

Policy number: 991026

Effective Date: October 26, 1999

This policy and grievance procedure is established as an act of the Selectboard.

## Policy of Non-Discrimination & Grievance Procedures

### Policy

This is to notify all persons that it is the policy of the Town of Shutesbury to refrain from discrimination against any person because of race, color, religious creed, national origin, gender, sexual orientation, age, ancestry, disability or marital status in the provisions of, or access to services, employment and activities.

This is in accordance with all applicable federal and state law, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, as amended, the Civil Rights Act of 1964, as amended, Article 114 of the Massachusetts Constitution, Chapters 151B and 272, sections 92,98, and 98A, of the Massachusetts General Laws and Executive Orders 227, 246 and 253.

The Town Administrator shall administer compliance with the law and regulations.

### Grievance

The Town has established the following procedure to address any grievances which fall into two categories: 1) Employment, 2) Access.

#### 1. *Employment*

For any individual who feels that they have not been afforded appropriate treatment when applying for a position with the Town of Shutesbury, the Town Administrator will review the procedure with the applicant. After the review, if the applicant feels that discrimination has occurred, then the applicant will be referred to the Massachusetts Commission Against Discrimination.

For individuals employed by the Town, should the employee feel the need to file a grievance, the employee will file a grievance with the Town Administrator. The Town Administrator will review the grievance and, if needed refer the employee to a union representative or civil service regulations and procedures.

#### 2. *Access to Programs and facilities*

For an individual who feels that s/he has been denied access to the physical facilities or the programs of the Town because of a disability, a grievance can be brought to the Town Administrator. The Town Administrator will convene the ADA Committee who will meet with the Town Administrator and hold a hearing (with notice of said hearing made at least 7 days prior to its date). At this hearing, the complainant will present his/her case. The committee will make a recommendation within 7 days and notify the complainant of that recommendation.