

OFFICE OF THE SELECTBOARD



TOWN OF SUNDERLAND

Town Offices: 12 School Street Sunderland, MA 01375

PHONE: 413- 665-1441 FAX: 413-665-1446

Email: selectmen@townofsunderland.us

TOWN OF SUNDERLAND Grievance Procedure under The Americans with Disabilities Act

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 Sunderland**. The Town of Sunderland'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 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:

Geoff Kravitz
ADA Coordinator and Town Administrator
12 School Street, Sunderland, MA 01375

Within 15 calendar days after receipt of the complaint, **Geoff Kravitz** or *his* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Geoff Kravitz** or *his* 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 Sunderland** and offer options for substantive resolution of the complaint.

If the response by **Geoff Kravitz** or *his* 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 Selectboard or *their* designee.

Within 15 calendar days after receipt of the appeal, the **Selectboard** or *their* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Selectboard** 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 **Geoff Kravitz** or *his* designee, appeals to the **Selectboard** or *their* designee, and responses from these two offices will be retained by the **Town of Sunderland** for at least three years.

Adopted: 7/1/19

Amended: 8/9/21