

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 Andrews will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

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

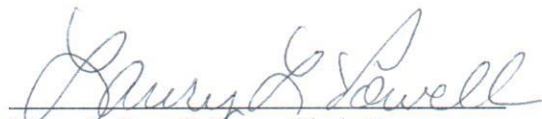
Effective Communication: The Town of Andrews will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town's programs, services, and activities, including qualified sign language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

Modifications to Policies and Procedures: The Town of Andrews will make 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.

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 Andrews, should contact Laury L. Powell, Andrews Clerk Treasurer, 66 N. Main St, Andrews IN 46702 or (260)786-3848 as soon as possible, but no later than 48 hours before the scheduled event.

The Americans with Disabilities Act (ADA) does not require the Town of Andrews 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 Andrews is not accessible to persons with disabilities should be directed to the Town Clerk Treasurer, 66 N. Main St, Andrews IN 46702 or (260) 786-3848.

The Town of Andrews 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 the 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.



Laury L. Powell, Town Clerk Treasurer

Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability, race, or national origin in the provision of services, activities, programs, or benefits by the Town of Andrews. 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 the person filing the complaint, and the 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 sixty (60) calendar days after the alleged violation to:

Laury L. Powell
Compliance Coordinator
66 N. Main St., Andrews IN 46702

Within fifteen (15) calendar day after receipt of the complaint, Mrs. Powell or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, Mrs. Powell or 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 Andrews and offer options for substantive resolution of the complaint.

If the response of the Compliance Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after the receipt of the response to the Town Council President. Within thirty (30) days after receipt of the appeal, the Town Council President will meet with the complainant to discuss possible resolutions. Within 15 calendar days of that meeting, the Town Council President will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complainant.

All written complaints received by the Compliance Coordinator, appeals to the Town Council President, and responses from these two (2) offices shall be retained by the Town of Andrews for at least three (3) years.