



STATE OF CONNECTICUT DEPARTMENT OF REVENUE SERVICES

450 COLUMBUS BOULEVARD, SUITE 1 • HARTFORD, CT 06103-1837

OFFICE OF THE COMMISSIONER

AMERICANS WITH DISABILITIES ACT EMPLOYEE PROCEDURE FOR REQUESTING A REASONABLE ACCOMMODATION

Under the Americans with Disabilities Act employers are required to enter into a negotiation process with employees with permanent disabilities who, because of those disabilities, are unable to perform the essential functions of their positions and/or require modifications to the work site or the privileges of employment and have requested an accommodation. This negotiation process, commonly referred to as “reasonable accommodation,” is defined by the Equal Employment Opportunity Commission as “any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities”.

If you require a reasonable accommodation, you should follow the procedure outlined below.

REASONABLE ACCOMMODATION PROCESS

I.

When requesting an accommodation, employees are required to submit a request using the UKG Self-Service Employee Portal, which can be found at <https://ct.employee.us.people-doc.com/login>.

Accessing the UKG Self-Service Employee Portal:

- Employees who have not previously accessed the portal will need to request an account activation link. On the login screen click on “Trouble Logging In”, then “Request Activation Link”.
- Employees who have any issues logging into the portal can email DAS.HRSD@ct.gov

How to Request a Reasonable Accommodation under the Americans with Disabilities Act (ADA) and Connecticut General Statutes

The ADA defines a person with a disability as someone who:

- Has a physical or mental impairment that substantially limits one or major life activities; or
- Has a record or history of such an impairment; or
- Is perceived or regarded as having such impairment.

Major life functions include but are not limited to caring for oneself, walking, seeing, hearing, speaking, breathing, learning, working, and performing manual tasks.

The US Equal Employment Opportunity Commission describes an “accommodation” as “...any change in the work environment or the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.”

If you are an employee with a disability, and you believe you will need some changes to your workplace or work, you may request an accommodation.

Agencies will reasonably accommodate the known physical or mental limitation of an employee with a disability unless the accommodation would impose an undue hardship to the Agency or alter an essential job function.

Although you may request a specific accommodation, if more than one possible accommodation is available that will meet your needs, the employing Agency can choose which accommodation to provide.

In addition, a reasonable accommodation is not required where the disability or the accommodation itself poses a direct threat. "Direct threat" means a significant risk of substantial harm to the health or safety of the employee or others that cannot be eliminated or reduced by reasonable accommodation.

Unless your disability and the need for accommodation are obvious, you may be required to submit documentation from your physician, licensed healthcare practitioner or other appropriate professional explaining the disability and why an accommodation is necessary.

Please note the information you provide regarding your disability and the need for an accommodation will be kept confidential and will only be disclosed to actual decision-makers with a demonstrated “need to know” or due to medical necessity.

An ADA Specialist will review your request and communicate with you regarding any additional information needed. The ADA Specialist will also consult with you, the HR Generalist and/or your immediate manager/supervisor in your employing Agency regarding your need for reasonable accommodation as part of the interactive process. You will be notified of the decision in writing.

Please be advised that when an accommodation is granted, it will be exclusively for the individual employee’s specific job assignment and work location at the time of the review. Approved accommodations may be subject to re-evaluation.

To request an accommodation please log in to the DAS UKG Self Service Employee Portal at <https://ct.employee.us.people-doc.com/login> , navigate to the Benefits and Leave Tab, Request for an Accommodation Form.

- Complete and submit a Request for Accommodation Form.
- After a request is received, it will be reviewed by a DAS ADA Specialist, who will follow up with the employee within 1-2 business days.



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- The ADA Specialist will communicate with employee via the **UKG Self-Service Employee Portal**, and with the HR Generalist and/or the employee's immediate manager/supervisor at the Agency as necessary, regarding any additional information needed to begin the interactive process.
- All general inquiries or questions can be sent to DAS.ADA@ct.gov

COMPLAINT PROCEDURE

Department of Revenue Services employees are to use the complaint procedure established by the Office of Diversity & Equity to resolve complaints of alleged violations under Title II of the Americans with Disabilities Act (ADA). Specifically, in accordance with Title II of the ADA, "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination" in programs, services or activities sponsored by the Department of Revenue Services. Persons who believe they have been discriminated against for these reasons can file a complaint. Complaints should be filed within thirty (30) days of the alleged violation and will be handled in accordance with the complaint procedure.

FILING A COMPLAINT

Where to file:

Penny B. Potter
EEO Manager/ADA Coordinator
450 Columbus Blvd. Suite 1
Hartford, CT 06103
Telephone: (860) 297-5708
penny.potter@ct.gov

What you can do to help:

We want to eliminate barriers before they become complaints. You can assist us in that objective by identifying a Department of Revenue Services program, service, or activity that you believe is a barrier to persons with disabilities by contacting the ADA Coordinator at (860) 297-5708. TDD – (860) 297-4911.