



## GRIEVANCE PROCEDURE FOR 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 Gardner, Kansas ("City"). The City's Personnel Policy governs employment-related complaints of disability discrimination.

To file a complaint with the City of Gardner, please address a written complaint to the designated ADA Coordinator:

ADA Coordinator  
120 E Main St  
Gardner, KS 66030  
(913) 856-0914  
[ADA@gardnerkansas.gov](mailto:ADA@gardnerkansas.gov)

1. The complaint should be filed 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 interview or a recording of the complaint will be made available for persons with disabilities upon request.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
3. After the complaint is filed, an investigation shall be led by the ADA Coordinator. These rules contemplate an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than fifteen (15) working days after its filing.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within seven (7) days to the City Administrator, who will review the case and make a written decision within fifteen (15) working days of receipt of the request for reconsideration. A copy of the decision shall be forwarded to the complainant.
6. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.