

**TOWNSHIP OF HILLSBOROUGH  
COUNTY OF SOMERSET  
STATE OF NEW JERSEY**

**Americans with Disabilities Act Policy and Grievance Procedure**

In compliance with the Americans with Disabilities Act (also known as the "ADA"), the ADA Amendments Act and the New Jersey Law Against Discrimination (also known as the "NJLAD"), the Township of Hillsborough does not discriminate based on disability. The Township will endeavor to make every work environment handicap accessible and all future construction and renovation of Township facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility (ADA) Guidelines, as well as the ADA Amendments Act.

It is the policy of the Township of Hillsborough to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments Act and the New Jersey Law Against Discrimination (NJLAD). We will not discriminate against any employee or job applicant with respect to any terms, conditions or privileges of employment on the basis of a known or perceived disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Township.

The ADA Coordinator shall engage in an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the ADA Coordinator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act (ADA) does not require the Township of Hillsborough to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. In addition, the Americans with Disabilities Act (ADA) does not require Hillsborough Township to take any action that would fundamentally alter the nature of its programs or services or impose financial or administrative burden.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Hillsborough Township facilities. Any questions concerning proper assistance should be directed to Township of Hillsborough ADA Coordinator, Anthony Ferrera, c/o Hillsborough Township Municipal Building, 379 South Branch Road, Hillsborough, New Jersey 08844 or by calling (908) 369-4313.

**Township of Hillsborough Grievance Procedure Under  
the Americans with Disabilities Act**

The Township of Hillsborough has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of

Justice regulations implementing Title II of the Americans with Disabilities Act (“ADA”). Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to:

Anthony Ferrera, Township Administrator  
Township of Hillsborough  
379 South Branch Road  
Hillsborough, New Jersey 08844  
(908) 369-4313

who has been designated to coordinate the Township’s ADA compliance efforts.

The Township of Hillsborough’s ADA grievance procedure shall be as follows:

1. A Complaint should be filed in writing and contain the name and address of the person filing it and briefly describe the alleged violation of the regulations. 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.
2. A Complaint should be filed within twenty (20) calendar days, but in no event later than sixty (60) calendar days, after the Complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a Complaint within twenty (20) calendar days after receipt of same. The ADA Coordinator, or designee, shall conduct the investigation and meet with the Complainant to discuss the Complaint and the possible resolutions. These rules contemplate informal but thorough investigations, affording all interested persons and their representative(s), if any, an opportunity to submit evidence relevant to a Complaint.
4. Within fifteen (15) calendar days of the meeting, the ADA Coordinator or designee shall respond, with a written determination, as to the validity of the Complaint and a description of option(s) for substantive resolution of the Complaint, if any, with a copy of same being forwarded to the Complainant, in a format accessible to the Complainant.
5. The Complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within fifteen (15) calendar days of date of issuance of the written determination to the Township of Hillsborough ADA Committee, c/o Clerk of the Township of Hillsborough, 379 South Branch Road, Hillsborough, New Jersey 08844. The ADA Committee shall consist of two (2) members of the Hillsborough Township Committee, appointed annually by the Township Committee.
6. Within twenty (20) calendar days of receipt of the request for reconsideration of the matter, the ADA Committee shall meet with the Complainant to discuss the Complaint and possible

resolutions. Within twenty (20) calendar days after the occurrence of the meeting, the ADA Committee shall respond in writing and, where appropriate, in a format accessible to the Complainant, with a final resolution of the Complaint.

7. The ADA Coordinator shall retain the files and records of the Township of Hillsborough relating to complaints, requests for reconsideration, and any responses thereto filed for at least three (3) years after the date of the initial Complaint.

8. The right of a person to a prompt and equitable resolution of the Complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA Complaint with the responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the Township of Hillsborough complies with the ADA and its implementing regulations.