

MUNICIPAL 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 Wethersfield.

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 designee as soon as possible but no later than 60 calendar days after the alleged violation to the Town of Wethersfield's designated ADA Coordinator:

Steve Lattarulo
Town of Wethersfield
505 Silas Deane Hwy
Wethersfield, CT 06109
860-721-2840
steve.lattarulo@wethersfieldct.com

Within 15 calendar days after receipt of the complaint Steve Lattarulo will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting Steve Lattarulo 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 Wethersfield and offer options for substantive resolution of the complaint.

If the response by Steve Lattarulo does not satisfactorily resolve the issue, the complaint 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 Manager or his or her designee.

Within 15 calendar days after receipt of the appeal, the Town Manager or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Town Manager 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 Steve Lattarulo appeals to the Town Manager or his or her designee, and responses from the ADA Coordinator and Town Manager or his or her designee will be kept by the Town of Wethersfield for at least three years.

Complaints may also be filed with the Commission on Human Rights and Opportunity Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, 860-541-3403.

Jeffrey K. Bridges, Jr., Town Manager

Date: August 19, 2013