



Kaufman County

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 Kaufman County. The Kaufman County Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination, such as the name, address, phone number of the 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 people 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:

Shelley Tackett

ADA Coordinator/Human Resources

100 North Washington Street, Kaufman, Texas 75142

Within 15 calendar days after receipt of the complaint, *Shelley Tackett* or *her* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *Shelley Tackett* or *her* 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 *Kaufman County* and offer options for substantive resolution of the complaint.

If the response by *Shelley Tackett* or *her* 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 Kaufman County Judge or *his* designee.

Within 15 calendar days after receipt of the appeal, the Kaufman County Judge or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Kaufman County Judge or his 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 *Shelley Tackett* or *her* designee, appeals to the Kaufman County Judge or *his* designee, and responses from these two offices will be retained by Kaufman County for at least three years.