



CITY OF BRISTOL AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

PURPOSE

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

The City of Bristol strictly prohibits discrimination on the basis of disability. Accordingly, it is the policy of the City of Bristol to provide access to all of its programs, services and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

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 City of Bristol will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden. After a qualified individual requests a reasonable accommodation, the City of Bristol will make every reasonable effort to determine and provide the appropriate accommodation. The City of Bristol, in its discretion, may require the individual to provide additional information about his or her disability and need for an accommodation.

The ADA does not require the City of Bristol 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, the hiring process or for other programs, services or activities of the City of Bristol: Qualified individuals with disabilities may request accommodations in order to perform the essential functions of their jobs, to gain access to the hiring process, or to request an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, or activity. Such requests should be made to H. James Haselkamp, Jr., ADA Coordinator, in the Human Resources Department at (860) 584-6179 for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

COMPLAINTS

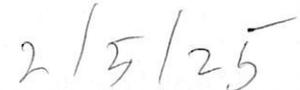
Complaints that a request for accommodation has been denied or that a City of Bristol program, service, or activity is not accessible to persons with disabilities should be filed in writing with the ADA Coordinator, H. James Haselkamp Jr., Human Resources Department, 111 North Main Street, Bristol CT 06010, telephone (860) 584-6179.

NO RETALIATION

The City of Bristol will 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.



H. James Haselkamp, Jr.
Director of Human Resources



Date