



TOWN OF PLAINFIELD
SELECTMEN'S OFFICE
Kevin M. Cunningham, First Selectman

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/designee as soon as possible but no later than 60 calendar days after the allege violation to:

Jordan Lumpkins
(860) 230-3003
8 Community Avenue
Plainfield, CT 06374

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

If the response by Jordan Lumpkins 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 selectman or his or her designee.

Within 15 calendar days after receipt of the appeal, First Selectman Kevin Cunningham or his designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the First Selectman or his 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 by Jordan Lumpkins, appeals to the First Selectman or his or her designee, and responses from the ADA coordinator and First Selectman or his or her designee will be kept by The Town of Plainfield for at least three years.

3/28/23
Date


Kevin M. Cunningham, First Selectman

PLAINFIELD TOWN HALL
8 Community Ave., Plainfield CT 06374
Telephone (860) 230-3001 Fax (860) 230-3033

Equal Opportunity Employment

Fair Housing Opportunity

