

A-3: Equal Employment and ADA

POLICY NAME: Equal Employment, Americans with Disabilities Act

POLICY NO: A-3

DATE INITIATED: 07/01/2019

DATE AMENDED:

The Arc Eastern Connecticut is committed to equal opportunity in employment and training for all individuals regardless of race, color, national or ethnic origin, gender, age, disability (mental or physical) military experience, religion, sexual preference, gender expression/identity, or marital status.

The policy of equal employment applies to all aspects of the employer/employee relationship, including but not limited to, recruitment, hiring, training, promotions and demotions, performance appraisals, benefits and compensation, discipline, layoffs and terminations.

Americans With Disabilities Act

The Arc Eastern Connecticut enthusiastically implements the policies of the Americans with Disabilities Act. The ADA prohibits discrimination against persons with disabilities in employment, transportation, public accommodations and telecommunications. In accordance with the ADA, The Arc Eastern Connecticut will provide reasonable accommodations to employees who, because of physical or mental disabilities, require such accommodations in order to perform their job functions. Any employee who believes that he or she requires accommodations of a disability should bring this matter to the attention of his or her supervisor or the Human Resource Department

Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of employment, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form and to provide appropriate documentation.

TITLE VI COMPLAINT PROCEDURE

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by The Arc Eastern Connecticut may file a Title VI complaint by completing and submitting The Arc Eastern Connecticut's Title VI Complaint Form. The Arc Eastern Connecticut investigates complaints received no more than **180 days after the alleged incident**. The Arc Eastern Connecticut will process complaints that are complete.

Once the complaint is received, The Arc Eastern Connecticut will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. **The Arc Eastern Connecticut will notify the Connecticut Department of Transportation's Title VI Coordinator of any Title VI complaints filed, within 10 business days of receipt.**

The Arc Eastern Connecticut has 30 days to investigate the complaint. If more information is needed to resolve the case, The Arc Eastern Connecticut may contact the complainant. The complainant has 90 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 90 business days, The Arc Eastern Connecticut can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or any other action will occur. **If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.**

A person may also file a complaint directly with the Connecticut Department of Transportation, Office of Contract Compliance, Attn: **Title VI Coordinator, 2800 Berlin Turnpike, Newington, CT 06111**; or directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

TITLE VI NOTICE TO THE PUBLIC

Notifying the Public of Rights under Title VI

If you think you haven't been treated fairly by The Arc because of your race or color, you can ask Denisse Mateo in Human Resources for help. Her office is located at 125 Sachem Street in Norwich and her number is **860.889.4435 x117**. You can also tell Denisse if you'd rather speak in another language besides English.

Your civil rights are important!

- The Arc Eastern Connecticut operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Arc Eastern Connecticut.
- For more information on The Arc Eastern Connecticut's civil rights program, and the procedures to file a complaint, contact **860.889.4435 x117** or visit our administrative office at 125 Sachem St., Norwich, CT 06360. You can also visit *TheArcECT.org*.
- A complainant may file a complaint directly with the Connecticut Department of Transportation at the Office of Contract Compliance, Attention: **Title VI Coordinator, 2800 Berlin Turnpike, Newington, CT 06111**
- A complainant may file a complaint directly with the Federal Transit Administration at the Office of Civil Rights, Attention: **Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590**
- If information is needed in another language, contact DDS' Language Link service at **1.888.338.7394, and enter Account: 27776 followed by #.**