



**TOWN OF PLAINFIELD  
ADA MUNICIPAL GRIEVANCE 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 Plainfield.

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:

Cathy M. Tendrich, First Selectman  
(860) 230-3001  
8 Community Ave.  
Plainfield, CT 06374

Within 15 calendar days after receipt of the complaint, Cathy M. Tendrich will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Cathy M. Tendrich 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 Cathy M. Tendrich and offer options for substantive resolution of the complaint.

If the response by Cathy M. Tendrich 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 of Plainfield Board of Selectmen or its designee.

Within 15 calendar days after receipt of the appeal, the Board of Selectmen or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Board of Selectmen 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 Cathy M. Tendrich, appeals to the Board of Selectmen or its designee, and responses from Cathy M. Tendrich and the Board of Selectmen or its designee will be kept by the Town of Plainfield for at least three (3) years.

11-8-2018

DATE

Cathy M. Tendrich, First Selectman  
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