

**TOWN OF HOWARD
AMERICANS WITH DISABILITIES ACT EMPLOYMENT POLICY**

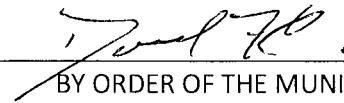
It is the policy of the Town of Howard to fully comply with the provisions and spirit of the ADA and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, and employer-sponsored activities including recreational or social programs will be conducted as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit discrimination based on a person's relationship or associated with a disabled individual. Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the operations of a program.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The Town of Howard intends to base employment decisions on principles of equal employment opportunity and nondiscrimination, as defined by law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave and all other forms of employment compensation or advantage.

The Town of Howard has designated the Town Board and Town Board members, 3725 Mill Road, Avoca, NY 14809, Telephone #607-566-2010, to monitor efforts to ensure the municipality's compliance with the ADA, and to receive complaints of discrimination against disabled persons. Any person who believes they are a victim of discrimination can direct a written complaint to this person. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

The Town of Howard's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, the Town of Howard will keep complaints and their resolutions confidential. If an investigation confirms that discrimination has occurred, the Town of Howard will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment of the offender. The Town of Howard will cooperate with any state or federal agency in the investigation of any complaints.



BY ORDER OF THE MUNICIPAL BOARD
TOWN OF HOWARD

DATED: 1/12/23