



## BOROUGH OF NAUGATUCK

229 CHURCH STREET  
NAUGATUCK, CT 06770  
203 / 720-7009  
FAX 203 / 720-7099

### 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 Borough of Naugatuck.

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/designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Bill Herzman, ADA Coordinator at 203-720-7065  
229 Church Street, Naugatuck CT 06770**

Within 15 calendar days after receipt of the complaint, Bill Herzman, ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting Bill Herzman, ADA Coordinator 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 Borough of Naugatuck and offer options for substantive resolution of the complaint.

If the response by Bill Herzman, ADA Coordinator does not satisfactorily resolve the issue, the complaint and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the mayor or his or her designee.

Within 15 calendar days after receipt of the appeal, the mayor or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the mayor or his or 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 Bill Herzman, ADA Coordinator, appeals to the mayor or his or her designee, and responses from the ADA Coordinator and mayor or his or her designee will be kept by Borough of Naugatuck for at least three years.

Date

7/23/23

  
Municipality's Chief Executive Officer  
Borough of Naugatuck