

Town of Trumbull ADA Notice

The Town of Trumbull does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. The Town of Trumbull does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the Town of Trumbull's designated ADA Compliance Coordinator.

Name: Timothy M. Herbst

Title: First Selectman

Office Address: 5866 Main Street

Phone Number: 203-452-5005 **Fax:** 203-452-5038

Days/Hours Available: Monday – Friday 9:00am – 5:00 pm

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Trumbull are invited to make their needs and preferences known to the ADA Compliance Coordinator.

Town of Trumbull
ADA 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 Trumbull.

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:

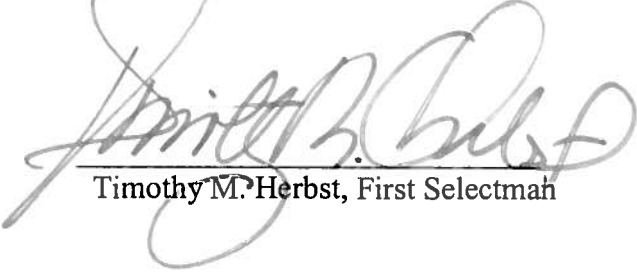
First Selectman Timothy M. Herbst
(203) 452-5006
5866 Main Street
Trumbull, CT 06611

Within 15 calendar days after receipt of the complaint, Timothy M. Herbst will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mr. Herbst 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 the town and offer options for substantive resolution of the complaint.

If the response by Mr. Herbst 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 the receipt of the response to the First Selectman or his/her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after meeting the First Selectman or his/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 Town of Trumbull, appeals to the First Selectman or his/her designee and responses from the ADA coordinator and First Selectman or his/her designee will be kept by the Town of Trumbull for at least three years.



Timothy M. Herbst, First Selectman

2-5-10

Date