



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

TOWN OF ELLINGTON

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[www.ellington-ct.gov](http://www.ellington-ct.gov)

**ELLINGTON  
ADA POLICY STATEMENT**

The Town of Ellington is committed to the mandates of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, as amended, (Section 504) and applicable state disability and discrimination constitutional provisions and statutes which make 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.

An individual with a disability is any person who (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, (2) has a record of such an impairment, (3) is regarded as having such an impairment, or (4) falls within one or more of the disabling conditions protected by the state constitution and statutes.

The Town of Ellington will ensure that persons with disabilities receive full and equal opportunities in such areas that include, but are not limited to:

- Hiring, compensation, promotion, training, evaluation, or any other term, condition, or privilege of employment;
- Participation in any service, program, or activity of the Town;
- Access to agency offices and all services offered or provided to the public;
- Application, examination, enforcement and investigative or regulatory policies, procedures and practices; and
- Protection from retaliation for exercising ADA rights or for assisting in any investigation of a complaint filed under the ADA.

Titles I and II of the ADA, Section 504, and the Connecticut Discriminatory Practices Act, as amended, prohibit discrimination by state and local governments against persons with disabilities in governmental programs, services, facilities, and employment actions. The Town will work to identify barriers that may impede meaningful participation by persons who have physical and/or mental disabilities, evaluate the necessity of these barriers and will modify or remove nonessential barriers.

It is legal to require that all individuals, including those with disabilities, be able to perform the essential functions of their jobs, or jobs for which they apply, and it is the Town's responsibility to define those job functions. The Town recognizes, however, that some individuals may require reasonable accommodations to perform the essential duties of a specific position. The Town of Ellington is committed to providing reasonable accommodations to qualified persons with disabilities to ensure their full and fair participation in all aspects of the Town's programs and services, including employment opportunities.

Requests for accommodation will be forwarded to the ADA Coordinator. The Coordinator will contact the employee promptly and a meeting may be arranged to discuss the details of the request. The Town will give serious consideration to special arrangements such as modified work schedules, allowing the employee to use special equipment, and modification of job responsibilities. Each request for reasonable accommodation will be considered on a case-by-case basis. The Town will not permit employees to refuse to work with any individual who has, or is perceived as having, a disability.

When the Town makes an accommodation to the needs of a particular employee, it does not make any commitment that the accommodation is permanent, or that a similar accommodation will automatically be extended to any other employee. Rather, the Town retains its discretion and flexibility to independently evaluate each individual request for an accommodation, based on the specific circumstances present, or to reorganize work and to redefine job requirements in light of the overall needs of the Town.

Any employee requesting an accommodation may (when permitted by law) be expected to provide medical information necessary for the Town to cooperatively develop a reasonable accommodation under the ADA and relevant state statutes. Failure of the employee to provide the necessary medical information may result in a delay in processing any accommodation request. The Town's Personnel Officer is responsible for contacting the employee's physician, when necessary, to obtain the requisite medical documentation to support the employee's request for accommodation. No medical information is to be requested or maintained by any supervisor or manager. Employees' medical information related to their disability and any accommodation request will remain confidential unless release is authorized by the individual or permitted (or required) under legal authority.

This policy statement will be given annually to all Town of Ellington employees and will be posted in Town Hall. It is also expected that each supplier, union, consultant, developer or other state agency with which the Town does business will comply with the ADA, Section 504, and the Connecticut Discriminatory Practices Act, as amended.

Ms. Mary Bartley has been designated the ADA-504 Coordinator for the Town of Ellington. Ms. Bartley may be reached at (860) 870-3118. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to Ms. Bartley.

**THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR  
ON AUDIO TAPE FROM THE ADA-504 COORDINATOR  
BY CALLING (860) 870-3118.**

11/23/2020  
Date

  
Lori Spielman, First Selectman

