

# CITY OF ALHAMBRA

## ***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 Alhambra**. The **City of Alhambra'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:

**Christopher Paulson**  
**ADA Coordinator & Administrative Services Director**  
**111 South First Street**  
**Alhambra, CA 91801**

Within 15 calendar days after receipt of the complaint, **Christopher Paulson** or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Christopher Paulson** 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 **City of Alhambra** and offer options for substantive resolution of the complaint.

If the response by **Christopher Paulson** or his designee does not satisfactorily resolve the issue, the complainant and/or his designee may appeal the decision within 15 calendar days after receipt of the response to the **City Manager** or his/her designee.

Within 15 calendar days after receipt of the appeal, the **City Manager** or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **City Manager** or his/her 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 **Christopher Paulson** or his designee, appeals to the **City Manager** or his/her designee, and responses from these two offices will be retained by the **City of Alhambra** for at least three years.