STATE OF CONNECTICUT

ADJUTANT GENERAL'S OFFICE
MILITARY DEPARTMENT
WILLIAM A. O'NEILL ARMORY
360 BROAD STREETHARTFORD, CONNECTICUT 06105-3795

NED M. LAMONT
GOVERNOR
COMMANDER-IN-CHIEF

FRANCIS J. EVON, JR
MAJOR GENERAL
THE ADJUTANT GENERAL

CONNECTICUT MILITARY DEPARTMENT (CTMD)
AMERICANS WITH DISABILITIES ACT POLICY

PURPOSE

The Connecticut Military Department (CTMD) 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. In addition to the federal ADA, CTMD also observes all Connecticut laws and regulations that apply to individuals with disabilities.

It is the policy of CTMD to strictly prohibit discrimination on the basis of disability. CTMD also does not exclude disabled persons from participation in any agency program or activity. In accordance with Title II of the ADA, CTMD provides access to all of its programs, services and facilities to persons with disabilities.

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 ACCOMMODATION

CTMD 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. CTMD will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. CTMD, 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 CTMD to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

ACCOMODATION REQUEST

1. In connection with current employment at CTMD 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 CTMD Human Resources Manager.

2. In connection with facility-related matters/accommodations: Qualified individuals with a disability who require a facility-related accommodation should contact CTMD Human Resources Manager.

3. In connection with other CTMD programs, services or activities: 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 CTMD should contact CTMD Human Resources Manager for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

CTMD Human Resources Manager is available to assist qualified persons make a request for reasonable accommodations. Direct all requests as follows.

Mr. Anthony Lewis
Human Resources Manager
Connecticut Military Department
360 Broad Street
Hartford, CT 06105
Mr. Lewis may also be contacted at (860) 524-4968 or anthony.lewis@ct.gov.

COMPLAINTS

Complaints that a request for accommodation has been denied or that a CTMD program, service, or activity is not accessible to persons with disabilities should be filed in writing with the CTMD designated Equal Employment Opportunity Officer as follows.

Ms. Maria Morales
Equal Employment Opportunity Officer
Connecticut Military Department
360 Broad Street
Hartford, CT 06105
Ms. Morales may also be contacted at (860) 524-4946 or at maria.morales@ct.gov.

NO RETALIATION

CTMD strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. CTMD employees and agents 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 with an individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA or Connecticut law.

Francis J. Evon, Jr.
Major General
The Adjutant General

19 DEC 2019
Date

Affirmative Action/Equal/Opportunity Employer