



PUBLIC NOTICE

NON-DISCRIMINATION BASED ON DISABILITY

TOWN OF FOXBOROUGH

The Town of Foxborough advises its employees and the public that it does not discriminate on the basis of a person's disability in employment or in access to its programs, services, and activities. The Town Manager has designated the Building Commissioner as the ADA Coordinator, and has designated the Human Resources Director as the Point Person for ADA inquiries, requests and complaints to comply with the requirements of Executive Order 526, the Americans with Disabilities Act, the Federal Rehabilitation Act, and various other federal and state laws protecting the rights of people with disabilities.

All Inquiries, requests, and complaints should be directed to:

**Human Resources Director
40 South Street
Foxborough, MA 02035**

TELEPHONE NUMBER: 508-543-1219

EMAIL ADDRESS: hr@foxboroughma.gov

TOWN OF FOXBOROUGH NON-DISCRIMINATION BASED ON DISABILITY GRIEVANCE PROCEDURES

It is the policy of the Town of Foxborough not to discriminate on the basis of disability. Foxborough has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any person who believes he or she has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Town to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

GRIEVANCE PROCEDURE

These guidelines supplement and parallel federal and state laws designed to protect individuals with disabilities from any form of discrimination, including but not limited to the Federal Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act, as amended; Massachusetts General Laws, Chapter 151B; and Amendment Article 114 of the Massachusetts's Constitution. These guidelines apply to each department, division, board, committee or commission within the Town of Foxborough, which recruits, hires, trains, promotes, transfers, lays off or terminates applicants, employees, consultants or interns. It further applies to any Authority or recipient of state funds, which voluntarily adopts a policy pursuant to Executive Order 526.

The following are guidelines for grievance procedures relating to complaints of disability based discrimination and/or denial of reasonable modification of the Town's policies and procedures in the operation of its programs, activities and services.

The laws and regulations may be examined in the office of the Human Resources Director,
40 South Street Foxborough, MA 02035 Tel: (508)543-1219 email: hr@foxboroughma.gov

1. The above designated position has been designated to coordinate the efforts of the organization to comply with the regulations.
2. A complaint must include the name and address of the person filing the complaint and a brief description of the alleged action prohibited by the laws and regulations and the date it allegedly occurred.
3. The complaint should be sent or filed in the office of the Human Resources Director at the above address within a reasonable amount of time, but no more than three hundred (300) days after the action alleged to be legally prohibited.
4. The Human Resources Director shall investigate the complaint to determine its validity. In discharging this responsibility, the Human Resources Director may consult or collaborate with other Town officials and agents as necessary. These rules contemplate informal but thorough investigations, affording to all and their representatives, if any, a meaningful opportunity to submit evidence relevant to the complaint.
5. The Human Resources Director shall issue a written decision determining the validity of the complaint no later than thirty (30) days after its receipt and issue a disposition of the outcome of the investigation; and corrective action plan where the complainant prevails and the circumstances warrant.
6. The Human Resources Director shall maintain the files and records relating to complaints filed hereunder. The ADA Coordinator (Building Commissioner) may assist persons with the preparation and filing of complaints, participate in the investigation of complaints and notify the Human Resources Director of the status of the complaints.
7. Where the complainant notifies the Human Resources Director that they are dissatisfied with the decision or corrective action plan specified under item 4 above, the Human Resources Director shall forward the matter to the Town Manager for review.
8. The Town Manager shall review the entity's finding, decision and corrective action plan, conduct such additional investigation as they deem appropriate to the circumstances, and issue a written decision affirming, reversing or modifying the original decision and/or corrective action plan.
9. Prior to issuing a decision reversing or modifying a decision reviewed under items 7 and 8 above, the Town Manager shall contact the Massachusetts Office on Disability (MOD) to discuss the merits of the grievance.
10. All reversed or modified decisions by the Town Manager will be forwarded to MOD for review. Reversed or modified decisions will not become final until 10 days after receipt by MOD.
11. The right of a person to the prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the MOD, the Massachusetts Commission Against Discrimination (MCAD), the appropriate federal Office for Civil Rights and/or any other federal and/or state entity or any state or federal court.
12. These rules shall be liberally construed to protect the substantial rights of interested persons, to meet appropriate due process standards and assure compliance with the law and regulations.

Note: The law and these guidelines protect the individual's right to file a complaint without retaliation. Retaliation against a person, who files a complaint, based on a reasonable belief that a violation has occurred, whether or not the allegation proves to be true is in itself illegal.

William G. Keegan, Jr.

(Town Manager)

40 South Street Foxborough, MA 02035

(Address)

Town of Foxborough

(Entity Name)

(508)543-1219

(Telephone)