



## ADA Policy and Grievance Procedure

### I. AFFIRMATIVE ACTION STATEMENT:

The Jersey Shore Civil War Round Table is committed to providing a quality program to all, without regard to race, color, national origin, religion, sex, age, creed, sexual orientation, gender identity/expression, disability, veteran status or any other legally protected class.

### II. ADA COMPLIANCE:

- a. **Facilities** – the Ocean County College campus, buildings, and meeting rooms are fully compliant with the barrier-free requirements of the Americans with Disabilities Act.
- b. Most presenters at monthly meetings utilize PowerPoint presentations to aid attendees who may be hearing impaired. In addition, an Assistive Listening System is available upon request.
- c. Meetings of the Jersey Shore Civil War Round Table are also offered on Zoom to accommodate homebound individuals. Instructions on how to participate via Zoom can be found in the monthly newsletter, which can be accessed on the JSCWRT website: [jswrt.org](http://jswrt.org)

### III. GRIEVANCE PROCEDURE:

The Jersey Shore Civil War Round Table (JSCWRT) has adopted an internal grievance procedure (Title II, 35.107) for prompt and equitable resolution of complaints alleging any actions prohibited by U.S. Department of Justice regulations implementing Title II of the Americans With Disabilities Act of 1990. Title II states, in part, that “no otherwise-qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

This grievance procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability regarding the provision of programs, services, or activities by the Jersey Shore Civil War Round Table (JSCWRT).

**Any complaints regarding barrier-free handicap access to the campus, building, meeting room or any other physical facilities must be filed with the ADA Compliance Officer of Ocean County College, contact:**

Eileen P. Buckle, ADA/504 Coordinator      Phone – (732) 255-0400 ext. 2944

Email – [ebuckle@ocean.edu](mailto:ebuckle@ocean.edu)      Fax – (732) 255-0458

**All ADA complaints (excluding those concerning the facilities) should be addressed to:**

JSCWRT Executive Committee

807 Pine Street

Brielle, New Jersey 08730

**Procedure:**

1. **All complaints should be filed in writing**, contain the name and address of the person or persons filing it, and briefly describe the alleged violation, and the date that the incident occurred.
2. **A complaint should be filed within 180 days** (Title II, 35.170) after the complainant becomes aware of the alleged violation. (Processing of violations of discrimination that took place before this grievance procedure was in effect will be considered on a case-by-case basis.)
3. **An investigation, as may be appropriate, shall follow the filing of the complaint.** The investigation shall be conducted by the Executive Committee of the JSCWRT. These rules anticipate an informal but thorough investigation, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
4. **Upon completion of the investigation**, the complainant will be contacted by the Executive Committee offering a resolution of the complaint and/or an explanation of the position of the JSCWRT with respect to the complaint.
5. **The Executive Committee shall maintain the files and records** of the Jersey Shore Civil War Round Table, relating to any and all ADA complaints filed.