

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
OFFICE OF DIVERSITY AND INCLUSION MANAGEMENT
GENERAL INFORMATION BULLETIN No. 19-01

TO: Deputy Commissioners for Administration, Department and Agency
Directors of Human Resources, Personnel and Diversity and Inclusion
Specialists

FROM: Michael Washington, Director

SUBJECT: Procedures for Implementing Reasonable Accommodation for Applicants
and Employees with Disabilities and Pregnancy-related Conditions in New
York State Agencies

DATE: January 3, 2019

New York State has long been committed to the proposition that every individual in the State has an equal opportunity to enjoy a full and productive life. This commitment to equal opportunity extends to the workplace. Under New York State law, employees are protected from acts of bias, harassment, prejudice or discrimination. This protection extends to those individuals with disabilities. To enable qualified employees and applicants with disabilities to contribute to the State's workforce, the State has a uniform policy, the [Procedures for Implementing Reasonable Accommodation for Applicants and Employees with Disabilities and Pregnancy-related Conditions in New York State Agencies](#), to ensure the provision of reasonable accommodation to such individuals.

Section I(B), Section II(A) (7), and Section II(B)-(2b) of this policy have been updated to reflect a recent change to which agency employees shall serve as the Designee for Reasonable Accommodation (DRA). Effective immediately, DRAs shall be employees of an agency's Human Resource or Personnel Office. DRAs must work closely with an identified individual or individuals in their agency Counsel or Legal Office to ensure that potential legal issues are identified and addressed in an effective and timely manner. For difficult issues or those that require technical assistance, agencies should contact their [Diversity and Inclusion Specialist](#) at the Department of Civil Service Office of Diversity and Inclusion Management (ODIM) at 518-473-2288 or by email at diversityandinclusion@cs.ny.gov.