

**TOWN OF BLUFF RESOLUTION NO. 84**

**A RESOLUTION UPDATING POLICIES AND PROCEDURES AFFIRMING THAT THE TOWN OF BLUFF DOES NOT ENAGE IN UNLAWFUL DISCRIMINATION; ENACTING POLICIES TO ADDRESS ACCOMMODATIONS FOR PERSONS WITH HANDICAPS; AND ENACTING POLICIES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY**

The following describes the intent and purpose of this resolution.


- a. The Town of Bluff, as a Utah municipality, is subject to applicable Utah anti-discrimination laws and regulations.
- b. Concurrently, the Town has sought federal aid in the form of grants to be expended for upgrading and remodeling of the Cooperative Cultural Center (CCC).
- c. Pursuant to applicable federal regulations, recipients of federal aid must demonstrate compliance with federal anti-discrimination laws and regulations. Accordingly, the Town enacts this resolution as a statement of policy as to governance of its public services and functions.

THEREFORE, it is resolved and enacted by a majority of the Bluff Town Council, at a regularly scheduled meeting of the Council as follows:

1. Statement of Non-discrimination. The Town of Bluff does not engage in unlawful discrimination on the basis of race, sex (including pregnancy or gender identity), color, religion, national origin, age (over 40), mental or physical disability, genetic information, parental status, or sexual orientation with respect to employment, Town services, functions, programs, and activities. Please see the Town of Bluff Anti-Discrimination/Anti-Harassment Policy for more information. This policy shall be displayed prominently in Town offices and on its website.
2. Designation of Civil Rights Coordinator. The Town of Bluff hereby designates the Mayor to serve as its Civil Rights Coordinator. The Civil Rights Coordinator shall be the person authorized to receive and investigate written complaints alleging unlawful discrimination by the Town of Bluff. The mayor can be contacted via phone at 435-672-9990, option 1, or by email. All staff and council email addresses can be found on the town's website at [www.townofbluff.org](http://www.townofbluff.org).

3. Handicap Accessibility. The Town hereby adopts the policy that all new construction of Town buildings or facilities shall provide reasonable access to persons with disabilities. The Town will ensure that designs for new construction and substantial remodeling activities meet Uniform Federal Accessibility Standards.
  
4. Access by Persons with Impaired Vision or Hearing. Upon request, the Town will make reasonable accommodations to facilitate participation by persons with impaired vision or hearing in Town services or functions. Please see the Town of Bluff Reasonable Accommodations Policy for more information.
  
5. Access by Persons with Limited English Proficiency. The Town is cognizant that some member of the public may have limited English proficiency. Where a person lacking full English proficiency requests an accommodation in connection with Town services or functions, the Town will endeavor to locate a person who can provide interpretation services for the requesting party, as needed. Please see the Town of Bluff Reasonable Accommodations Policy for more information.

TOWN OF BLUFF:

  
\_\_\_\_\_  
Ann Leppanen, Mayor

March 5, 2024  
Date

ATTEST:

  
\_\_\_\_\_  
Linda Sosa, Recorder

3-5-2024  
Date

-End of Document-

# Town of Bluff Anti-Discrimination/Anti-Harassment Policy

## **Purpose**

The Town of Bluff is committed to fostering an inclusive and respectful community. This policy is established to ensure that all individuals are treated equitably and with dignity, free from discrimination and harassment in all municipal activities, programs, and services.

## **Scope**

This policy applies to all town employees, elected and appointed officials, volunteers, contractors, vendors, and residents participating in any activities, programs, or services offered by the Town of Bluff.

## **Policy Statement**

The Town of Bluff prohibits discrimination, harassment, and retaliation based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

## **Definitions**

**Discrimination:** Unfair or unequal treatment of an individual or group based on protected characteristics.

**Harassment:** Unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive environment.

**Retaliation:** Adverse actions taken against an individual for reporting discrimination or harassment or for participating in an investigation.

## **Responsibilities**

1. **Civil Rights Coordinator:** Responsible for training, investigating complaints, and enforcing this policy.
2. **Town Employees and Officials:** Must uphold this policy, treat everyone with respect, and report any incidents of discrimination or harassment.
3. **Supervisors and Managers:** Must ensure compliance with this policy, address any concerns promptly, and foster an inclusive environment.
4. **Residents and Participants:** Encouraged to report any discriminatory or harassing behavior experienced or witnessed during town activities or services.

## **Complaint Procedure**

1. Reporting: Individuals who believe they have been subjected to discrimination, harassment, or retaliation should report the incident to the Civil Rights Coordinator, the Mayor. The mayor can be contacted via phone at 435-672-9990, option 1, or by email. All staff and council email addresses can be found on the town's website at [www.townofbluff.org](http://www.townofbluff.org).
2. Investigation: All complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible.
3. Resolution: If the investigation substantiates the complaint, appropriate corrective action will be taken, up to and including termination of employment or barring participation in town activities.

## **Non-Retaliation**

The Town of Bluff strictly prohibits retaliation against anyone who reports discrimination or harassment or participates in an investigation. Any act of retaliation will be met with appropriate disciplinary action.

## **Training and Education**

The Town of Bluff will provide annual training to employees, as well as elected and appointed officials on recognizing, preventing, and addressing discrimination and harassment.

## **Policy Review**

This policy will be reviewed annually and updated as necessary to ensure compliance with legal requirements and the town's commitment to a discrimination-free environment.

## **Contact Information**

For questions or to report an incident, please contact:

Civil Rights Coordinator:	Ann Leppanen
Phone:	435-672-9990, Option 1
Email:	<a href="mailto:ann@townofbluff.org">ann@townofbluff.org</a>
Location (appointment only):	Bluff Town Offices 190 N 3 <sup>rd</sup> E Street – Suite 1 Bluff, UT 84512

Adopted by the Town Council on [Date].

# Town of Bluff Reasonable Accommodations Policy

## **Purpose**

The Town of Bluff is committed to ensuring equal access and opportunities for all employees, elected and appointed officials, and residents, including individuals with disabilities and those with limited English proficiency (LEP). This policy outlines the Town's commitment to providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act, and other applicable laws.

## **Scope**

This policy applies to all employees, elected and appointed officials, job applicants, and residents participating in programs, services, or activities provided by the Town of Bluff.

## **Policy Statement**

The Town of Bluff will provide reasonable accommodations to qualified individuals with disabilities, including those with hearing or visual impairments, and to individuals with limited English proficiency to enable them to perform essential job functions, participate in town programs, services, or activities, and access public facilities, unless doing so would cause undue hardship or fundamentally alter the nature of the service, program, or activity.

## **Definitions**

**Limited English Proficiency (LEP):** Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

**Qualified Individual with a Disability:** An individual who meets the skill, experience, education, and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

**Reasonable Accommodation:** Modifications or adjustments to a job, work environment, or the way things are usually done that enable an individual with a disability to have equal employment opportunities or access to services and programs.

**Undue Hardship:** An accommodation that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of the operation of the Town.

## **Responsibilities**

1. Civil Rights Coordinator: Responsible for processing accommodation requests, engaging in the interactive process, and maintaining records of requests and accommodations.
2. Town Employees, Elected and Appointed Officials: Must uphold this policy, participate in the interactive process when accommodations are requested, and ensure confidentiality of disability-related and LEP-related information. Encouraged to request accommodations to ensure equal access to town programs, services, and activities.
3. Supervisors and Managers: Must identify essential job functions, respond promptly to accommodation requests, and work with the Civil Rights Coordinator to implement approved accommodations.
4. Residents and Participants: Encouraged to request accommodations to ensure equal access to town programs, services, and activities.

## **Procedure for Requesting Accommodations**

For Employees and Job Applicants:

1. Initiating a Request: Employees or job applicants should submit a written request for accommodation to the Civil Rights Coordinator. Verbal requests will also be accepted and documented.
2. Interactive Process: HR will engage in an interactive process with the individual to identify the barriers and determine possible accommodations. This may include obtaining medical documentation to support the request.
3. Evaluation and Decision: HR will evaluate the request, considering the individual's needs and the essential functions of the job, and determine whether the accommodation is reasonable and does not impose undue hardship.
4. Implementation: If an accommodation is approved, HR will work with the individual and their supervisor to implement the accommodation promptly.

For Residents and Program Participants:

1. Initiating a Request: Residents or participants should submit a request for accommodation to the Town Hall or the specific department overseeing the program or service.
2. Interactive Process: The relevant department will engage in an interactive process to identify the barriers and determine possible accommodations.

3. Evaluation and Decision: The department will evaluate the request and determine whether the accommodation is reasonable and does not fundamentally alter the nature of the program or service.
4. Implementation: If an accommodation is approved, the department will implement the accommodation promptly.

#### Specific Accommodations for Individuals with Hearing or Visual Impairments:

1. Hearing Impairments: The Town will provide accommodations such as sign language interpreters, assistive listening devices, captioning services, and written materials when requested. Individuals are encouraged to utilize current technology devices such as the closed captioning provided on virtual meeting platforms such as Google Meets. Training and instruction can be provided upon request.
2. Visual Impairments: The Town will provide accommodations such as large print documents and other assistive technologies upon request.

#### Specific Accommodations for Individuals with Limited English Proficiency

1. Language Assistance: The Town will provide language assistance services, including translation and interpretation services, to individuals with LEP to ensure meaningful access to programs, services, and activities, upon request.
2. Written Materials: Key documents and materials, such as voting information, will be translated into the primary languages spoken by significant portions of the community.

### **Non-Retaliation**

The Town of Bluff strictly prohibits retaliation against anyone who requests an accommodation or participates in the accommodation process. Any act of retaliation will be met with appropriate disciplinary action.

### **Confidentiality**

All information regarding disability and accommodation requests, as well as LEP-related information, will be kept confidential and shared only with those involved in the accommodation process.

### **Training and Education**

The Town of Bluff will provide training to employees, supervisors, and managers on recognizing and responding to accommodation requests. Educational materials will be made available to residents and program participants.

## **Policy Review**

This policy will be reviewed annually and updated as necessary to ensure compliance with legal requirements and the town's commitment to providing reasonable accommodations.

## **Contact Information**

For questions or to request an accommodation, please contact:

Civil Rights Coordinator:	Ann Leppanen
Phone:	435-672-9990, Option 1
Email:	<a href="mailto:ann@townofbluff.org">ann@townofbluff.org</a>
Location (appointment only):	Bluff Town Offices 190 N 3 <sup>rd</sup> E Street – Suite 1 Bluff, UT 84512

Adopted by the Town Council on August 6, 2024.