

AMERICANS WITH DISABILITIES ACT POLICY

PURPOSE

The State Department on Aging (SDA) 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. SDA also observes all Connecticut laws and regulations that apply to individuals with disabilities.

SDA strictly prohibits discrimination on the basis of disability. Further, it is the policy of SDA not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of the SDA to provide access to all of its programs, services and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

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.

REASONABLE ACCOMMODATIONS

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

HOW TO REQUEST ACCOMODATION

In connection with current employment at SDA 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 **SDA Human Resource Division or the employee's manager or supervisor.**



In connection with other programs, services or activities of SDA: 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 SDA should contact **Pamela Toohey, Executive Assistant, (860) 424-5993** for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

COMPLAINTS

Complaints that a request for accommodation has been denied or that a SDA program, service, or activity is not accessible to persons with disabilities should be filed in writing with the **ADA Coordinator, Dorian Lord, Equal Employment Opportunity Specialist**, Department Of Administrative Services 165 Capitol Avenue 5th Floor East, Hartford, CT 06105, telephone at **(860) 713-5309**, e-mail at dorian.lord@ct.gov.

NO RETALIATION

SDA strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of SDA 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 Connecticut.



Elizabeth B. Ritter
Commissioner, State Department on Aging

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Date

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