



## 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 Town of Ellettsville. The Town of Ellettsville's Personnel Policy governs employment-related complaints of disability discrimination.

An ADA Discrimination Complaint Form can be obtained from the Town of Ellettsville website, [www.ellettsville.in.us](http://www.ellettsville.in.us) or from the following:

Sandra Hash, Clerk-Treasurer  
Town of Ellettsville  
3619 W. State Road 46  
Smith Pike Crossing  
Ellettsville, IN 47429  
Telephone No. (812) 876-3860  
Fax No: (812) 876-3491  
[clerktreasurer@ellettsville.in.us](mailto:clerktreasurer@ellettsville.in.us)

ADA Coordinator  
Town of Ellettsville  
106 S. Park Street  
Ellettsville, IN 47429  
Telephone No. (812) 876-8008  
Fax No. (812) 876-0444  
[dline@ellettsville.in.us](mailto:dline@ellettsville.in.us)

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 ADA Discrimination Complaint Form 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:

ADA Coordinator  
Town of Ellettsville  
106 S. Park Street  
Ellettsville, IN 47429  
Telephone No. (812) 876-8008  
Fax No. (812) 876-0444  
[dline@ellettsville.in.us](mailto:dline@ellettsville.in.us)

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

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Ellettsville Town Council or their designee.

Within 15 calendar days after receipt of the appeal, the Ellettsville Town Council or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Ellettsville Town Council or their 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 the ADA Coordinator or designee, appeals to the Ellettsville Town Council or their designee and responses from these two offices will be retained by the Town of Ellettsville for a least three years.