

TOWN OF ENFIELD ADA POLICY

The Americans With Disabilities Act (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. Persons who feel they have not received equal opportunity for access to local government services may file a complaint with the ADA Coordinator

The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

The ADA applies to a person who has a physical or mental impairment that substantially limits one or more major activities of life (such as walking, standing, or breathing). Examples include individuals who have physical conditions such as epilepsy, diabetes, severe forms of arthritis, and hypertension, as well as individuals with mental impairment such as major depression, bipolar (manic-depressive) disorder, and mental retardation.

An individual with a disability must be able to perform the essential functions of the job, with or without an accommodation, in order to be protected by the ADA. The individual must also be able to satisfy the job requirements for educational background, employment experience, skills, licenses, and any other job-related qualification standards.

The ADA makes it unlawful to discriminate in all employment practices, including recruitment, hiring, firing, pay, promotions, job assignments, training, leave, layoffs, benefits, etc. In addition, the ADA prohibits an employer from retaliating against an applicant or employee for asserting his or her rights under the ADA.

The Town of Enfield will make sure that people with disabilities:

- Have an equal opportunity to apply for and to work in jobs for which they are qualified
- Have an equal opportunity to be promoted
- Have equal access to benefits of employment that are offered to other employees, and
- Are not harassed because of their disability.
- Have equal access to Town of Enfield Services

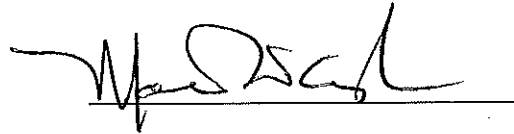
Town of Enfield – ADA Policy

Further, an employer is also required to provide a reasonable accommodation if a person with a disability needs one in order to apply for a job, perform a job, or enjoy benefits equal to those offered to other employees. An employer does not have to provide any accommodation that would pose an undue hardship.

Further, the Town of Enfield is also required to provide a reasonable accommodation if a person with a disability needs one in order to participate in Town services. The Town of Enfield does not have to provide any accommodation that would pose an undue hardship.

October 27, 2009

Date

A handwritten signature in black ink, appearing to read 'M. S. ...', is written over a horizontal line.

Town Manager

Town of Enfield ADA Notice

The Town of Enfield does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Enfield does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990 and Amendments

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Enfield designated ADA Compliance Coordinator.

Title: Human Resources Director – Town Hall

Office Address: 820 Enfield Street, Enfield, CT 06492

Phone 860-253-6346 Fax 860-253-6264 Police TDD

Email Address: sbielenda@enfield.org

Days/Hours Available: Monday-Friday 9am-5pm

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Enfield are invited to make their needs and preferences known to the ADA Compliance Coordinator. – Human Resource Director – Contact information above

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

TOWN OF ENFIELD ADA GREIVANCE 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 Enfield.

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 allege violation to ADA Coordinator:

Director of Human Services-Town Hall

820 Enfield Street, Enfield CT 06082

Phone: 860-253-6346, Fax 860-253-6264

Within 15 calendar days after receipt of the complaint, Director of Human Resources will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Director of Human Resources 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 Enfield and after options for substantive resolution of the complaint.


If the response by the Director of Human Resources 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 Manager.

Within 15 calendar days after receipt of the appeal, the mayor 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 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 Director of Human Resources, appeals to the Town Manager, and responses from the ADA coordinator and Town Manager will be kept by the Town of Enfield for at least three years.

October 27, 2009

Date



Town Manager