

RESOLUTION 2024-09

CITY OF PAYETTE 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 City of Payette, Idaho. The City of Payette'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 audio 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 not later than 60 calendar days after the alleged violation to:

David A. Tate, ADA Coordinator
Sarah Skelly, Deputy City Clerk
700 Center Avenue
Payette, Idaho 83661
(208) 642-6024

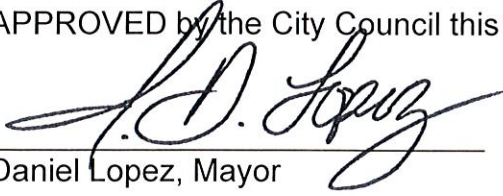
Within 15 calendar days after receipt of the complaint, David A. Tate or his designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, David A. Tate or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of the City of Payette and offer options for substantive resolution of the complaint.

If the response by David A. Tate or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 days after receipt of the response to the Mayor of Payette or his/her designee.

Within 15 calendar days after receipt of the appeal, the Mayor of Payette or his/her designee will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the Mayor of Payette his/her designee will respond in writing, and, where appropriate, in format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by David A. Tate or his designee, appeals to the Mayor of Payette or his/her designee, and responses from these two offices will be retained by the City of Payette for at least three years.

APPROVED by the City Council this 20th day of May, 2024.



Daniel Lopez, Mayor

Attest:



City Clerk

