



TOWN OF HALIFAX  
*Commonwealth of Massachusetts*

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Board of Selectmen  
499 Plymouth Street  
Halifax, MA 02338

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Telephone: 781-294-1316  
Fax: 781-294-7684

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**GRIEVANCE PROCEDURE UNDER  
THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Halifax.

The Town of Halifax's Personnel Policy governs employment-related complaints of disability discrimination. 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 the Town Administrator, 499 Plymouth Street, Halifax, MA 02338.

Within 15 calendar days after receipt of the complaint, the Town Administrator or the Town Administrator's designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Town Administrator or the Town Administrator's designee 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 of Halifax and offer options for substantive resolution of the complaint.

If the response by the Town Administrator or the Town Administrator's designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Halifax Board of Selectmen or the Halifax Board of Selectmen's designee.

Within 15 calendar days after receipt of the appeal, the Halifax Board of Selectmen or the Halifax Board of Selectmen's designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the the Halifax Board of Selectmen or the Halifax Board of Selectmen's 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 Administrator or the Town Administrator's designee, appeals to the Halifax Board of Selectmen or the Halifax Board of Selectmen's designee, and responses from these two offices will be retained by the Halifax Board of Selectmen and the Town of Halifax for at least three years.

Approved by the Halifax Board of Selectmen  
September 25, 2018

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Kim A. Roy, Chair, Halifax Board of Selectmen