



# TOWN OF TOPSFIELD

A TRUE COPY

ATTEST:

*Mary E. Willis*

TOWN CLERK  
TOPSFIELD, MA 01983

## **Grievance Procedure Under The Americans With Disabilities Act**

The Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This 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 Topsfield.

The Town of Topsfield'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: ADA Coordinator: Jen Collins-Brown, 15 Grove Street, Topsfield, MA 01983.

Within 15 calendar days after receipt of the complaint, ADA Coordinator Jen Collins-Brown designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator Jen Collins-Brown 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 Topsfield and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator Jen Collins-Brown 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 ADA Coordinator Jen Collins-Brown.

Within 15 calendar days after receipt of the appeal, the ADA Coordinator Jen Collins-Brown will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days after the meeting, the ADA Coordinator 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 ADA Coordinator appeals to the Board of Selectmen and responses from these two offices will be retained by the ADA Coordinator for at least three years.

Approved 2002