 Holly Springs, N.C. Administrative Rules for employees of the Town of Holly Springs	SH-21	
	ADA Compliance and Grievance Policy	
	Prepared By:	J. Scott Chase
	Dept./Title:	Administration
	Date Approved:	June 16, 2019
	Effective Date:	June 16, 2019
	Supersedes Old #:	N/A
Old Effective Date:	N/A	

AMERICANS WITH DISABILITIES ACT/SECTION 504 POLICY STATEMENT

The Town of Holly Springs (hereinafter referred to as the town) prohibits discrimination on the basis of a disability with respect to all terms and conditions of employment and access to its activities, programs, and services. Any interference, coercion, restraint, retaliation, or reprisal of any person alleging disability discrimination is prohibited.

For the purposes of this policy, an individual with a disability is defined as any person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

The town is committed to:

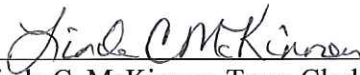
- Providing reasonable accommodation for an individual with a disability to participate in employment, activities, programs, and services and has established procedures to allow persons with a disability to request reasonable accommodation;
- Providing access to persons using its facilities, buildings, and town-maintained roads, sidewalks, and crosswalks; and
- Ensuring that communications with applicants, participants, beneficiaries, members of the public, and companions with disabilities are as effective as communications with others.

The town has an ADA Coordinator, Kristi Moore who can answer ADA-related questions and handle reasonable accommodation requests as well as provide information on established procedures for filing a complaint alleging discrimination on the basis of a disability. The ADA Coordinator can be contacted at (919) 552-5920, through email at kristi.moore@hollyspringsnc.us or by regular mail at the mailing address: PO Box 8 Holly Springs, NC 27540. Any questions or comments concerning this policy should be referred to the ADA Coordinator.

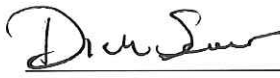
End of Administrative Rule No. SH-21

Approved by the Town Council, Town of Holly Springs, this the 18th day of June, 2019.

ATTEST:



Linda C. McKinney, Town Clerk



Dick Sears, Mayor

(Town Seal)

