

Town Of Freeport Maine Human Rights Act and Americans With Disabilities Act Policy

In accordance with the requirements of the Maine Human Rights Act (“MHRA”) and the Americans with Disabilities Act of 1990 (“ADA”), the Town of Freeport does not discriminate against qualified individuals with disabilities on the basis of disability in employment or in the Town’s services, programs, or activities.

I. Employment. The Town does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, compensation, training and other terms, conditions, and privileges of employment. The Town will make reasonable accommodations for qualified individuals in accordance with applicable law.

II. Program Accessibility. The Town does not discriminate against qualified individuals with disabilities with regard to access to Town services, programs or activities. The Town will make all reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have equal opportunity to enjoy Town programs, services and activities.

III. Accessibility to Town Buildings. When possible, the Town will provide accessible and barrier free access for qualified individuals with disabilities to Town owned and leased buildings and will make all reasonable modifications to programs to ensure access in the event a building is not accessible to a qualified individual with disabilities. The Town will adhere to MHRC and ADA requirements for new construction.

IV. Communications. The Town may, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Town programs, services and activities.

V. Requests for Modifications or Accommodations. Any citizen who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a Town program or any employee, who requires a reasonable accommodation, should contact the Town’s Equal Opportunity Coordinator at the Town Hall as soon as possible but no later than two town working days before the scheduled event or the date for which the accommodation is requested. The Equal Opportunity Coordinator will respond to the individual’s request in a timely manner.

VI. Grievance Procedure. Individuals who wish to file a complaint alleging discrimination on the basis of disability in employment, practice and policies or the provision of services, activities, or programs by the Town should make a complaint in writing to the Equal Opportunity Coordinator at the Town Hall as soon as possible but no later than 30 calendar days after the alleged violation. Complaints must contain factually correct information about the alleged discrimination including the complainant’s name, address, phone number and location, date and description of the problem.

Following receipt of a complaint of discrimination, the Equal Opportunity Coordinator will meet with the complainant in a timely fashion to discuss the complaint and the possible resolutions. If the matter cannot be resolved at this level, the Town Manager will review the complaint and respond in writing to the complainant with a final resolution of the complaint.

VII. NOTICE. The Town will adopt a public Notice regarding compliance with the MHRA, ADA and this policy. The Notice will contain the name and contact information of the Equal Opportunity Coordinator and will be posted: in the Town Hall and other public buildings in conspicuous places that are accessible and viewable by the public and Town employees and on the Town's Internet Home Page. The Town will replace and refresh the posted copies of the Notice with changes to the Policy and update the contact information contained on the Notice in a timely manner following any change in policy, the Equal Opportunity Coordinator and/or contact information of the Coordinator. Copies of the Notice and this Policy will be provided to any person upon request. The Notice shall provide contact information for the Maine Human Rights Commission.