*Executive Office of Health and Human Services*

*Department of Developmental Services*

**POLICY TITLE: Affirmative Action Policy for the Employment of Disabled Persons**

**DDS POLICY #: 99-2**

**DATE ISSUED: 2/22/99**

**EFFECTIVE DATE: 2/22/99**

**COMMISSIONER’S SIGNATURE: Commissioner**

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**DMR POLICY #**: 99-2 (Replaces Policy #89-2)
**DATE ISSUED:** February 22, 1999
**EFFECTIVE DATE:** February 22, 1999

The Department of Mental Retardation has established the following policy:

1. There shall be no discrimination on the basis of disability;
2. Disabled persons shall be included in all aspects of the agency's affirmative action program;
3. All decisions regarding personnel policies and practices shall be based on a disabled person's ability to perform the essential functions of the job with or without reasonable accommodations;
4. All applicants and employees will be given consideration for any reasonable accommodation request at any time;
5. Neither the act of voluntary self-identification nor the absence of self-identification will subject the employee or applicant to any adverse treatment;
6. Attached is the list of disabilities for which an applicant/employee may voluntarily self-identify for affirmative action purposes.

The Department of Mental Retardation is committed to a full policy of affirmative action and equal employment for disabled persons.