



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT



In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Delta Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Delta Township does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Delta Township will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Delta Charter Township's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Delta Township will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Delta Charter Township's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Delta Charter Township, should contact the office of Brian T. Reed, ADA Coordinator and Township Manager, via telephone at (517) 323-8590, via e-mail at manager@deltami.gov or in person the Delta Township Administration Building located at 7710 West Saginaw Highway, Lansing, MI 48917, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Delta Township to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Delta Charter Township is not accessible to persons with disabilities should be directed to Brian T. Reed, ADA Coordinator and Township Manager, via telephone at (517) 323-8590, via e-mail at manager@deltami.gov, or in person the Delta Township Administration Building located at 7710 West Saginaw Highway, Lansing, MI 48917.

Delta Charter Township will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



DELTA TOWNSHIP GREIVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT



This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It 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 Delta Charter Township. Delta Charter Township's Personnel Policies 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:

Attention: Brian T. Reed
ADA Coordinator and Township Manager
Delta Township
7710 West Saginaw Highway
Lansing, MI 48917

Complaints may also be emailed to manager@deltami.gov.

Within 15 calendar days after receipt of the complaint, Brian T. Reed or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Brian T. Reed or his 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 Delta Charter Township and offer options for substantive resolution of the complaint.

If the response by Brian T. Reed or his designee does not satisfactorily resolve the issue, the complainant and/or his designee may appeal the decision within 15 calendar days after receipt of the response to the Delta Township Supervisor or other Township Board member as may be designated by the Delta Township Supervisor.

Within 15 calendar days after receipt of the appeal, the Delta Township Supervisor or the Supervisor's designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Delta Township Supervisor or the Supervisor's 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 Mr. Brian Reed or his designee, appeals to the Delta Township Supervisor or the Supervisor's designee, and responses from these two offices will be retained by the Delta Township Clerk's office for at least three years.