



# STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES  
OFFICE OF THE COMMISSIONER

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## POLICY AND PROCEDURE REASONABLE ACCOMMODATION AND EMPLOYEES WITH DISABILITIES

### POLICY

The Department of Social Services is committed to equal opportunity in employment and services for individuals with disabilities or persons legally authorized to act on their behalf, and prohibit disability based employment discrimination. Section 504 of the Rehabilitation Act of 1973, also prohibits discrimination based upon disability in federally assisted programs. **Connecticut General Statutes** section 46a-60 prohibits discrimination in employment against individuals including protected groups and those individuals with physical disabilities, learning disabilities, mental retardation, present or past history of mental disability or persons legally authorized to act on their behalf.

In consideration of these mandates, and in recognition of the fact that identical treatment may be discriminatory treatment as it relates to individuals with disabilities, the Department of Social Services has adopted a policy and procedure for granting reasonable accommodation. Under the Americans with Disabilities Act (**ADA**), a person with a disability is defined as an individual who:

- 1) has a physical or mental impairment that substantially limits one or more major life activities; or
- 2) has a record of such an impairment; or
- 3) is regarded as having such an impairment.

Major life activities includes but is not limited to functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Clients, qualified employees or prospective employees with disabilities may request a reasonable accommodation in order to perform essential functions of their job or to gain access to the hiring process. Such accommodations may include but are not limited to: part-time or modified work schedules, job reassignments, provision of auxiliary aids and services, and modifications to a job site or work site.

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**PROCEDURE**

An employee with a disability may make a request to his or her immediate supervisor for a reasonable accommodation. The supervisor will then forward the request to the Affirmative Action Division. The request must be specific about why the accommodation is necessary to perform the essential functions of the job and should identify the type of accommodation needed. **The request must be in writing and must be accompanied by medical verification of the disability.** If an employee is reluctant to share this information with his/her supervisor for reasons of privacy, **requests may be made directly to the Affirmative Action Division by telephoning (860) 424-5040 or in writing.**

The Affirmative Action Division will review and respond to all requests for Reasonable Accommodation. Other participants in the decision making process may include, but are not limited to the employee's supervisor and/or Regional Administrator/Director or the Department of Rehabilitation Services, and/or the Director of Human Resources, and the employee's physician.

All written requests will be acknowledged and approved or denied within twenty (20) working days of receipt, unless medical or technical evaluation is necessary.

**APPEAL PROCESS**

If an employee's request for reasonable accommodation is not approved by the Affirmative Action Division, an appeal may be filed with the Deputy Commissioner of Programs and Administrative Services. Appeals must be in writing, and filed within ten (10) calendar days of the written notification decision. The Deputy Commissioner has ten (10) calendar days to respond to the Appeal request. If the appeal is denied by the Deputy Commissioner, the employee has the right to file a complaint in accordance with the procedures established in the Department's Affirmative Action Discrimination Complaint Procedure.

  
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Roderick L. Bremby  
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