

AMERICANS WITH DISABILITIES ACT (ADA)
MUNICIPAL GRIEVANCE PROCEDURE

The Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used to anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of Rocky Hill, Connecticut.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of 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 sixty (60) calendar days after the alleged violation to:

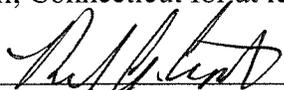
Ms. Dana McGee,
Director of Human Resources & Legal Compliance
ADA Coordinator
761 Old Main Street
Rocky Hill, CT 06067
(860) 258-2700

Within fifteen (15) working days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) working days after the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the Town of Rocky Hill and offer options for substantive resolution of the complaint.

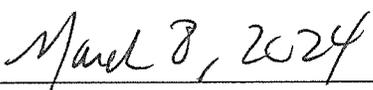
If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within fifteen (15) working days after receipt of the response to the Town Manager.

Within fifteen (15) working days after the receipt of the appeal, the Personnel Committee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) working days after the meeting with the Personnel Committee, the committee will respond in writing, and where appropriate, in a format accessible to the complainant, with the final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Town Manager and responses from the ADA coordinator and Town Manager will be kept by the Town of Rocky Hill, Connecticut for at least three years.



Ray Carpentino, Town Manager



Date