



City of Lafayette Grievance Procedure Under The Americans with Disabilities Act (ADA)

The Grievance Procedure was adopted on October 25, 2011, by the Board of Public Works and Safety. Grievances may be filed with the ADA Compliance Coordinator, information is provided regarding the grievance procedure and grievance form on the City's general website: www.lafayette.in.gov.

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. 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. A complaint form is available by contacting the ADA Compliance Coordinator in the Human Resources Department, 765/807-1063 or is available on the City's website www.lafayette.in.gov. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for a person with disabilities upon request.

The complaint should be submitted by the grievant or his/her designee, or both, as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Compliance Coordinator
City of Lafayette
Amber Schaefer, HR Director
20 N 6th St.
Lafayette, IN 47901
(p) 765-807-1600
(f) 765-807-1064
hrhelpdesk@lafayette.in.gov

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

If a complainant is not satisfied with the response issued by the ADA Compliance Coordinator, the complainant may, within 15 calendar days after receipt of the ADA Compliance Coordinator's decision, appeal the decision to the City's Legal Department.

Within 15 calendar days after receipt of the appeal of the ADA Compliance Coordinator's decision, the City's Legal Department representative or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City's Legal Department will respond in writing, and where appropriate, in a format accessible to the complainant, and offer a final resolution of the complaint.

All written complaints received by the ADA Compliance Coordinator or his or her designee, appeals to City's Legal Department or his or her designee and responses from these two groups will be retained by the City for at least three years.