

CITY OF MERIDIAN, IDAHO
Grievance Procedure under
The Americans with Disabilities Act and Section 504 of the
Rehabilitation Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act. These statutes prohibit discrimination by any program or activity that receives federal funds or is a public entity. Discrimination includes exclusion from participation, denial of program benefits or other acts of discrimination against a person with a disability.

This grievance procedure 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 **City of Meridian**. The City'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 an audio 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:

Bill Nary
ADA/504 Coordinator
33 East Broadway Avenue, Meridian ID 83642

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or 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 or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of the City of Meridian and offer options for substantive resolution of the complaint. It is unlawful for the City of Meridian to retaliate against anyone who files a grievance or who cooperates in the investigation of the grievance.

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

Within 15 calendar days after receipt of the appeal, the Mayor or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor 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 the ADA Coordinator or his designee, appeals to the Mayor or her designee, and responses from these two offices will be retained by the City for at least three years. The availability and use of this grievance procedure is not a prerequisite to, nor does it impair, the filing a complaint of discrimination with any appropriate federal or state agency. The time allowed for filing a complaint with another agency may be longer than allowed under the City's grievance procedure.