



# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## 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 Newington.

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:

Carol LaBrecque, Director of Human Services  
860-665-8590  
200 Garfield Street, Newington, CT 06111

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

If the response by ADA Coordinator Carol LaBrecque does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of Ms. LaBrecque within 15 calendar days after receipt of the response to the Town Manager or her designee.

Within 15 calendar days after receipt of the appeal, the Town Manager or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Town Manager 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 ADA Coordinator Carol LaBrecque, appeals to the Town Manager or her designee, and responses from the ADA Coordinator and or her designee will be kept by the Town of Newington for at least three years.

Jaime Trevethan, Acting Town Manager  
Name, Title

  
Signature

4/9/2024  
Date