

## Affirmative Action/ Equal Employment Opportunity at DMHAS

Please feel free to contact the Affirmative Action Officer / EEO Specialist at your DMHAS facility if you have any questions, or for anything covered in this brochure. To find the Affirmative Action contact person for your facility, you may go to our website [www.ct.gov/DMHAS](http://www.ct.gov/DMHAS) and click on "Divisions and Offices" then "Affirmative Action Office", or you may call the main office number on the front and back of this brochure.

### The DMHAS Affirmative Action / Equal Employment Opportunity Office:

- Provides Information on AA / EEO Programs and Confidential Career Counseling
- Participates in Career/Job Fairs and Recruitment
- Promotes Inclusiveness, Equality and Fairness in All Aspects of DMHAS Employment
- Provides Assistance with Discrimination Complaints



## State of Connecticut

Department of Mental Health and Addiction  
Services



### DMHAS AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY OFFICE

CVH Campus

Cottage 20 (171 Bow Lane)

P.O. Box 351

Middletown, CT 06457

Phone: (860) 262-6883

Fax: (860) 262-5197

[www.ct.gov/dmhas](http://www.ct.gov/dmhas)

(click on "Divisions and Offices" then  
"Affirmative Action Office")

"As the appointing authority for the Department of Mental Health and Addiction Services, I have the responsibility for an effective and demonstrated Affirmative Action Plan. DMHAS will work to attain these goals as set forth in our affirmative action plan submitted each year. I will also hold all managers and supervisors accountable for their role in meeting affirmative action goals, or making good faith efforts, and to ensure compliance with the requirements of statutes, regulations, and executive orders, which relate to affirmative action and equal employment opportunity."

**Patricia A. Rehmer, MSN**

Commissioner's Policy Statement Chapter 2.1,  
"A Working Plan for Affirmative Action"

## State of Connecticut

## Department of Mental Health and Addiction Services



## Affirmative Action / Equal Employment Opportunity at DMHAS

*Promoting Equality in the  
Workplace*

**Tel: (860) 262-6883**

## What is Affirmative Action?



**Affirmative Action** means “positive action” undertaken with conviction and effort to overcome the present effects of past practices, policies or other barriers to equal employment opportunity. It is a tool that assists DMHAS in its effort to ensure Equal Employment Opportunity for its employees and prospective employees. Affirmative Action also ensures that all DMHAS programs and services are free from discrimination.

### Illegal Discrimination

In Connecticut it is illegal to discriminate on the basis of race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, intellectual disability, present or past history of mental disability, learning disability, physical disability (including but not limited to blindness), sexual orientation, genetic information, or criminal record. Connecticut State law regards all of the above-mentioned groups as “protected groups.”

### Sexual Harassment Prevention

DMHAS offers two-hour training sessions for managers and supervisors semi-annually, in Spring and Fall. The State of Connecticut requires that all new supervisory employees, within six months of being hired or promoted, **must** receive two hours of sexual harassment prevention training.

### The Complaint Process

If you feel that you have been discriminated against (as it relates to employment opportunities), in violation of the DMHAS Affirmative Action policies, you may file a complaint with the DMHAS Affirmative Action/EEO Office. The DMHAS Affirmative Action/EEO staff will investigate all internal discrimination complaints thoroughly and impartially. The outcome of investigations will be discussed with the involved parties as well as the facility CEO/Director and/or the Commissioner.



### Affirmative Action Advisory Committee

The Affirmative Action/EEO Office is charged with coordinating this committee, which meets monthly or bi-monthly, and includes representatives from all DMHAS facilities statewide. The purpose of the committee, in accordance with AA regulations, is to have employee input into the Affirmative Action Plan and programs. By regulation, committee members must represent a cross-section of different race/sex groups and occupational categories.

### New Employee Orientation

The AA/EEO Office conducts orientation on the DMHAS policies on affirmative action, Sexual Harassment, ADA/Reasonable Accommodation, Accessibility to Services, Programs, Facilities & Activities, and the Grievance Procedure, for all new employees.



### Contract Compliance

Contract Compliance refers to Connecticut State laws requiring State Agencies to set aside a percentage of their contract spending for small businesses (SBE) and minority-owned businesses (MBE). DMHAS refrains from doing business with any bidder, contractor, subcontractor or supplier of materials who discriminates in violation of Connecticut laws. DMHAS also notifies potential contractors of our affirmative action policy, and encourages contractors to develop affirmative action plans of their own. Contract Compliance/Set-Aside is administered by the DMHAS Fiscal Services Bureau, and monitored by Affirmative Action.

### Compliance with Federal Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973



DMHAS has a non-discrimination policy for persons with disabilities, and a procedure for requesting reasonable accommodation under ADA. DMHAS has a separate policy on Accessibility to Services, Programs, Facilities & Activities for persons with disabilities.

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