

# MONTGOMERY COUNTY, KANSAS

## Grievance Procedure under The Americans with Disabilities Act

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This Grievance Procedure is established to meet the requirements of the American with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of service, activities, programs, or benefits by the County. The County's Personnel Policy governs employment- related complaints of disability discrimination.

The complaint must 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 a complaint, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint is to 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:

**Montgomery County, Kansas**  
**Scott L. Barnhart- ADA Coordinator**  
**P.O. Box 446**  
**Independence, Kansas 67301**

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

If the response by the ADA coordinator or his 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 Montgomery County Board of County Commissioners.

Within 15 calendar days after receipt of the appeal, the Montgomery County Board of County Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the appeals meeting, the Montgomery

County Board of County Commissioners 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 his designee, appeals to the Montgomery County Board of County Commissioners and responses from those two offices will be retained by the County for at least three(3) years.