



## **City of Renton Grievance Procedure Under the Americans with Disabilities Act**

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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, facilities and programs. 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 180 calendar days after the alleged violation to:

**Risk Manager (ADA Coordinator)**  
**Human Resources & Risk Management Dept.**  
**1055 S. Grady Way**  
**Renton, WA 98057**  
**Phone 425-430-7650**  
**Fax 435-430-7665**

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee (hereafter "ADA Coordinator") will meet with/contact the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting/discussion, the ADA Coordinator 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 Renton and offer options for substantive resolution of the complaint.

City of Renton policy governs employment-related complaints of disability discrimination. Employment related or benefits complaints or grievances should be in writing and contain detailed information about the alleged discrimination. The complaint should include any departments and names that are associated with the complaint. 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.

Complaints should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to the ADA Coordinator.

If the response by the designated ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 30 calendar days after receipt of the response to:

**Administrator, Human Resources and Risk Management Dept.  
1055 South Grady Way  
Renton, WA 98057  
Phone 425 430-7650  
Fax 425-430-7665**

Within 15 calendar days after receipt of the appeal, the HRRM Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Administrator 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 Coordinators, or appeals to the HRRM Administrator, and responses thereto, will be retained by the City of Renton for at least three years.