

SEEKONK | Massachusetts

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), the Town of Seekonk will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

The following Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It should be used by any individual who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of programs, services, and benefits by the Town of Seekonk.

The grievance should be in written form and contain as much information as possible about the alleged discrimination (name, address, phone number, location, and description of problem, etc.). Other arrangements for submission of a grievance such as a personal interview or tape recording will be made available for the visually impaired or those with motor impairments.

Grievance Submission Process:

Grievances from municipal Town employees should be submitted by the grievant and/or their designee within 30 calendar days of the alleged violation to the Title I ADA Coordinator, Carol Days, Town Administrator’s Office, 100 Peck Street, Seekonk, MA 02771, (508) 336-2910, Grievances from the general public should be submitted by the grievant and/or their designee within 30 calendar days of the alleged violation to the Title II ADA Coordinator, Jeff Mello, Building Department, 100 Peck Street, Seekonk, MA 02771, (508) 336-2994.

Within 15 working days of receipt of the complaint, the ADA Coordinator will respond in writing (or a method understood by the complainant) to the complainant and/or their designee. The response will offer a resolution or explain the position of the Town of Seekonk with respect to the complainant. If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 working days to the Town Administrator, 100 Peck Street, Seekonk, MA 02771. Within 15 working days the Town Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days of the meeting, the complainant and/or their designee will receive the final resolution in writing (or method understood by the complainant) as proposed by the Seekonk Town Administrator. All complaints received by the ADA Coordinator and responses from the Town Administrator will be kept by the Town of Seekonk for a period of three years. These documents may be requested by the appropriate federal agency should an investigation into alleged discrimination on the basis of disability status be initiated.