



# Americans with Disability Act (ADA) Compliance Policy

PERSONNEL Board

Town of Boxborough, MA

## Intent and Purpose

The Town of Boxborough is committed to full compliance with the Americans with Disabilities Act (“ADA”) and with the Americans with Disabilities Amendments Act of 2008 (“ADAAA”).

## Contents

Intent and Purpose .....	1
Policy .....	1
Procedure.....	1
State and Federal Remedies .....	2
United State Equal Employment Opportunity Commission (EEOC) .....	2
Massachusetts Commission Against Discrimination (MCAD).....	2

## Policy

The Town provides equal opportunity in employment for qualified persons with disabilities and ensures that all employment practices and activities are conducted on a non-discriminatory basis and in accordance with the ADA, the ADAAA, and other applicable federal, state and local laws.

Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position. Reasonable accommodation will be made available to all disabled employees capable of performing the essential functions of the job with reasonable proficiency.

Qualified individuals with disabilities are entitled to equal pay and equal treatment with regard to other forms of compensation (or changes in compensation), as well as in job assignments, classifications, job descriptions and seniority status.

## Procedure

Any employee who believes that he or she has been discriminated against because of a disability may bring their concern directly to the Affirmative Action Officer (AAO). The Town Administrator serves as the Affirmative Action Officer. If the complaint of discrimination is against the Affirmative Action Officer, then the employee may bring the complaint to the Chair of the Select Board.

Complaints of discrimination will be thoroughly investigated. If the investigation reveals that discrimination did occur, the Town will act promptly to remedy the situation

### State and Federal Remedies

In addition to seeking internal problem resolution, an employee may also file a formal complaint with either or both of the government agencies listed below. In order to protect the charging party's rights, the employee must file a charge with the Massachusetts Commission Against Discrimination (MCAD) within 300 days from the date of the alleged discriminatory act. A complaint under federal law should be filed with the United States Equal Employment Opportunity Commission (EEOC) within 180 days from the date of the alleged discriminatory act. If the charge is also covered by the Massachusetts Commission Against Discrimination (MCAD), the filing deadline may be extended to 300 days.

### United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 800-669-4000  
TTY: 800-669-6820

### Massachusetts Commission Against Discrimination (MCAD)

#### Boston Office

One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
617-994-6000

#### Worcester Office

484 Main Street,  
Room 320  
Worcester, MA 01608  
508-453-9630

#### Springfield Office

436 Dwight Street  
Second Floor, Room 220  
Springfield, MA 01103  
413-739-2145

#### New Bedford Office

128 Union Street  
Suite 206  
New Bedford, MA 02740  
774-510-5801

*This policy revokes and replaces all previous Boxborough Personnel Board policies on this topic including "The Americans with Disabilities Act (ADA) and Americans with Disabilities Amendments Act of 2008 (ADAA)" approved by the Personnel Board 07/28/2010 and by the Select Board on 8/23/2010.*