



TOWN OF OLD SAYBROOK

Office of the Board of Selectmen

302 Main Street • Old Saybrook, Connecticut 06475
Telephone (860) 395-3123 • FAX (860) 395-3125

Town of Old Saybrook

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 Old Saybrook.

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:

Heather McNeil, Director, Youth & Family Services
ADA Coordinator
860-395-3190
Old Saybrook Youth & Family Services
322 Main Street
Old Saybrook, CT 06475

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

If the response by ADA Coordinator, Heather McNeil, 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 First Selectman or his designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his designee will meet with 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 the ADA Coordinator, Heather McNeil, appeals to the First Selectman or his designee, and responses from the ADA coordinator and First Selectman or his designee will be kept by the Town of Old Saybrook for at least three years.

A handwritten signature in black ink, appearing to read "Carl P. Fortuna, Jr.", written over a horizontal line.

Carl P. Fortuna, Jr., First Selectman

4/25/2019