

Section 46a-68-78 Policy Statement

Affirmative Action Policy Statement: Connecticut State Community College

The goal of affirmative action is equal opportunity. It is the need and purpose of affirmative action to overcome the present effects of past practices or policies that may have created barriers to equal employment opportunity for all current and future employees. A policy of nondiscrimination was consistently applied without regard for age, ancestry, color, national origin, gender identity or expression, genetic information, learning disability, marital status, intellectual disability, physical disability (including but not limited to blindness), present or past history of mental disability, prior criminal record, race, religious creed, sex (including pregnancy and sexual harassment), sexual orientation, retaliation for previously opposed discrimination or coercion, veteran status, status as a victim of domestic violence, sexual assault, and/or trafficking or any other federal or state protected class in its employment, programs, and activities, unless the provisions of Section 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there are bona fide occupational qualifications excluding persons in one of the above protected groups.

We are fully committed to the principles and practices of affirmative action and equal opportunity in employment and provide our services in a fair and impartial manner. We continually examine the practices and promotion of employees with the express purpose of achieving our goal of a full representative workforce. CT State Community College recognizes the hiring difficulties experienced by individuals with disabilities and by many older persons and will set program goals to address any problem areas identified.

Considering the dual role of affirmative action to provide an environment for the application of equal opportunity principles and to monitor the employment process to prevent instances of illegal discrimination from arising or existing, the following procedures are operative within CT State Community College:

1. Every effort is made to recruit and hire protected group members reflective of their availability in the job market. An employment process is in place at the CT State Community College which addresses the role affirmative action plays at each stage. A summary of the Hiring Goals and Program Goals included in the plan shall be posted with the College's Affirmative Action Policy Statement on all official bulletin boards.
2. Opportunities are made available to all employees for training, development, and advancement consistent with individual ability and performance.
3. Principles of equal opportunity and affirmative action will undergird decisions on promotions as a result of the institution strictly imposing only those requirements valid to the process.
4. Personnel decisions regarding transfer, reassignment, separation and termination encompasses the principles of equal opportunity and affirmative action to assure that members of any protected class will not be adversely impacted.

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5. All educational programs and student support services are administered in a manner which do not adversely impact students because of age, ancestry, color, national origin, gender identity or expression, genetic information, learning disability, marital status, intellectual disability, physical disability (including but not limited to blindness), present or past history of mental disability, prior criminal record, race, religious creed, sex (including pregnancy and sexual harassment), sexual orientation, retaliation for previously opposed discrimination or coercion, veteran status, status as a victim of domestic violence and workplace hazards to reproductive systems, or any other protected group recognized by local, state or federal laws and regulations.

The CT State Community College Interim Vice President of Diversity, Equity, and Inclusion, Dr. Arnita Walls, serves as the Equal Employment Opportunity Officer for CT State Community College and his office is located at Ct State, 185 Main Street, New Britain, CT 06051. I have delegated to her and her team the lead responsibility for all matters within CT State Community College related to affirmative action, civil rights, and equal employment opportunity. CT State Community College has an internal discrimination complaint process for employees who believe that they have been discriminated against. The CSCU Interim Discriminatory Harassment, Nondiscrimination, and Title IX policies will be posted throughout CT State Community College, on the website, and distributed to all employees in accordance with statutory mandates.

As the appointing authority for the Connecticut State Community College, I am fully committed to the achievement of the affirmative action goals and timetables set forth in this Affirmative Action Plan and urge all parts of the college community to assist us in achieving our goals. At CT State Community College, we acknowledge that affirmative action is an immediate and necessary college objective.



Feb 25, 2026

Dr. Christina Royal
Interim President, CT State Community College

Date

Affirmative Action and Equal Employment Opportunity Policy Statement

POLICY INFO

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POLICY PURPOSE

The Board of Regents of Higher Education (“Board of Regents”) and Connecticut State Colleges and Universities (“CSCU”) are committed to leading, by example, in the areas of equal employment opportunity and affirmative action. The Board of Regents and the Connecticut State Colleges and Universities affirmatively seek to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. Additionally, the Board of Regents commits to promote representative racial and ethnic diversity among its students, faculty, administrators, and staff at public institutions of higher education. Equal employment opportunity and affirmative action are essential to achieving public higher education’s goals of academic excellence and quality.

POLICY TEXT

Equal Employment Opportunity

The Board of Regents is an equal employment opportunity/affirmative action employer. To ensure that employees and job applicants are not subjected to unlawful discrimination, it is the Board of Regent’s policy statement to comply with all State and Federal laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating present and past discrimination. Equal employment opportunity is the purpose and goal of affirmative action.

In accordance with this Policy and as delineated by federal and Connecticut law, the Board of Regents deems equal employment opportunity to be the employment of individuals without consideration of actual or perceived age, ancestry, color, gender identity or expression, genetic information and/or family medical history, intellectual disability, learning disability, parental, family or marital status, past or present history of mental disability, physical disability, pregnancy or related conditions, race or national origin, religion or creed, sex, sexual orientation, veteran or military status, arrest and/or criminal conviction status, lawful source of income, citizenship or immigration status, status as a victim of domestic violence, workplace hazards to reproductive systems, or any other protected characteristic, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission and/or the Connecticut Commission on Human Rights and Opportunities (“CHRO”), or other factors that cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification under applicable local, state, or federal law.

Affirmative Action

Affirmative Action is a positive program of purposeful activity undertaken with conviction and effort to overcome present effects and past practices, policies, and barriers to equal employment opportunity. Affirmative action plans and programs are designed to achieve the full and fair participation of all protected class members found to be underutilized in the workforce or adversely affected by past policies and practice.

The Board of Regent’s commitment to affirmative action requires that the System Office and each College and University within the Connecticut State Colleges and Universities System make good faith efforts that may be necessary in all aspects of personnel administration to ensure that the recruitment and hiring of underrepresented individuals reflect their availability in the job market; that the causes of underutilization are identified and eliminated; that alternative approaches are explored when personnel practices have a negative impact on protected classes; and, that the terms and conditions, and privileges of employment, including upward and lateral mobility, are equitably administered.

The Board recognizes the employment difficulties experienced by individuals with disabilities and by many older people. Therefore, the Board will take necessary steps to identify and overcome areas of underutilization of such people in the workforce and to achieve their full participation in all System programs, processes, and services.

The Board of Regents is committed to ensuring that all Connecticut State Colleges and Universities services and programs are provided in a fair and impartial manner and thus has established affirmative action and equal employment opportunity as immediate and necessary system-wide objectives.

Each College and University and the System Office prepares an annual Affirmative Action Plan. The Affirmative Action Plans must comply with Connecticut law and regulations, provide a detailed, results-oriented set of procedures that blueprints a strategy to combat discrimination and implement equal employment opportunity and affirmative action goals. The objective of the Affirmative Action Plans is to set quantitative and non-quantitative goals, that promote affirmative action and/or eliminate any policy or employment practice that adversely affects protected class members.

Complete versions of the Affirmative Action Plans for each College and University within the Connecticut State Colleges and Universities System, and the Affirmative Action Plan for the System Office can be found online at: <https://www.ct.edu/compliance/nondiscrimination/eeo>.

The Board of Regent's policies and procedures against discrimination and harassment are included in the Affirmative Action Plans along with complaint procedures. Faculty, employees, students and other individuals participating in or attempting to participate in the CSCU's education programs or activities may file complaints of discrimination, harassment, retaliation or alleged violations of this Policy may do so by contacting:

Alphonso Atkins, J.D.
Executive Director of Civil Rights Compliance
Email: alphonso.atkins@ct.edu
Phone: (860) 723-0635
Address: 61 Woodland Street, Hartford, CT 06105

Faculty, employees, students and others shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; (4) exercised any other legal right protected by federal state or local law requiring equal opportunity.

Accountability

The Board of Regents hereby commits to ensure that Connecticut State Colleges and Universities make every effort to implement effective Affirmative Action Plans within timetables set forth in such Plans. The Board of Regents fully expects the CSCU executive and supervisory staff to treat compliance with Federal and State of Connecticut affirmative action statutes as a top priority and take positive steps to ensure the successful implementation of the policies, procedures and objectives of affirmative action and equal opportunity throughout Connecticut State Colleges and Universities, including the System Office.

In issuing this **Affirmative Action and Equal Employment Opportunity Policy Statement**, the Board of Regents reiterates the need for affirmative action and equal opportunity and attests to the Connecticut State Colleges and Universities' determination to identify strengths and weaknesses throughout our employment system, resolve problems when they appear, recruit employees vigorously and affirmatively, and retain current employees while also helping them prepare for advancement.

Workplace Accommodation Request Process

CT State does not discriminate on the basis of disability, pregnancy status, religion or any other protected identity in the administration of, or access to, its programs, services or activities.

If you feel that you need reasonable accommodation as a result of a qualifying medical condition, pregnancy status, or for another protected identity, e.g., religion, to allow you to perform the essential functions of your position, please start the workplace accommodation request process.

First-Time Employee Accommodation Process

**Staff
Accessibility Portal**

Reasons for Accommodations

Medical Conditions

Pregnancy Status

Religion

Contact Us

For questions or concerns, please reach out to CT State's ADA Coordinator Designees:

Nicholas D'Agostino, *Director of Equity and Civil Rights*

Email: nicholas.dagostino@ctstate.edu

Phone: [860-612-7075](tel:860-612-7075)

Rebecca Cannon-Klemenzen, *Senior Investigator and Civil Rights Specialist*

Email: rebecca.cannonklemenzen@ctstate.edu

Procedure for Requesting Workplace Accommodations

CT State works to ensure that we, as an employer, provide "reasonable accommodations" to employees or applicants unless doing so would cause an "undue hardship." The term reasonable accommodation generally refers to any change in the work environment or in the way things are customarily done that enables an employee to enjoy equal employment opportunities.

CT State's Office of Equity and Civil Rights analyzes each request for accommodation on a case-by-case basis and makes a good faith effort to reasonably accommodate a qualified employee or applicant making such a request.

For workplace accommodations related to a medical condition, the individual with a qualifying condition must inform the employer that the accommodation is needed since employers are only obligated to provide reasonable accommodation for known disabilities.



Employees may request workplace accommodation through the Office of Equity and Civil Rights. To that end, we engage in an interactive process with all employees seeking reasonable workplace accommodations. Our involvement ensures a fair, independent, and confidential process whereby reasonable accommodations are explored via the interactive process. Sharing of information is limited to a need-to-know basis to ensure proper accommodations can be identified.

Once a request is made and any necessary paperwork has been provided, we meet with the employee and discuss their request for accommodation. In this process, we explore any major life activities affected, the employee's job description, the essential functions of the position and other relevant information. Please note, at times, we may request a waiver to speak to a medical provider should additional information be needed to assist in the process. We will then meet with the supervisor to discuss only the essential functions of the position and the accommodation requested. Finally, we take the information obtained from both the employee and the supervisor and conduct an analysis to determine a reasonable accommodation. The interactive process is an ongoing and continuous process between the employer and the employee seeking the workplace accommodation.

Employees may request accommodations through their HR Generalist or directly through the new [CT State Accommodate portal](#).

Procedure for Appealing Workplace Accommodations

All workplace accommodations can be appealed. To appeal, please contact CT State's ADA Coordinator: