



## ADA GRIEVANCE PROCEDURE

Applies to:	Town Wide
Select Board Original Adoption:	--
Amended on:	09.26.2022
Last Reviewed by the Select Board:	--

### Statement

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **Town of Paxton**.

The Town of Paxton's Personnel Policy governs employment-related complaints of disability discrimination. The complaint should be in writing and contain information about the alleged discrimination such as the name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to **Heather M. Munroe, Town Administrator**.

### Procedure

Within 15 calendar days after receipt of the complaint, the Town Administrator, or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Town Administrator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town Administrator and offer options for substantive resolution of the complaint.

If the response by the Town Administrator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Paxton Select Board.

Within 15 calendar days after receipt of the appeal, the Paxton Select Board or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Select Board or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Town Administrator or their designee appeals to the Paxton Select Board or their designees, and responses from these two offices will be retained by the Town of Paxton for at least three years.