

ORDINANCE 2012-13

AN ORDINANCE ADOPTING THE NOTICE PROVISIONS AND GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

WHEREAS, the Town of Rossville receives Federal funds for many uses and projects;
and

WHEREAS, the receipt of such funds requires compliance with federal laws and policies;
and

WHEREAS, it is the wish of the U.S. Equal Employment Opportunity Commission that municipal entities such as the Town of Rossville formally enact and adopt policies and procedures demonstrating compliance with the Americans With Disabilities Act (ADA); and

WHEREAS, the Town of Rossville, by its Town Council, wishes to formally adopt and implement the following policy and procedure for the benefits of all Town of Rossville citizens;
and

NOW, THEREFORE, BE IT RESOLVED, by the Rossville Town Council of the Town of Rossville, that the following declaration becomes a written policy of the Town of Rossville and be posted in the Town Hall upon passage.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Rossville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The Town of Rossville does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The Town of Rossville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town of Rossville's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Town of Rossville will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals

with service animals are welcomed in Rossville offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Rossville, should contact the office of the Clerk/Treasurer, Town Hall, 17 West Main Street, P.O. Box 550, Rossville, Indiana 46065, 765-379-2645, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Rossville to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of Rossville is not accessible to persons with disabilities should be directed to the Clerk/Treasurer, Town Hall, 17 West Main Street, P.O. Box 550, Rossville, Indiana 46065, 765-379-2645.

The Town of Rossville will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

GRIEVANCE PROCEDURES UNDER THE AMERICANS WITH DISABILITIES ACT

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

Clerk/Treasurer
Town Hall
17 West Main Street
P.O. Box 550
Rossville, Indiana 46065

Within 15 calendar days after receipt of the complaint, the Clerk/Treasurer or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Clerk/Treasurer or his/her 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 Rossville and offer options for substantive resolution of the complaint.

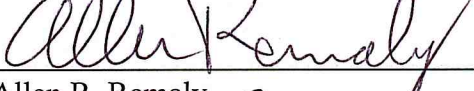
If response by the Clerk/Treasurer or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Town Council President or his/her designee.

Within 15 calendar days after receipt of the appeal, the Town Council President or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Council President 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.

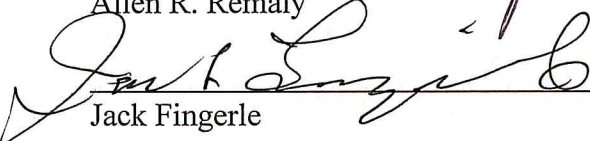
All written complaints received by the Clerk/Treasurer or his/her designee, appeals to the Town Council President or his/her designee, and responses from these two offices will be retained by the Town of Rossville for at least three years.

Passed by the Town Council of the Town of Rossville, Indiana, this 11 day of December 2012.

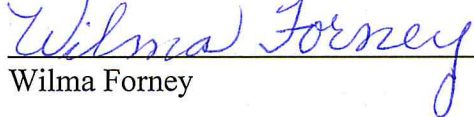
Town Council, Town of Rossville



Allen R. Remaly




Jack Fingerle



Wilma Forney

Attest:



Patricia McIlrath, Clerk-Treasurer