



# State of Connecticut Commission on Human Rights and Opportunities

Central Office — 25 Sigourney Street, 7<sup>th</sup> Floor, Hartford, CT 06105

*Promoting Equality and Justice for all People*

## AMERICANS WITH DISABILITIES ACT POLICY

### PURPOSE

The Commission on Human Rights and Opportunities (CHRO) 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. CHRO also observes all Connecticut laws and regulations that apply to individuals with disabilities.

CHRO strictly prohibits discrimination on the basis of disability. Further, it is the policy of CHRO not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of the CHRO 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

CHRO 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. CHRO will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. CHRO, 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 CHRO 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 an accommodation:

#### ***In connection with current employment at CHRO 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 CHRO Human Resources Division via the Department of Administrative Services (DAS), Small Agency Resource Team.

Irena Baj-Wright  
Human Resources Associate  
DAS – Small Agency Resource Team  
165 Capitol Avenue  
Hartford, CT 06106-1658  
(p) 860-713-5391  
(f) 860-622-2843  
[irena.baj-wright@ct.gov](mailto:irena.baj-wright@ct.gov)

***In connection with other programs, services or activities of CHRO:*** 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 CHRO should contact Robert Brothers, Executive Director, for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

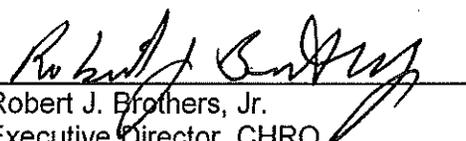
Robert J. Brothers, Jr.  
Executive Director  
CHRO – Central Office  
25 Sigourney Street, 7<sup>th</sup> floor  
Hartford, CT 06106  
(p) 860-541-3400  
(f) 860-246-5265  
[robert.brothers@ct.gov](mailto:robert.brothers@ct.gov)

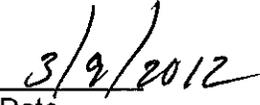
### **COMPLAINTS**

Complaints that a request for accommodation has been denied or that a CHRO program, service, or activity is not accessible to persons with disabilities should be filed in writing with Ngina Gibson, Equal Employment Opportunity Specialist, at the Department of Administrative Services, 165 Capitol Avenue, Hartford, CT 06106. Ms. Gibson can also be reached via telephone at 860-713-5258 or email at [ngina.a.gibson@ct.gov](mailto:ngina.a.gibson@ct.gov)

### **NO RETALIATION**

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

  
Robert J. Brothers, Jr.  
Executive Director, CHRO

  
Date