



Dannel P. Malloy
Governor

State of Connecticut
Department of Developmental Services

DDS

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: Human Resources Staff, Employee's Immediate Manager and/or Supervisor
From: Teresa Gonzalez, Reasonable Accommodation Committee Chairperson
Re: THE REASONABLE ACCOMMODATION (RA) PROCESS

The purpose of this process is to provide a method whereby employees may file a request for reasonable accommodations. The following are the steps that need to happen when an employee requests a reasonable accommodation:

1. On a form designed for the employees to request reasonable accommodations, employees will provide the necessary information about the accommodation they are requesting. All requests must include complete information that clearly identifies the nature of the individual's disability and their specific limitations in performing the essential functions of the job, a complete medical statement, and the state official job description highlighting the essential functions of the employee's specific position (signed by the immediate manager).
2. All required documentation is submitted to the Human Resources Manager or designee at the ADA Unit located at 25 Creamery Rd, Cheshire, CT 06410, Fax#203-806-8802. All documentation submitted is reviewed and a determination is made as to whether the individual meets the definition of the ADA. The Human Resources Manager or designee makes a recommendation on approval or denial of the request to the DDS RA Review Committee. As part of the interactive process, the Human Resources Manager or designee, prior to making a recommendation, may consult with employee's immediate manager and/or the employee regarding the reasonableness of the specific request and possible alternatives.
3. All required documentation is then forwarded to DDS RA Committee Chairperson in Central Office. Incomplete request packages sent to CO will be returned to the ADA Unit for completion.
4. The DDS RA Review Committee will consist of at least three members. The DDS Assistant Human Resources Administrator 3 who will act as the Chairperson. The other members are representatives of the legal division and a clinical area. The Committee will review and make a final determination on approval or denial of the request. The RA Review Committee Chairperson then documents the final determination on the Request form and returns it to the ADA Unit. The Human Resources Manager or designee communicates the determination to the employee and employee's immediate manager.
5. In the event of a denial, an appeal of the decision may be made, in writing, to the DDS Director of Equal Opportunity, 460 Capitol Avenue, Hartford, CT 06106.

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www.ct.gov/dds ♦ e-mail: ddsct.co@ct.gov
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