

**CONNECTICUT STATE LIBRARY
POLICY AND PROCEDURE MANUAL**

Subject: AMERICANS WITH DISABILITIES ACT POLICY

Administrative Policy

The Agency (CSL) 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. CSL also observes all Connecticut laws and regulations that apply to individuals with disabilities.

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

Procedure and Practices

Definition of 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.

Accommodations:

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

In connection with current employment at CSL 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 **CSL Human Resource Division** (DAS Small Agency Resource Team) **or the employee's manager or supervisor.**

In connection with facility-related matters/accommodations: Qualified individuals with a disability who require a facility-related accommodation should contact **Gregory Ennis** at (860) 757-2366 or Gregory.ennis@jud.ct.gov.

In connection with other programs, services or activities of CSL: 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 CSL should contact **Debby Hearl, Human Resources Specialist, (860) 713-5314** or the **DAS ADA Designee, Jamila Goolgar** at (860) 713-5258 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 CSL program, service, or activity is not accessible to persons with disabilities should be filed in writing with the CSL Coordinator, **Jamila Goolgar, Equal Employment Opportunity Designee, Department of Administrative Services, 165 Capitol Avenue, State Office Building 5th Floor East, Hartford, CT 06106**, telephone at (860) 713-5258, e-mail at jamila.goolgar@ct.gov.

No Retaliation:

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

Approved by: State Library Board:

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