



PEDRO E. SEGARRA
Mayor

CITY OF HARTFORD
POLICY MEMORANDUM

SUBJECT: Discrimination Prohibited on
the Basis of Physical and/or
Mental Disability –
Section 504 Regulations

NO: 003
Date: October 22, 2013

Approved: 
Albert Ilg, Chief Operating Officer

DISTRIBUTION: City Personnel

I. PURPOSE

The purpose of this memorandum is to adopt and adhere policy pursuant to the requirements of Section 51.55 of the Revenue Sharing Regulations, as published in the Federal Register on October 17, 1983. Section 51.55 prohibits discrimination against qualified individuals because of their physical or mental disability.

II. RESPONSIBILITY

It shall be the responsibility of all City personnel to comply with these provisions.

III. IT IS THE POLICY OF THE CITY:

- a. To not discriminate on the basis of physical or mental disability in its admission or access to, or treatment or employment, in its program, services and activities. Any person who is guilty of discriminating on the basis of physical or mental disability will be disciplined.
- b. To designate the following contact to coordinate efforts to comply with this requirement. Inquiries should be directed to:

Contact:	Debra Carabillo, Assistant Human Resources Director
Office:	Department of Human Resources
Address:	Hartford City Hall 550 Main Street Hartford, CT 06103
Phone Number:	(860) 757-9800
Hours:	Monday-Friday, 8:00 a.m. – 5:00 p.m.

- c. That all grievances so filed with the above agency shall be fully reviewed with a written response returned to the Grievant.

550 Main Street
Hartford, Connecticut 06103



**PUBLIC NOTICE
REVENUE SHARING SECTION 504 REGULATIONS**

(Discrimination Prohibited on the basis of physical and/or mental disability)

This notice is published pursuant to the requirements of Section 51.55 of the Revenue Sharing Regulations, as published in the Federal Register on October 17, 1983. Section 51.55 prohibits discrimination against qualified individuals because of their physical or mental disability.

The City of Hartford advises the public, employees and job applicants that it does not discriminate on the basis of physical or mental disability in its admission or access to, or treatment or employment, in its program, services and activities. Any person who is guilty of discriminating on the basis of physical or mental disability will be disciplined.

The City of Hartford has designated the following as the contact to coordinate efforts to comply with this requirement. Inquiries should be directed to:

Contact: Debra Carabillo, Assistant Human Resources Director

Office: Department of Human Resources

Address: Hartford City Hall
550 Main Street
Hartford, CT 06103

Phone Number: (860) 757-9800

Fax Number: (860) 722-8042

Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.

All grievances so filed with the above agency shall be fully reviewed with a written response returned to the Grievant under the procedures contained in the City of Hartford Grievance Procedure.

10/30/2013
Date


Pedro E. Segarra
Mayor