**Grievance Procedure under**

**The Americans with Disabilites 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 basis of disability in the provision of services, activities, programs, or benefits by the Town of Remington, Indiana. The Town’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 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:

Jonathan Cripe

Town Manager and ADA Coordinator

24 South Indiana Street

Remington, Indiana 47977

(219) 261-2521

Within 15 calendar days after receipt of the complaint, Mr. Cripe or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Mr. Cripe or his 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 Town of Remington and offer options for substantive resolution of the complaint.

If the response by Mr. Cripe or his designee does not satisfactorily resolve the issue, the complainant and/orhis/her designee may appeal the decision within 15 calendar days after the receipt of the response to the Remington Town Council or its designee.

Within 15 calendar days after receipt of the appeal, the Remington Town Council or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Remington Town Council or its 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 Mr. Cripe or his designee, appeals to the Remington Town Council or its designee, and responses from these two offices will be retained by the Town of Remington for at least three years.