

Connecticut Technical Education and Career System (CTECS)

Americans With Disabilities Act

Introduction

The purpose of this policy is to affirm CTECS' commitment to ensuring equal access and opportunity for individuals with disabilities in accordance with the Americans with Disabilities Act of 1990. CTECS observes all Connecticut laws and regulations that apply to individuals with disabilities.

It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on disability or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under the ADA.

Legal Reference

Americans with Disabilities Act of 1990, As Amended, 42 U.S.C. § 12101 et seq.

What is a Disability Under the ADA

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- job restructuring, modifying work schedules, reassignment to a vacant position;
- acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

An employer is required to make a reasonable accommodation for a known disability or medical condition of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal-use items such as glasses or hearing aids.

How to Request an Accommodation

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 on the UKG Personal Portal under the CTECS ADA Request. Should you have any questions regarding this process, please reach out to Ashley Dempsey at Ashley.dempsey@cttech.org or HR.ADA@cttech.org.

Complaints

Complaints regarding a denial for accommodation or that a CTECS program, service, or activity is not accessible to persons with disabilities should be filed in writing with the CTECS Coordinator, Levy Gillespie, Equal Employment Opportunity Director, 450 Columbus Boulevard, Hartford, CT 06103, e-mail at levy.gillespie@cttech.org.

No Retaliation

CTECS strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of CTECS shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying their 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.

Dr. Alice Pritchard, Executive Director

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