

**Town of Grafton**  
**Reasonable Accommodation Policy**

In accordance with the Americans with Disabilities Act, the Town of Grafton has adopted the following policy to address requests for reasonable accommodations made by people with disabilities in its employment, services, activities, policies, procedures, rules, and regulations.

Citizens, employees or applicants for employment of the Town of Grafton with qualified disabilities should address any requests for accommodation to the Town's ADA Coordinator using the "*Reasonable Accommodation Request Form*" available on the town's website or from the Office of the Town Administrator.

Written requests should be sent to: (Note: : Alternative means of filing a request such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing).

**ADA Coordinator**

Grafton Inspector of Buildings  
Grafton Memorial Municipal Center  
30 Providence Road  
Grafton, MA 01519

**Phone:** 508.839.5335 x1422

If the Town of Grafton can grant the accommodation, the requestor will be notified within two weeks of receipt of the request and no further action will be required by the requestor. The request will then be implemented by the appropriate Town Department.

If the Town of Grafton cannot grant the accommodation request, the requestor will be notified in writing of the decision, along with notification of the right to file a grievance under the Town's Grievance Procedure.