


AMERICANS WITH DISABILITIES ACT POLICY		
POLICY NO. 2013 – HR03	DEPARTMENT: HUMAN RESOURCES	 CONNECTICUT AIRPORT AUTHORITY
APPROVED BY: CAA BOARD	EFFECTIVE DATE:10/17/2013 UPDATED: March 2017	BOARD APPROVAL DATE: 10/17/2013 PAGES: 2

Background:

The Connecticut Airport Authority (CAA) is committed to providing and promoting equal opportunities in all of its employment practices, programs, activities and services. This commitment includes following the mandates of the Americans with Disabilities Act of 1990 (ADA) and Title II, 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 CAA also complies with Section 46a-60 of the General Statutes of Connecticut and all other Connecticut laws and regulations that apply to individuals with disabilities.

Policy:

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 impairment; or, (3) is regarded as having such impairment.

REASONABLE ACCOMMODATIONS

The CAA 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. The CAA will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. The CAA, in its discretion, may require the individual to provide additional information about their disability or limitations and the need for an

accommodation. The ADA does not require the CAA 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 AN ACCOMMODATION:

In connection with current employment at the CAA or the interview process: 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 to the **CAA Human Resources Office or the employee's manager or supervisor.**

In connection with facility-related matters/accommodations: Qualified individuals with a disability who require a facility-related accommodation should contact **Benjamin Parish, Acting Director of Bradley Operations at (860) 292-2006 or bparish@bradleyairport.com** .

In connection with other programs, services or activities of CAA: 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 the CAA should contact **Sharon Traficante, Director of Administration at (860) 292-2073 or straficante@bradleyairport.com** for assistance in coordinating the request for an accommodation. The individual should be prepared to provide a description of his or her specific needs.

COMPLAINTS:

Complaints that a request for an accommodation in employment practices has been denied should be filed in writing with the **CAA Human Resources Office at (860) 292-2000 or HR@ctairports.org** .

Complaints that a CAA program, service, or activity is not accessible to persons with disabilities should be filed in writing with **David White, CAA Title VI/ADA/Sec. 504 Coordinator at (860) 292-2057 or dwhite@bradleyairport.com** .

NO RETALIATION:

The CAA strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Personnel or other agents of the CAA 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 Connecticut law.