

**Owen 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 Owen County, Indiana. The County'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/his designee as soon as possible but no later than 60 calendar days after the alleged violation to:

<b>ADA Coordinator:</b>	Jack White
<b>Address:</b>	908 W. Hillside Ave. Spencer, Indiana 47460
<b>E-Mail:</b>	<a href="mailto:jack.white@owencounty.in.gov">jack.white@owencounty.in.gov</a>
<b>Phone:</b>	(812) 829-5035 <b>TTY:</b> 711

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

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/his designee may appeal the decision within 15 calendar days after receipt of the response to the County Commissioners.

Within 15 calendar days after receipt of the appeal, the County Commissioners will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the County Commissioners Designee will respond in writing, in a format accessible to the complainant, such as large print, Braille, or audio CD, with a final resolution of the complaint. The response will explain the position of the ADA Coordinator and offer options for substantive resolution of the complaint if different from those indicated by the subcommittee in the first step.

All written complaints received by the ADA coordinator or his/her designee, appeals to the County Commissioners, and responses from these two offices will be retained by Owen County for at least three years.