



STATE OF CONNECTICUT

LT. GOVERNOR SUSAN BYSIEWICZ

AMERICANS WITH DISABILITIES ACT POLICY

PURPOSE

The Lt. Governor's Office is committed to providing and promoting equal opportunities in all of its activities and services and strictly prohibits discrimination on the basis of disability. Further, it is the policy of the Lt. Governor's Office not to exclude persons with a disability from participation in any program or activity. These commitments include 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. The Lt. Governor's Office also observes all Connecticut laws and regulations that apply to individuals with disabilities.

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.

EMPLOYEE/APPLICANT REQUESTS FOR REASONABLE ACCOMMODATIONS

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 Lt. Governor's Office Human Resources Representative (HRR): **Theresa Judge, 450 Columbus Blvd., Suite 1404, Hartford, CT 06103, (860) 713-5319, Theresa.Judge@ct.gov**. Upon such a request, the HRR will work to reasonably accommodate any known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden. The HRR, in his or her 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 the Lt. Governor's Office to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

OTHER REQUESTS FOR REASONABLE ACCOMMODATIONS

If you are a qualified individual who is not an employee or applicant requesting an accommodation but you have a facility-related matter or request, please contact the Chief of Staff Adam Joseph at: Office of the Lt. Governor, 210 Capitol Avenue, Rom 304, Hartford, CT 06106, (860) 524-7341, Adam.Joseph@ct.gov.

COMPLAINTS

Complaints that a request for accommodation has been unjustly denied or that a Lt. Governor's Office program, service, or activity is not accessible to persons with disabilities should be filed in writing with the Lt. Governor's Office Equal Employment Officer, Alicia Nunez, 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. Please also note the Discrimination Complaint Procedure posted on the website for the Office of the Lt. Governor.

NO RETALIATION

The Lt. Governor's Office strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of the Lt. Governor's Office 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.

Susan Bysiewicz
Lt. Governor, State of Connecticut
7/2019