

## TOWN OF GRANVILLE

### AMERICANS WITH DISABILITIES ACT POLICY

It is the policy of the Town of Granville to fully comply with the provisions and spirit of the Americans with Disabilities Act ("ADA") and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs, will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit discrimination based on a person's relationship or association with a disabled individual. Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the operations of a program.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The Town of Granville intends to base employment decisions on principles of equal employment opportunity and nondiscrimination, as defined by law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave and all other forms of employment compensation or advantage.

The Town of Granville has designated the Town Supervisor to monitor efforts to ensure the Town's compliance with the ADA, and to receive complaints of discrimination against disabled persons. Any person who believes they are a victim of discrimination can direct a written complaint to this person. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

The Town of Granville's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, the Town of Granville will keep complaints and their resolutions confidential. If an investigation confirms that discrimination has occurred, the Town of Granville will take corrective action, including any discipline that is appropriate up to an including immediate termination of employment of the offender. The Town of Granville will cooperate with any state or federal agency in the investigation of any complaint.

This policy is intended solely for the municipal use of the Town of Granville and shall not, with respect to any liability claims asserted against the Town, be deemed or construed to create a greater legal duty or a higher legal standard of safety, care or responsibility on the part of the Town of Granville than that otherwise existing under applicable state and federal law. Any violation of the provisions of this policy shall form the basis for municipal administrative sanctions only; and shall not give rise to any private claim or cause of action against the Town or its employees, officers or officials.

ADOPTED: January 8, 1998

EFFECTIVE: January 8, 1998