



Town of Bradley
Grievance Procedure for Discrimination Complaints



Grievance Procedure for Discrimination Complaints Relating to Town of Bradley Programs, Services, and Activities

This Grievance Procedure is established to meet the requirements of state and federal non-discrimination laws, including, but not limited to, the Americans with Disabilities Act of 1990 ("ADA"), Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as well as other state and federal grant requirements. The Town of Bradley does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, ancestry, age, disability, familial or marital status, military service, or any other characteristic protected by law, in its programs, services, or activities.

This Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination based on a protected characteristic in the Town of Bradley's provision of services, activities, programs, or benefits. The Town of Bradley personnel policies govern employment-related complaints of discrimination.

The complaint should be in writing and contain information about the alleged discrimination, such as the complainant's name, address, phone number, location, date, and problem description. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, can be made available upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Town Manager
Town of Bradley
PO Box 517
Bradley ME 04411

Within 15 calendar days after receipt of the complaint, the Town Manager or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, unless another date is agreed to in writing, the Town Manager or their designee will respond in writing and, where appropriate, in a format accessible to the complainant. The response will explain the position of the Town of Bradley and other options for substantive resolution of the complaint if appropriate.

If the Town Manager's or their designee's response does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision to the Bradley Town Council Chair within 15 calendar days of receipt of the response.

Within 30 calendar days of receiving the appeal, the Town Council Chair will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Town Council Chair will respond in writing and, where appropriate, in a format accessible to the complainant with a final resolution of the complaint.

The Town of Bradley will retain all written complaints received by the Town Manager or their designee, appeals to the Town Council Chair, and responses from these two offices for at least three years.

This policy is presented at the Bradley Municipal Building in the Record of Policy file and the Town of Bradley website Record of Policy at www.townofbradley.net/documents/town-of-bradley-record-of-policy-and-miscellaneous/

Approved by Bradley Town Council 11-5-2024