



Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071
www.portlandct.org ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectwoman

Accommodations for Qualified Individuals with Disabilities

The Town is committed to complying with all applicable provisions of state and federal laws protecting the rights of qualified disabled individuals. It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the Town aware of his or her disability, provided that such accommodation enables the individual to perform the essential functions of his or her job and does not constitute an undue hardship on the Town. Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of the job at issue should contact their immediate supervisor and/or the First Selectman (or his/her designee).

Upon receipt of a request for an accommodation, the Town will review the potential reasonable accommodation(s) that the Town might make to enable the applicant or employee to perform the essential functions of the job. As part of this process, an employee or applicant may be required to provide authorization for the Town to communicate with and obtain documentation from his or her doctors regarding the medical condition(s) for which reasonable accommodation is sought, and may further be required to be evaluated by a doctor of the Town's choice. The Town further reserves the right to seek medical information and/or to conduct medical examinations at any time following an offer of employment or during employment in order to determine an employee's fitness for duty. All such medical information discussed and received will be treated as confidential to the extent required and permissible by law.