

RESOLUTION # 1, 2013

A RESOLUTION ADOPTING THE NOTICE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT IN THE TOWN OF CONVERSE

WHEREAS, the Town of Converse 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 Converse formally enact and adopt policies and procedures demonstrating compliance with the Americans With Disabilities Act (ADA); and

WHEREAS, the Town of Converse, by its Town Council wishes to formally adopt and implement the following policy and procedure for the benefit of all Converse Citizens; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Converse that the following declaration become a written policy of the Town of Converse and posted in all Municipal Buildings upon passage.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

The Town of Converse adopts the 2010 American with Disabilities Act Standards for Accessible Design and the 2005 Guidelines for Accessible Public Rights. In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Converse, Indiana will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The Town of Converse, Indiana 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 Converse, Indiana 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 Converse'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 Converse 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 Town of Converse 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 Converse should contact **Ed Asher, ADA Coordinator, at (765-395-3459)**, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Converse 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 Converse is not accessible to persons with disabilities should be directed to **Ed Asher, ADA Coordinator, at (765-395-3459)**.

The Town of Converse 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.

TOWN OF CONVERSE 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"). It 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 Converse. 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:

Ed Asher, ADA Coordinator
Converse Town Hall
210 N. Jefferson St.
Converse, IN 46919

Within 15 calendar days after receipt of the complaint, the **ADA Coordinator** or is/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **ADA Coordinator** 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 Converse and offer options for substantive resolution of the complaint.

If the response by the **ADA Coordinator** 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.

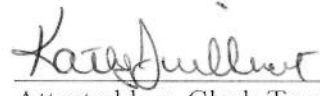
Within 15 calendar days after receipt of the appeal, the **Town Council President** or [his/her] designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Town Council President** or [his/her] designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the **ADA Coordinator** 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 Converse for at least three years.

RESOLVED this 11th day of April, 2013.



Town President




Attested by: Clerk Treasurer



Town Council Member



Town Council Member



Town Council Member



Town Council Member