

Town of Stoughton **Americans with Disabilities Act Policy and Grievance Procedure**

Policy

The Town of Stoughton is committed to the fair and equal employment of people with disabilities. The Town is also committed to providing fair and equal access or admission to all of its programs, services and activities to people with disabilities. It is the policy of the Town to reasonably accommodate individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Americans with Disabilities Act and the Massachusetts Fair Employment Practice Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all job applicants, employees, employees seeking promotional opportunities, retirees, those seeking to use Town facilities, or those seeking to participate in Town programs, services or activities. .

Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It 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 Stoughton. The Town's Equal Employment and Affirmative Action Policy governs employment-related complaints of disability discrimination.

All complaints under this policy should be in writing and contain information about the alleged incident, situation, barrier, problem, or discriminatory act in as much detail as possible, such as the location, date, and type of problem. All complaints should also list the name, address, and phone number of complainant. 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:

ADA Compliance Coordinator
Town of Stoughton
Office of the ADA Compliance Coordinator
10 Pearl Street
Stoughton, Ma 02072

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.

Within 30 calendar days after receipt of the complaint, the ADA Compliance Coordinator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days of the meeting, the ADA Compliance Coordinator or 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 of Stoughton and offer options for substantive resolution of the complaint.

If the response by the ADA Compliance Coordinator or 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 Town Manager or designee. Within 15 calendar days after receipt of the appeal, the Town Manager or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Manager or designee will respond in writing, and, where appropriate, in a format accessible to the complainant. The decision of the Town Manager or designee shall be the final resolution of the complaint by the Town.

All written complaints received by the ADA Compliance Coordinator or designee, appeals to the Town Manager or designee, and responses from these two offices will be retained by the Town of Stoughton for at least three years.

In addition to the above, if a complainant believes that he/she has been subjected to discrimination, he/she may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD – 300 days for the alleged violation).

Massachusetts Commission Against Discrimination (MCAD)
Boston Office: The John McCormack Building,
One Ashburton Place, Room 601,
Boston, MA 02108;
(617) 994-6000

The United States Equal Employment Opportunity Commission (EEOC)
Boston Office: John F. Kennedy Federal Building,
475 Government Center,
Boston, MA 02203;
(800) 669-4000; (617) 994-6000

Adopted by vote of the Town of Stoughton Board of Selectmen on December 18, 2012.

By signing below, I acknowledge that I have received, read, and understand the Town of Stoughton’s ADA Policy.

Name: _____

Title: _____

Department: _____

Date of Hire: _____

Signature: _____ Date: _____