



Town of Wallingford, Connecticut

TOWN OF WALLINGFORD **ADA Grievance Procedure**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by 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 Wallingford.

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 60 calendar days after the alleged violation to:

Joan M. Stave, ADA Coordinator
Town of Wallingford
45 South Main Street
Wallingford, CT 06492
203-294-2070

Within 15 calendar days after receipt of the complaints, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar 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 audio tape. The response will explain the position of the Town of Wallingford 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 15 calendar days after receipt of the response to the Town Attorney or his or her designee. Within 15 calendar days after receipt of the appeal, the Town Attorney or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Attorney or his or her 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 Town of Wallingford, appeals to the Town Attorney or his or her designee, and responses from the ADA Coordinator and Town Attorney or his or her designee will be kept by the Town of Wallingford for at least three years.

William W. Dickinson, Jr., Mayor

Date