



OFFICE OF THE MAYOR

## City of Middletown

CONNECTICUT 06457

Benjamin D. Florsheim  
MAYOR

### **AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

#### **PURPOSE:**

The City of Middletown is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes adhering to the mandates of the Americans with Disabilities Act (ADA) of 1990 as amended. The ADA is 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. The City also follows all Connecticut laws and regulations that apply to individuals with disabilities.

The City of Middletown is also committed to providing reasonable accommodations to qualified persons with disabilities. Qualified employees or prospective employees may request reasonable accommodations in order to perform essential functions of their job or gain access to hiring processes. This will ensure the full and fair participation of all employees and citizens with disabilities so that discrimination does not occur on the basis of a disability in the operation of City programs, services, and activities, or in its hiring and employment practices. In addition, individuals with disabilities are provided the opportunity to benefit from integrated programs and services, which facilitate interaction between people with and without disabilities.

#### **WHAT IS A DISABILITY UNDER THE ADA?**

Under the ADA, an individual with a disability is any person who meets the following guidelines: 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such impairment; or 3) is perceived by others as having such impairment. The ADA does not specifically name all the impairments that are covered. The City 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. Every reasonable effort will be made to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. The City, 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 the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. 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.

Municipal Building: 245 deKoven Drive, Middletown, CT 06457

AMENDED 5-11-2020 fmj TEL: (860) 638-4801 FAX: (860) 638-1901 Email: [mayor@middletownct.gov](mailto:mayor@middletownct.gov)ADAP 1

**HOW TO REQUEST ACCOMMODATION:**

Qualified employees or applicants with disabilities who may require special testing accommodations or accommodation to fully gain access to the hiring process or in order to perform the essential functions of their job should make a request to the Human Resources Division, Justin Richardson, Director of Human Resources: [justin.richardson@middletownct.gov](mailto:justin.richardson@middletownct.gov); 860.638.4943; 245 DeKoven Drive, Middletown, CT 06457.

In connection with programs, activities and other services: individuals with a disability who require an auxiliary aid or service for effective communication or a modification of procedures to participate in a program, service, or activity of the City or who wish to complain that a request for a reasonable accommodation has been denied or that a program, service, or activity is not accessible to persons with a disability should contact Laura Runte, Senior Services Specialist and ADA Compliance Officer for the City of Middletown: [laura.runte@middletownct.gov](mailto:laura.runte@middletownct.gov); 860.638.4542; 61 Durant Terrace, Middletown, CT 06457.

All City employees and officers are expected to comply with this policy and to support the City's efforts and programs designed to promote and achieve the principles of the Americans with Disabilities Act as well as Connecticut law.

The City strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. The Office of Equal Opportunity and Diversity Management is responsible for the implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.



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BENJAMIN D. FLORSHEIM, MAYOR



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Date Approved