certification or career development training class. When calling, the individual should be prepared to provide a description and documentation of his or her specific needs.

***In connection with facility-related matters/accommodations:*** Qualified individuals with a disability who require a facility-related accommodation should contact **Mary Quinn at (860) 297-3878 or [mary.quinn@ct.gov](mailto:mary.quinn@ct.gov)**.

***In connection with other programs, services or activities of DOI:*** Qualified individuals with a disability who require an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, or activity of DOI should contact **Victoria Cruse, Human Resources Generalist 2, (860) 757-5349** or the **DOI ADA Coordinator, Mildred Verdejo at (860) 713-5135** for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

### **COMPLAINTS**

Complaints regarding a denial for accommodation or that a DOI program, service, or activity is not accessible to persons with disabilities should be filed in writing with the DOI Coordinator, Mildred Verdejo, Equal Employment Opportunity Specialist, Department of Administrative Services, EEO Unit, 450 Columbus Boulevard, Suite 1501, Hartford, CT 06103, telephone at (860) 713-5135, e-mail at [mildred.verdejo@ct.gov](mailto:mildred.verdejo@ct.gov).

### **NO RETALIATION**

DOI strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of DOI shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under the ADA or Connecticut law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA or State of Connecticut.



Andrew N. Mais  
Commissioner, Department of Insurance

6/1/2021

Date