

TOWN OF WOODSTOCK

415 ROUTE 169
WOODSTOCK, CONNECTICUT 06281-3039
WWW.WOODSTOCKCT.GOV

MUNICIPAL GRIEVANCE PROCEDURE

ASSESSOR
860-928-6929

BUILDING
860-928-1388

HIGHWAY
860-974-0330

INLAND/WETLANDS
860-928-1388

PLANNING & ZONING
860-963-2128

RECREATION
860-928-3396

SELECTMEN
860-928-0208

TAX COLLECTOR
860-928-9469

TOWN CLERK
860-928-6595

TREASURER
860-928-5935

FAX #
860-963-7557

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 Woodstock.

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 alleged violation to the Town of Woodstock's designated ADA Coordinator:

Allan D. Walker, Jr.
First Selectman / ADA Coordinator
Town of Woodstock
415 Route 169, Woodstock, CT 06281
860-928-0208
firstselectman@woodstockct.gov

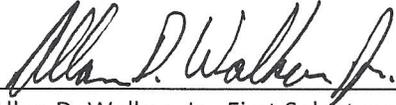
Within 15 calendar days after receipt of the complaint, Allan D. Walker, Jr., ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Allan D. Walker, Jr., ADA Coordinator, will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille or audiotape. The response will explain the position of the Town of Woodstock and offer options for substantive resolution of the complaint.

If the response by Allan D. Walker, Jr., ADA Coordinator, does not satisfactorily resolve the issue, the complaint and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the Board of Selectmen or their designee.

Within 15 calendar days after receipt of the appeal, the Board of Selectmen or their designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Board of Selectmen or their 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 Allan D. Walker, Jr., ADA Coordinator, appeals to the Board of Selectmen or their designee, and responses from the ADA Coordinator and Board of Selectmen or their designee will be kept by the Town of Woodstock for at least three years.

Complaints may also be filed with the Commission on Human Rights and Opportunity
Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, 860-541-3403.



Allan D. Walker, Jr., First Selectman



Date