


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Grievance Procedure Under the Americans with Disabilities Act
	Policy Reference No:	10-1
	Release Date:	16 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	2
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

The Township has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act ("ADA"). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

The Township Manager has been designated to coordinate the Township's ADA compliance efforts. Complaints should be addressed to:

Township Manager
Township of Verona
600 Bloomfield Avenue
Verona, New Jersey 07044
(973) 857-4767

The Township ADA grievance procedure shall be as follows:

- A Complaint should be filed in writing, contain the name, address of the person filing it, and briefly describe the alleged violation of the regulations. 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.
- A Complaint should be filed within twenty (20) calendar days, but in no event later than sixty (60) calendar days, after the Complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow the filing of a Complaint within twenty (20) calendar days after receipt of same. The ADA Coordinator, or designee, shall conduct the investigation and meet with the Complainant to discuss the Complaint and the possible resolutions. These rules contemplate informal but thorough investigations, affording all interested persons and their representative(s), if any, an opportunity to submit evidence relevant to a Complaint.
- Within fifteen (15) calendar days of the meeting, the ADA Coordinator or designee shall respond, with a written determination, as to the validity of the Complaint and a description of option(s) for substantive resolution of the Complaint, if any, with a copy of same being forwarded to the Complainant, in a format accessible to the Complainant.

Policy Title:	Grievance Procedure Under the Americans with Disabilities Act
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Page	2 of 2

- The Complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within fifteen (15) calendar days of the date of issuance of the written determination to:
ADA Committee
c/o Township Manager
Township of Verona
600 Bloomfield Avenue
Verona, New Jersey 07044.
- The ADA Committee shall consist of the Township Manger, the Engineering Manager, the Construction Code Official and the Supervisor of Buildings and Grounds.
- Within twenty (20) calendar days of receipt of the request for reconsideration of the matter, the ADA Committee shall meet with the Complainant to discuss the Complaint and possible resolutions. Within twenty (20) calendar days after the occurrence of the meeting, the ADA Committee shall respond in writing and, where appropriate, in a format accessible to the Complainant, with a final resolution of the Complaint.
- The ADA Coordinator shall retain the files and records of the Township relating to complaints, requests for reconsideration, and any responses thereto filed for at least three (3) years after the date of the initial Complaint.
- The right of a person to a prompt and equitable resolution of the Complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA Complaint with the responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the Township complies with the ADA and its implementing regulations

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified Authority, Release Date, Revision History & Applicability in header	MAC
2	16 January 2023	Changed Approver from Cavallo to D'Arco	JD