



INTEROFFICE MEMORANDUM

Date: August, 2019

TO: All College Employees

FROM: G. Duncan Harris, Chief Executive Officer

A handwritten signature in black ink, appearing to be 'GDH', is written over the name 'G. Duncan Harris'.

SUBJECT: Americans with Disabilities Act

Capital Community College is committed to providing and promoting equal opportunity in all of its programs and services. This commitment includes adhering to the mandates of the Americans with Disabilities Act (ADA) of 1990, which 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 Americans with Disabilities Act enables society to benefit from the skills and talents of individuals with disabilities.

Capital Community College is also committed to providing reasonable accommodations to qualified persons with disabilities. This will ensure the full and fair participation of all employees and the public in employment, college programs and activities. Reasonable accommodation is defined as any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.

Every employee is expected to comply with the provisions of the Americans with Disabilities Act. It is also expected that all departments and employees will support our college's efforts and programs, which are designed to promote and achieve the principles of the Americans with Disabilities Act.

The College's Affirmative Action Officer has been assigned as the College's ADA Coordinator. Any questions or concerns may be addressed to:

Josephine Agnello-Veley
Affirmative Action Officer/HR Director
950 Main Street
Hartford, CT 06103
Telephone: (860) 906-5133