



# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

### **INDIVIDUALS WITH DISABILITIES POLICY STATEMENT**

The Office of Policy and Management (OPM) is firmly committed to compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and C.G.S. Secs. 46a-51 and 31-40y, and will not condone or tolerate any behavior or activity which results in or has the effect of discriminating against any person with a disability.

An individual with a disability is any person who, (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, (2) has a record of such an impairment, or, (3) is regarded as having such an impairment.

OPM shall ensure through good faith effort that persons with disabilities receive full and equal opportunities in such areas that include but are not limited to:

- (a) hiring, compensation, promotion, training, evaluation, or any other term, condition or privilege of employment;
- (b) participation in OPM's fellowship/internship program;
- (c) participation in any service, program, or activity of OPM;
- (d) access to OPM offices and all services offered or provided to the public;
- (e) application, examination, enforcement and investigatory or regulatory policies, procedures and practices; and
- (f) protection from retaliation for exercising their rights or for assisting in any investigation of a complaint filed under the ADA.

OPM and its facilities (including but not limited to the office building or the parking lots and grounds surrounding the building) shall not be used in the furtherance of any discriminatory practice nor shall OPM become a party to any agreement, arrangement, grant, contract, or plan that has the effect of discriminating against persons with disabilities.

Employees, fellows and interns must disclose their disability status (nature, severity and expected duration) in order to receive a reasonable accommodation. OPM engages in an interactive process to grant reasonable accommodations to employees, fellows and interns and ensures that there are

no barriers preventing persons with disabilities from enjoying the same opportunities that are available to those who do not have disabilities.

OPM's Human Resources representative is responsible for receiving, reviewing and approving all requests for accommodation. Accommodation decisions are made on a case-by-case basis. Managers and supervisors cannot grant an accommodation independent of the Human Resources representative.

Complaints regarding a denial for accommodation should be filed in writing with the OPM Chief Administrative Officer at 450 Capitol Avenue, MS# 55SEC Hartford CT 06106.

Any employee, fellow and intern requesting an accommodation may be expected to sign a medical release at the time of such request to enable OPM to cooperatively develop a reasonable accommodation under the ADA and relevant state statutes. Failure of the employee, fellow or intern to sign such a medical release may result in a delay in processing any accommodation request. OPM's Human Resources representative is responsible for contacting the employee's, fellow's, or intern's physician, when necessary, to obtain the requisite medical documentation to support the employee's, fellow's, or intern's request for an accommodation. No medical information is to be requested from the physician, or maintained by the supervisor or manager.

Where necessary and appropriate, OPM shall make reasonable accommodations for persons with disabilities, and will not permit employees, fellows or interns to refuse to work with any individual who has, or who is perceived as having, a disability.

Employees', fellows' and interns' medical information and other material related to their disability and any accommodation request shall be and remain confidential unless release is authorized by the individual or permitted under legal authority. OPM's Human Resources representative will keep all medical information in locked medical files separate from personnel files.

Any employee, fellow or intern who believes that OPM has discriminated against them because of their disability with regard to employment, fellowship/internship program, or to any program, service or activity at this agency may choose to file a complaint in accordance with OPM's Discrimination Complaint Procedure.

Carolyn Kozak, OPM's Designated Equal Employment Opportunity Officer, will receive and investigate all complaints of discrimination based on disability in accordance with OPM's Discrimination Complaint Procedure. Upon receiving a complaint, the Designated Equal Employment Opportunity Officer will follow established procedures to determine whether there is evidence to support the allegation. If investigation reveals the presence of discrimination based on disability, the employee, fellow or intern behaving in such an inappropriate manner will be subject to progressive discipline.

In accordance with C.G.S. Sec. 46a-68(b)(4)(B), discrimination complaints based on an individual's disability made against the Secretary of OPM or OPM's Designated Equal Employment Opportunity Officer alleging that he/she directly or personally engaged in

discriminatory conduct, or discrimination complaints made by the Secretary of OPM or OPM's Designated Equal Employment Opportunity Officer, should be directed to OPM's General Counsel in accordance with OPM's Discrimination Complaint Procedure. Upon receiving a complaint, OPM's General Counsel will refer such complaint to the Commission on Human Rights and Opportunities (CHRO) for review and, if appropriate, investigation by the Department of Administrative Services (DAS).

No employee, fellow or intern will be coerced, intimidated, or retaliated against by OPM or any employee, fellow or intern for performing any of the duties and responsibilities of developing and implementing the agency's affirmative action plan. Any employee, fellow or intern so aggrieved may file a complaint in accordance with OPM's Discrimination Complaint Procedure or with an external discrimination investigative agency such as: The Commission on Human Rights and Opportunities (CHRO), the United States Equal Employment Opportunity Commission (U.S. EEOC) and/or the United States Department of Labor (U.S. DOL). Furthermore, no employee, fellow or intern will be retaliated or discriminated against by OPM or any employee, fellow or intern for opposing any discriminatory employment or fellowship/internship practice or for exercising their right to file or participate in the processing of a discrimination complaint.

As the appointing authority of OPM, I am fully committed to achieving the goals and intent of the ADA.



11/16/22

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Jeffrey R. Beckham  
Secretary

Date