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STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
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FRANCIS J. EVON
MAJOR GENERAL
THE ADJUTANT GENERAL

CONNECTICUT MILITARY DEPARTMENT (CTMD)
AMERICANS WITH DISABILITIES ACT (ADA) POLICY

PURPOSE

The CTMD is committed to providing equal access to its facilities, opportunities, programs, and materials consistent with the ADA of 1990, 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 purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA is divided into five titles (or sections) that relate to different areas of public life.

Title I, "Employment" - Helps people with disabilities access the same employment opportunities and benefits available to people without disabilities, applies to employers with 15 or more employees, and requires employers to provide reasonable accommodations to qualified applicants or employees.

Title II, "Public Services: State and Local Government" - Prohibits discrimination on the basis of disability by "public entities" such as state and local government agencies; requires public entities to make their programs, services, and activities accessible to individuals with disabilities; outlines requirements for self-evaluation and planning; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; identifying architectural barriers; and communicating effectively with people with hearing, vision, and speech disabilities.

Title III, "Public Accommodations and Services Operated by Private Entities" – Prohibits places of public accommodation (include privately owned, leased, or operated facilities) from discriminating against individuals with disabilities, sets the minimum standards for accessibility for alterations and new construction of commercial facilities and privately owned public accommodations, requires public accommodations to remove barriers in existing buildings where it is easy to do so without much difficulty or expense, and directs businesses to make "reasonable modifications" to their usual ways of doing things when serving people with disabilities.

Title IV, "Telecommunications" - Requires telephone and Internet companies to provide a nationwide system of interstate and intrastate telecommunications relay services that allows individuals with hearing or speech disabilities to communicate over the telephone.

Title V- "Miscellaneous Provisions" - Contains a variety of provisions relating to the ADA, including its relationship to other laws, state immunity, its impact on insurance providers and benefits, prohibition against retaliation and coercion, illegal use of drugs, and attorney's fees. It also provides a list of certain conditions that are not considered disabilities.

DISABILITY UNDER THE ADA

It is the policy of CTMD to fully implement the ADA by not excluding disabled persons from participation in employment opportunities and by providing access to agency programs and activities. In accordance with the ADA, CTMD provides access to employment, programs, services, and facilities to persons with disabilities.

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.

EMPLOYEE ACCOMODATION REQUEST

1. In connection with current employment at CTMD or the interview process: Qualified employees or applicants with disabilities may request accommodations 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, whose contact information is listed at the bottom of this policy.

2. A qualified Employee or applicant is a person who is applying for employment with or has been hired by the CTMD in accordance with the agency's Affirmative Action Plan (AAP) and/or who is governed as a state applicant or employee in accordance with the State Personnel Act (Chapter 67, Connecticut General Statutes (CGS)). A member of the armed forces of the state is not an employee.

3. "Member of the armed forces of the state" is defined by CGS Section 27-61. Such member serves in one of the following militia organizations: Connecticut National Guard (CTNG), Governor's Guard, Connecticut State Guard, Connecticut State Guard Reserve. Such member is not hired by the CTMD. Such member is an able-bodied resident of the state (not exempt from military service by physical or mental disabilities) who may voluntarily offer their services to the state (C.G.S., Section 27-2). A member is not an employee, is not hired in accordance with the CTMD AAP and is not governed by the State Personnel Act. Such member is governed in accordance with Title 27 (Armed Forces and Veterans), General Statutes of Connecticut. Although this policy statement does not apply to members of the armed forces of the state, such members are subject to military orders, regulations and policies that protect members from discrimination and that require all members to be treated with dignity and respect.

PUBLIC SERVICES AND PUBLIC ACCOMMODATIONS

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.

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

CTMD HUMAN RESOURCES MANAGER

The CTMD Human Resources Manager is available to assist qualified employees or applicants and other persons make a request for reasonable accommodations. She is also available to answer inquiries concerning Equal Employment/Equal Opportunity matters.

Ms. Erica Blackmon
Human Resources Manager
Connecticut Military Department 3
60 Broad Street, Room 141
Hartford, CT 06105
(860) 524-3248 or erica.blackmon@ct.gov or mil.hr@ct.gov

ADA 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. Selestian Patterson
Equal Employment Opportunity Officer
Connecticut Military Department
360 Broad Street, Room 141
Hartford, CT 06105
Phone 860- 493-2787 or Selestian.Patterson@ct.gov or mil.hr@ct.gov

NO RETALIATION

CTMD strictly forbids retaliation against employees, applicants or other qualified persons who request an accommodation or who are otherwise exercising their rights under the ADA or associated Connecticut laws. CTMD employees and agents shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any person exercising or attempting to exercise his or her rights under the ADA or Connecticut law.

Although Connecticut Militia members are not employees and not subject to employment discrimination/ADA laws, they are subject to military laws, regulations, and orders. All militia members must abide courtesies and customs and treat all persons with dignity and respect.

Francis J. Evon, Jr. -- Commissioner

Francis J. Evon, Jr. -- Commissioner (Oct 25, 2023 14:04 EDT)

Affirmative Action/Equal/Opportunity Employer