

TOWN OF WAYNETOWN

GRIEVANCE PROCEDURE UNDER

THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Waynetown. The Town's Personnel Policy governs employment-related complaints of disability discrimination.

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/his designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Bob Cox
ADA Coordinator / Title VI Coordinator
106 North Vine Street
Waynetown, IN 47990
bcox@waynetown.net
Ph. (765) 376-9931
TTY: 711

Within 15 calendar days after receipt of the complaint, the ADA Coordinator Bob Cox and his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator Bob Cox or his designee will respond in writing, and when 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 Waynetown and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator Bob Cox or his designee does not satisfactorily resolve the issue, the complainant and/or his/his designee may appeal the decision within 15 calendar days after receipt of the response to the Town Council.

Within 15 calendar days after receipt of the appeal, the Town Council will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Town Council Designee will respond in writing, and when appropriate, in a format accessible to the complainant, such as large print, Braille, or audio CD, with a final resolution of the complaint. The response will explain the position of the ADA Coordinator and offer options for substantive resolution of the complaint if different from those indicated by the subcommittee in the first step.

All written complaints received by Bob Cox or his designee, appeals to the Town Council, and responses from these two offices will be retained by the Town of Waynetown for at least three years.