

## RESOLUTION 01-03-2017C

### **City of Lafayette ADA 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 City of Lafayette. The City of Lafayette Personnel Policy governs employment-related complaints of disability discrimination.

#### **Complaint Filing**

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.

#### **Submitting a Complaint**

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:

City of Lafayette  
ADA Coordinator  
200 East Locust St.  
Lafayette, TN 37083

#### **Resolving a Complaint**

Within 15 calendar days after receipt of the complaint, the City ADA Coordinator or his/her designee will arrange to meet with the complainant to discuss the complaint and the possible resolutions. Within 21 calendar days of the meeting, ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Lafayette and offer options for substantive resolution of the complaint.

#### **Complaint Appeal**

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

Within 15 calendar days after receipt of the appeal, the City Mayor or his/her designee will arrange to meet with the complainant to discuss the complaint and possible resolutions. Within 21 calendar days after the meeting, the City Mayor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

**Records of Complaints**

All written complaints received by the City ADA Coordinator or his/her designee, appeals to the City Mayor or his/her designee, and responses from these 2 offices will be retained by the City of Lafayette for at least 3 years.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Lafayette, Tennessee meeting in regular session in Lafayette, Tennessee, that:

This Resolution shall take effect upon adoption, the public welfare requiring it.

Adopted this 3<sup>rd</sup> day of January, 2017

APPROVED:



\_\_\_\_\_  
City of Lafayette Mayor

ATTEST:



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City of Lafayette Recorder