

Americans With Disabilities Policies and Accessibility in the Glasstown Arts District Millville, New Jersey 08332

Mission Statement and Programs

Advocate for the Arts as a means of community revitalization by advancing the Glasstown Arts District and center city neighborhood.

The major programs offered to the businesses and non-profits of the Arts District are: Marketing, event planning and hosting, business development outreach, business retention assistance, art only programming, art educational summer program. To the residents and visitors to the Arts District we provide a tourism environment and destination.

Millville Development Corporation Non-Discrimination & Equal Employment Opportunity Policy.

It is the policy of the Millville Development Corporation (MDC) to comply with all applicable federal, state, and local laws prohibiting employment discrimination. The MDC is committed to providing a work environment free from discrimination and harassment. The MDC prohibits discrimination against applicants or employees on the basis of race, color, sex, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap.

Consistent with existing city, state and federal laws, it is the policy of the MDC to provide a work environment for its employees, which is free from discrimination, and promotes equal employment opportunity and equitable treatment of all employees. MDC will not tolerate any form of harassment based on a person's race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status or political ideology, or that of his/her relatives, friends, or associates.

MDC complies with all applicable federal, state and local laws prohibiting discrimination in employment, including:

- Americans with Disabilities Act (ADA). The federal ADA prohibits discrimination in employment on the basis of disability and requires employers to provide reasonable accommodations to employees and applicants for employment. MDC is required to honor a reasonable accommodation request from an applicant or an employee who is a qualified individual with a disability, unless MDC can demonstrate that the accommodation would impose an undue hardship. In addition, the MDC promotes access to the arts and art education to all individuals.**

Upon request, accommodation will be provided to allow individuals with disabilities to participate in MDC services, programs and activities. The MDC has a designated

coordinator to facilitate the compliance with the ADA Act of 1990, as required by Section 35.107 of the US Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973.

- **NJ State Law Against Discrimination** The law provides for the elimination and prevention of discrimination in employment because of race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing).
- **Civil Rights Act of 1964 (Title VII)** Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against applicants or employees on the basis of race, color, religion, sex or national origin. Retaliation, sexual harassment and harassment because of national origin are also prohibited. Title VII protects individuals from discrimination in compensation, terms, conditions, and privileges of employment. It was amended in 1978 to prohibit discrimination based on pregnancy.
- **Age Discrimination in Employment Act (ADEA)** The ADEA prohibits employers from discriminating against applicants or employees over the age of 40. The act also bans any involuntary retirement with the exception of a very limited number of pensions.
- **Equal Pay Act of 1963** The Equal Pay Act prohibits employers from paying employees differently on the basis of gender.

Physical Accessibility

The Arts District is accessible throughout the public walkways, all public buildings (public art center, library, government buildings, theatre, etc.) and most private buildings are accessible.

There are a few exceptions to physical accessibility in very old buildings that have not changed use in many years. However, that is only the case in approximately 3 buildings.

Sight and Hearing Impaired Accessibility

Upon request, accommodation will be made to have available in alternative formats such as large print for programs, forms, applications, etc. Other assistance such as assisted listening devices will be made available if requested. These accommodations need at least 10 day advanced notice prior to an event with the exception of “large print” which can be done with two day advance notice.

Grievance Procedure

MILLVILLE DEVELOPMENT CORPORATION Grievance Procedure Committee The MDC’s Executive Director/ADA Coordinator, the Chairperson or Vice-Chair of the Board, and the Chairperson of the public art center’s (RRCA) Board will serve as a Grievance Committee. Additional assistance, if warranted, will be sought from the partner members of the ADA Advisory Committee.

Step One:

The staff and volunteers have been notified to inform any individual from the public who has a complaint about ADA compliance at any of the public art venues, sidewalks, parking lots, and streets in the Arts District, to notify the Executive Director/ADA Coordinator, Marianne Lods of that complaint.

The complainant will receive a copy of the MDC's ADA Compliance Plan. The Executive Director/ADA Coordinator will acknowledge said complaint to the individual(s) and will make a written entry of the particulars involved in the complaint. If the complaint can be taken care of immediately, she will do so. The Executive Director/ADA Coordinator will document the problem and the resolution. The documentation will be reported to the Board of Directors at the next MDC meeting and the report will become part of the official proceedings and record of the meeting.

Step Two:

If the complaint cannot be resolved to the satisfaction of the complainant by the Executive Director/ADA Coordinator, she will assist the complainant in filing a formal complaint and will submit it to the Grievance Committee. The complainant will be given the names of the committee members. The written complaint shall include:

- Complainant's name, address, phone number, etc.
- Nature of the complaint in detail.
- When and where the person was denied access.
- What the complainant believes could or should be done and how this recommendation would resolve the issue. The Executive Director/ADA Coordinator will notify the Grievance Committee and/or Advisory Committee of the complaint and forward a written copy to the members.

Step Three:

The Executive Director/ADA Coordinator will call a meeting of the Grievance Committee, which the complainant will attend. The meeting will take place in a barrier-free location, within one (1) month of the filing of the complaint (schedules permitting) but no more than sixty (60) days after complaint is filed. The meeting agenda shall include:

- Presentation by the complainant
- Discussion
- Recommendations for resolution
- Timeline for implementation
- Follow-through assigned to one committee member
- Committee vote on recommendation

Committee consideration in preparing their recommendations and findings:

- Validity, was access denied?

- Why was access not possible, what created the condition?
- Is this a condition that is standard or unusual to the situation?
- Did the lack of access result from an existing policy, is a new policy warranted?
- What must happen to allow access, what alternatives exist?
- Are there conditions, resources, and limitations that must be considered?
- Do these conditions prevent a resolution; how, why?
- Which solution is to be employed, who will carry out the solution, is funding required, where is funding coming from, what is the timeline for implementation?
- Is any further contact with the complainant required? If so, how?

The complainant is advised that the recommendations will be presented to the Board of the Millville Development Corporation (MDC) which will vote on the recommendations, especially when a policy statement or funding allocation is sought. The complainant will be required to sign the recommendation to be submitted to the Board as acceptable to them and agreeing that if the recommendation(s) is followed, the matter is closed.

Step Four:

The Grievance Committee's findings and recommendations will be forwarded to the same committee members who received the original complaint and to the complainant. At the next scheduled meeting of the MDC Board, the recommendation(s) will be presented for vote and acceptance of the findings. In the event the Board does not accept the recommendation or findings, the complainant will be notified and the Grievance Committee reconvened. Or, the recommended solution is implemented and incorporated into MDC's future ADA compliance policy and activity.

Adopted by the Millville Development Corporation, a 501 c 3 non-profit organization.

Adopted: October 2001 Revised: March 2004 Revised: March 2007 Revised: March 2010
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