TOWN OF SOUTHBURY

OFFICE OF THE FIRST SELECTMAN
501 Main Street South
Southbury, Connecticut 06488
(203) 262-0647

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 Southbury.

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 tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or a designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Colette Mombo, ADA Coordinator
Human Resource Office
501 Main Street South
Southbury, CT 06488

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ADA Coordinator will respond, in writing, and where appropriate, in a format accessible to the complainant. (ex. large print, braille, or audio tape) The response will explain the position of the town of Southbury, and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant or designee may appeal the decision 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 resolution. 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, appeal to the First Selectman or designee, and responses from the ADA Coordinator and First Selectman or designee will be kept by the town of Southbury for at least 3 years.

Tim O'Neil, First Selectman

11-19-26
Date