AMERICANS WITH DISABILITIES ACT POLICY

PURPOSE

The Department of Administrative Services (DAS) 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. DAS also observes all Connecticut laws and regulations that apply to individuals with disabilities.

DAS strictly prohibits discrimination on the basis of disability. Further, it is the policy of DAS not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of DAS 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

DAS 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. DAS will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. DAS, 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 DAS 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 DAS 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 **DAS Human Resource Division.**

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 **Douglas Moore at (860) 713-5885 or doug.moore@ct.gov.**

In connection with other programs, services or activities of DAS: 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 DAS should contact **Brenda Abele, Human Resources Administrator, (860) 713-5441 or** the **DAS ADA Coordinator, Alicia Nuñez at (860) 713-5317** 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 DAS program, service, or activity is not accessible to persons with disabilities should be filed in writing with the DAS Coordinator, Alicia Nuñez, Equal Employment Opportunity Director, Department of Administrative Services, 450 Columbus Boulevard, Suite 1501, Hartford, CT 06103, telephone at (860) 713-5317, e-mail at alicia.nunez@ct.gov.

NO RETALIATION

DAS strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of DAS 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.

Josh Geballe
Commissioner, Department of Administrative Services

4-29-19
Date

Rev. 4/2019