

TOWN OF WENDELL ADA POLICY STATEMENT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Wendell will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

The Town of Wendell does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

TOWN OF WENDELL FACILITIES AND PROGRAMS

The Town of Wendell does not discriminate on the basis of disability in admission to, access to or operation of its facilities, programs, services, or activities. Program applicants, participants, members of the public, employees, and job applicants will not be discriminated against on the basis of disability. All Town boards, committees, and departments that run programs or activities or that provide services to the public are required to ensure compliance with ADA. Compliance may require the Town to provide a reasonable accommodation to individuals with disabilities, unless it would impose an undue hardship on the Town.

TOWN OF WENDELL ADA NOTICE

This notice is provided by Title II of the Americans with Disabilities Act of 1990 and with Human Resources Administrator amendments.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wendell should contact the ADA Coordinator in advance of the scheduled event.

The ADA does not require the Town of Wendell to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative hardship.

Questions, concerns, complaints or requests for additional information regarding the ADA should be directed to the Town of Wendell's designated ADA Coordinator:

Title: Human Resources Administrator/ADA Coordinator
Office/Mailing Address: 15 East Fourth Street, Wendell, NC 27591

Email: dcannady@townofwendell.com

Phone: 919-366-6895

Date: _____

2/22/2021

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Marvin E. Collins, Town Manager

TOWN OF WENDELL ADA 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 in the provision of services, activities, programs or benefits by the Town of Wendell. 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. Complaints pertaining to employment and hiring practices and related grievance procedures are addressed in our Personnel Policy and can be made to the Human Resources Administrator who also serves as the ADA Coordinator.

Complaints not associated with employment and hiring practices should be submitted to the ADA Coordinator. These complaints may involve facility and program access. 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 ADA Coordinator:

Title: Human Resources Administrator/ADA Coordinator
Office/Mailing Address: 15 East Fourth Street, Wendell, NC 27591
Email: dcannady@townofwendell.com
Phone: 919-366-6895

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, the 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 Wendell and offer options for substantive resolution of the complaint.

If the response by the 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 Town Manager.

Within 15 calendar days after receipt of the appeal, Town Manager will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Town Manager will respond in writing and where appropriate, in a format accessible to the complainant with a final resolution.

All written complaints received by the ADA Coordinator, appeals Town Manager, and responses from the ADA coordinator and Town Manager will be kept on file by the Town of Wendell for at least three years.