

**MAURY COUNTY GOVERNMENT
PERSONNEL POLICY AND PROCEDURE**

SUBJECT: ADA GRIEVANCE PROCEDURE

Objective

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. 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 Maury County Government. The County's Personnel Policy governs employment-related complaints of disability discrimination.

Procedure

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:

**Dana Gibson
Human Resources Director and ADA Coordinator
One Public Square, Suite 303
Columbia, TN 38401**

Within 15 calendar days after receipt of the complaint, Dana Gibson or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting Dana Gibson or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Maury County Government and offer options for substantive resolution of the complaint.

If the response by Dana Gibson or her 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 County Mayor or his designee.

Within 15 calendar days after receipt of the appeal, the County Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Mayor or his 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 Dana Gibson or her designee, appeals to the County Mayor or his designee, and responses from these two offices will be retained by Maury County Government for at least three years.

IV. WITNESSES TO YOUR COMPLAINT

List names or describe all persons involved in your complaint. Indicate the job title & County department/division of County employees if possible.

V. EVIDENCE & DOCUMENTATION

List & provide any physical evidence, written or recorded documents, or any other information that directly supports your specific claim of discrimination.

VI. CASE REMEDY &/OR RESOLUTION

What remedies/resolutions are you seeking?

CERTIFICATION: I hereby certify that the information & statements above are true.

Signature: _____ Date: _____

If person needing accommodation is not the individual completing this form, please provide:
Representative's Name:

Address:

City State Zip
Phone: _____ Email: _____

For more information or assistance with completing this form, please contact the County ADA Coordinator, Dana Gibson 931-375-2400, danagibson@maurycounty-tn.gov