



FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801
Telephone: (203) 794-8148 Fax: (203) 794-0169

Dan Carter, First Selectman
Richard Straiton, Selectman
Bryan Terzian, Selectman

Mary Churchill, Office Administrator
Phyllis Kansky, HR Director

TOWN OF BETHEL

AFFIRMATIVE ACTION POLICY STATEMENT

As **First Selectman** of the **Town of Bethel**, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Bethel's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that the Town of Bethel will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Bethel will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Bethel will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Bethel to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Bethel will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866,

1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64), Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Air Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (46a-51 (13), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Bethel employees and will also be posted throughout the Bethel Municipal Center. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Bethel will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Phyllis D. Kansky, HR Director, Telephone number (203)794-8148, E-Mail Address: kanskyp@bethel-ct.gov.

April 1, 2024
Date



Daniel E. Carter
First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING THE HUMAN RESOURCES OFFICE (203) 794-8148.



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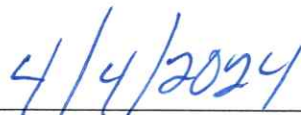
TOWN OF BETHEL COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Bethel** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Bethel** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the **Town of Bethel's** Fair Housing Plan and is fully implemented to ensure compliance by the **Town of Bethel**, as the recipient, and by sub-recipients. The cooperation of all Town personnel is required.


Daniel Carter, First Selectman


Date



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NON-DISCRIMINATION POLICY

THE TOWN OF BETHEL prohibits discrimination based on race, color, gender, creed, religion, age, marital status, sexual orientation, national origin, political ideology, union activity, whistleblower activities, the presence of any sensory, mental or physical disability, except as otherwise provided by law, veteran status, civil union, genetic information and any other basis that is prohibited by law. This policy applies to employees and non-employees, including, but not limited to contractors, volunteers, and board members who may have contact with employees as a result of their employment.

THE TOWN OF BETHEL provides:

- Free auxiliary aids and services such as, qualified sign language interpreters, and written information in other formats to people with disabilities when such auxiliary aids and services are necessary to ensure an equal opportunity to participate.
- Free language services to people whose primary language is not English when those services are necessary to provide meaningful access, such as translated documents or oral interpretation.

If you need these services call (203) 794-8148.

If you believe that the Town of Bethel has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, etc. – you can file a grievance with

Phyllis D. Kansky
Human Resources Director
1 School Street
Bethel, CT 06801
Telephone: 203.794.1848



FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-8501 – Fax: 203-778-7520

Email Address: firstselectman@bethel-ct.gov

*Daniel E. Carter, First Selectman
Richard C. Straiton, Selectman
Bryan Terzian, Selectman
Melanie O'Brien, Town Counsel*

*Mary Churchill, Office Administrator
Phyllis Kansky, HR Director*

TOWN OF BETHEL FAIR HOUSING POLICY STATEMENT

It is the policy of the **Town of Bethel** to promote Fair Housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the **Town of Bethel** must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The **Town of Bethel** or any sub-recipient of the **Town of Bethel** will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the **Town of Bethel**.

The municipality's First Selectman's Office is responsible for the enforcement and implementation of this policy. Mr. Joseph Fallo, Fair Housing Officer may be reached at 203-794-8517 or E-mail address: falloj@bethel-ct.gov.

Complaints pertaining to discrimination in any program funded or administered by the **Town of Bethel** may be filed with the First Selectman. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U. S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617)565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Bethel employees, and they are expected to fully comply with it. In addition, a copy will be posted throughout the **Town of Bethel**.

4/9/2024

Date

Daniel E. Carter, First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Phyllis Kansky, CJH Municipal Center, 1 School Street, Bethel, CT 06801, (203) 794-8148.



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TOWN OF BETHEL ADA NOTICE

The **Town of Bethel** does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The **Town of Bethel** does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990.

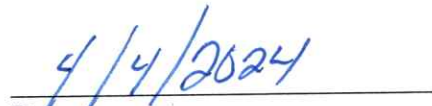
Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the **Town of Bethel's** designated ADA Compliance Coordinator.

Name: Chris Baldwin
Title: Building Official
Office Address: 1 School Street, Bethel, CT 06801
Phone Number: (203) 794-8589 Fax: (203) 778-7518
Email Address: baldwinc@bethel-ct.gov
Days/Hours Available: Monday-Wednesday: 8:30 a.m. – 4:30 p.m.;
Thursday – 8:30 a.m. – 6:00 p.m.; Friday – 8:00 a.m. – Noon.

Individuals who need auxiliary aids for effective communication in programs and services of the **Town of Bethel** are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.


Daniel E. Carter, First Selectman


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TOWN OF BETHEL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the **Town of Bethel**.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Chris Baldwin, ADA Coordinator
Telephone: (203) 794-8589
Town of Bethel
Bethel Municipal Center
1 School Street
Bethel, CT 06801

Within 15 calendar days after receipt of the complaint, **Mr. Chris Baldwin**, ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, **Mr. Chris Baldwin** will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of **the Town of Bethel** and offer options for substantive resolution of the complaint.

If the response by **Mr. Chris Baldwin** does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the **First Selectman** or his or her designee.

Within 15 calendar days after receipt of the appeal, the **First Selectman** or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **First Selectman** or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Mr. Chris Baldwin**, appeals to the **First Selectman** or his or her designee, and responses from the ADA coordinator and First Selectman or his or her designee will be kept by the **Town of Bethel** for at least three years.

Date

4/4/2024

Daniel E. Carter, First Selectman

Daniel E. Carter



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TOWN CLERK
BETHEL, CT.

TOWN OF BETHEL

FAIR HOUSING RESOLUTION

WHEREAS, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

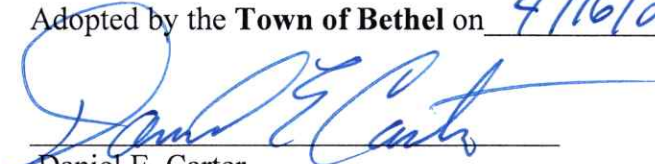
WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the **Town of Bethel** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW, THEREFORE, BE IT RESOLVED, That the **Town of Bethel** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the **Town of Bethel** or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the **Town of Bethel** and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U. S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the **Town of Bethel** on 4/16/2024



Daniel E. Carter,
First Selectman

TOWN SEAL