



# TOWN OF RIDGEFIELD

## Town of Ridgefield 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 Ridgefield.

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:

**Anthony Phillips, LCSW**

**Director of Social Services**

**Americans with Disabilities Act Coordinator**

**Town of Ridgefield**

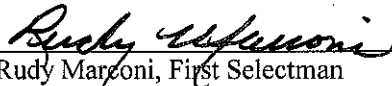
**400 Main Street**

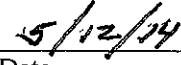
**Ridgefield, Connecticut 06877**

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

If the response by ADA Coordinator 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 or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her 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 or her 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 Town of Ridgefield, 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 Ridgefield for at least three years.

  
Rudy Marconi, First Selectman

  
Date

400 Main Street • Ridgefield, Connecticut 06877  
Phone: (203) 431-2700 • Fax: (203) 431-2722

[www.ridgefieldct.org](http://www.ridgefieldct.org)



## TOWN OF RIDGEFIELD

### ADA NOTICE

The Town of Ridgefield does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Town of Ridgefield does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Ridgefield's designated ADA Compliance Coordinator.

**Name:** Anthony Phillips, LCSW

**Title:** Director of Social Services  
Americans with Disabilities Act Coordinator

**Office Address:** Town of Ridgefield  
400 Main Street  
Ridgefield, Ct 06877

**Phone Number:** (203) 431-2777 Fax: (203) 431-2311

**TDD:** (203) 431-2392

Days/Hours Available: Monday-Friday 8:30 a.m. to 4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Ridgefield are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

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