

## **AMERICANS WITH DISABILITIES ACT**

### **Purpose**

The Governor's Office 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 (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. The Governor's Office also follows all Connecticut laws and regulations that apply to individuals with disabilities.

### **What is a "Disability" under the ADA?**

The ADA utilizes a three-pronged definition of disability. 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 impairment; or
- (3) Is regarded as having such an impairment.

An individual must satisfy at least one of the three prongs of the above definition in order to be considered an individual with a disability under the ADA.

### **Requesting Accommodations**

Qualified employees or prospective employees with disabilities may request accommodations in order to perform essential functions of their job or gain access to the hiring process. Such requests should be made to the ADA Coordinator for the Governor's Office, Natalie Wagner, or the employee's manager or supervisor. The Governor's Office will reasonably accommodate the known physical or mental limitation of another otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on its business operation.

## **Commitment**

The Governor's Office is committed to providing reasonable accommodations to qualified persons with disabilities. This will ensure the full and fair participation of all employees and the public in all Governor's Office services and activities. In addition, all policies, procedures and employees will support and embrace the Governor's efforts and state program that are designed to promote and achieve the principles of the ADA and those Connecticut laws and regulations that apply to individuals with disabilities.

## **For More Information**

This policy is posted and distributed annually to all employees of the Governor's Office. Natalie Wagner has been assigned as the ADA Coordinator for the Governor's Office. Her phone number is (860) 524-7316. Natalie is located in the Governor's General Counsel's Office.

Dannel P. Malloy  
Governor

**GOVERNOR'S OFFICE**  
**American with Disabilities Act Title II**  
**Complaint Procedure**

The Governor's Office has adopted a procedure for prompt and equitable resolution of complaints alleging discrimination against qualified individuals with a disability, who are denied access to, or participation in programs, activities or services offered by the Governor's Office.

Complaints should be addressed to:

Bruce Adams  
Deputy Legal Counsel  
Office of the Governor  
State Capitol, Room 212  
210 Capitol Avenue  
Hartford, CT 06106

**PROCEDURE**

1. A complaint may be filed orally or in writing. The information should be provided and signed or attested to by the complaining party.
2. A complaint must be filed with the Governor's Office within 30 days of the alleged violation or knowledge of the alleged violation.
3. This procedure is intended to resolve issues as soon as possible and does not affect the rights of an individual to seek redress in other appropriate state or federal agencies.
4. A copy of the complaint will be provided to any and all persons named therein. The Affirmative Action Officer will conduct an investigation to determine whether there was a violation of the Act. If the investigation establishes that a discriminatory practice or condition exists, the Governor's Office will take appropriate corrective action and will seek conciliation with the aggrieved persons within 30 days of the receipt of the complaint.
5. All records of grievances and their disposition shall be maintained by the ADA Coordinator, Deputy Legal Counsel Natalie Wagner, and reviewed by the Affirmative Action Officer to detect any pattern in the nature of the alleged violations.

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