

**CASS COUNTY GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH
DISABILITIES ACT (ADA)**

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 Cass County. Employment related claims of disability discrimination are governed by the county's Personnel Policies Handbook.

The complaint should be in writing and on the County's ADA Complaint Form with the filing being **no later than 60 calendar days after the date of the alleged violation**. Alternative means of filing complaints, such as personal interviews or a tape recording of the complainant, will be made available for persons with disabilities upon request. The complaint should be submitted to:

Jeremy A Hall, Human Resources Manager

200 Court Park Room #202

Logansport, IN 46947

Within 15 days after receipt of the complaint, the County's ADA Compliance Coordinator, or designee, will meet with the complainant to discuss the complaint and to explore possible resolutions. Within 15 calendar days of that meeting, the county's ADA Compliance Coordinator, or designee, will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print or audio tape.

If the ADA Compliance Coordinator's, or designee's, response does not satisfactorily resolve the issue, the complainant may appeal that decision to the Board of Commissioners. The appeal request must be made in writing and filed with the County Building Superintendent within 15 days after the receipt of the response from the ADA Compliance Coordinator, or designee.

The President of the Board of County Commissioners, or designee, shall meet with the complainant within 15 days after receipt of the appeal to discuss the complaint and possible resolutions.

Within 15 days after that meeting, the President of the Board of County Commissioners, or 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, appeals, and County responses will be retained by the County Building Superintendent for a period of three years.