ADMINISTRATIVE POLICY #10

RE: HANDICAP GRIEVANCE PROCEDURE

STEP ONE

Any disabled Employee or his/her representative may file a formal complaint specifying the rule, regulation, policy, procedure or provision of the revised Section 504 or other administrative rules alleged to have been violated, and shall indicate the remedy sought. Any failure to specify shall not render his/her grievance invalid. Such complaint shall be delivered to his/her department head within thirty (30) calendar days after the event has occurred, or after employee's knowledge of occurrence. Grievances submitted beyond such time limit will not be honored. Grievance(s) shall be time/date stamped by the department head upon receipt and copied to the Handicap Coordinator.

Within ten (10) business days, the department head will

a) resolve the complaint through reasonable accommodation, or
b) dismiss the complaint as not being relevant to handi-capped regulations.

Such decision by the department head will be in writing and made available to the complainant, within five (5) business days of rendering.

STEP TWO

If the complainant or his/her representative is not satisfied with the department head's action, he/she may file a formal appeal, in writing, to the Board of Selectmen. Within fifteen (15) business days of receipt of said appeal, the Board of Selectmen must meet to review the complaint, with the complainant and his/her representative, his/her department head, and the Handicap Coordinator who shall all be present to answer questions at this meeting. All information, be it publicly or privately ascertained prior to this meeting, and relevant to the complaint, shall be made available to the Board of Selectmen at this meeting.

Within ten (10) business days of this meeting, the Board of Selectmen will either

a) resolve the complaint through reasonable accommodation;
b) dismiss the complaint as not relevant to the handi-capped regulations; or
c) adopt plans for needed structural or program changes to reach

compliance.

The complainant and his/her representative and his/her department head must be notified, either in writing or by other appropriate formal notification. The decision of the Board of Selectmen shall be final, and shall contain the reasoning for the decision.

Grievances that can be settled informally at any time will be closed immediately.

An event or circumstance for which a remedy is already provided by law or executive order shall not be considered proper subject matter as material for grievance under these procedures.

Terry L. Proctor
EXECUTIVE SECRETARY

APPROVED BY THE BOARD OF SELECTMEN April 23, 1986.

REVISION

All persons (except applicants for employment) may make complaints alleging handicap discrimination directly to the Board of Selectmen. The Board of Selectmen will meet with a complainant within 15 days and resolve the complaint, dismiss the complaint or adopt plans for change within 10 days of the meeting.

Terry L. Proctor
Executive Secretary

Date March 18, 1988