



## City of Aberdeen

### 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 Aberdeen. The City of Aberdeen'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 their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA/504 Coordinator  
City of Aberdeen Human Resources Director  
360-537-3207  
TTY: 7-1-1 or 1-800-833-6388  
Email: [adacoordinator@aberdeenwa.gov](mailto:adacoordinator@aberdeenwa.gov)

Within 15 calendar days after receipt of the complaint, the ADA/504 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/504 Coordinator or their 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 Aberdeen and offer options for substantive resolution of the complaint.

If the response by the ADA/504 Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the City's Legal Department.

Within 15 calendar days after receipt of the appeal, the City's Mayor or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City's Mayor 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/504 Coordinator or their designee, appeals to the City's Mayor or their designee, and responses from these two offices will be retained by the City of Aberdeen for at least three years.