



STATE OF CONNECTICUT
DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF THE COMMISSIONER
287 West Street
Rocky Hill, Connecticut 06067



Ronald P. Welch
Commissioner
Brigadier General U.S. Army (Ret)

AMERICANS WITH DISABILITIES ACT POLICY

PURPOSE

The Department of Veterans Affairs (DVA) 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. DVA also observes all Connecticut laws and regulations that apply to individuals with disabilities.

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

DVA 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. DVA will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. DVA, 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 DVA 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 DVA, the interview process or facility related matters/accommodations: Qualified individuals 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 **DVA Human Resources**.

In connection with other programs, services, or activities of DVA: 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 DVA should contact Bethanne Watts, Human Resources Business Partner, Bethanne.Watts@ct.gov or (860) 416-5281 or the DVA ADA Coordinators, Ashley Burke at Ashley.Burke@ct.gov or (860) 816-8840 or Shaun Simoneau at Shaun.Simoneau@ct.gov or 860-816-8844 for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

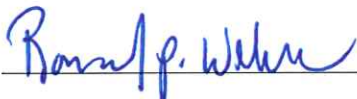
COMPLAINTS

Complaints regarding a denial for accommodation or that a DVA program, service, or activity is not accessible to persons with disabilities should be filed in writing with the DVA Coordinators, Ashley Burke, Human Resources Specialist-EEO, Department of Administrative Services 450 Columbus Boulevard, Suite 1503, Hartford, CT 06103, phone: (860) 816-8840, e-mail at Ashley.Burke@ct.gov or Shaun Simoneau, Leadership Associate/HR Associate – EEO, Department of Administrative Services 450 Columbus Boulevard, Suite 1503, Hartford, CT 06103, phone: (860) 816-8844, e-mail at Shaun.Simoneau@ct.gov.

NO RETALIATION

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

Signed: _____



Date: _____



Ronald P. Welch, Commissioner, Department of Veterans Affairs