



Notice under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the City of Washington (the “City”) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment

The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all federal and state law requirements.

Effective Communication

The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City programs, services, and activities.

Modifications to Policies and Procedures

The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City, should contact the ADA Coordinator as soon as possible, but no later than 48 hours before the scheduled event.

Stacey Everette

HR Director/ADA Coordinator
102 East Second Street, Washington, NC 27889
severette@washingtonnc.gov (252) 975-9322

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Contact and Complaints

Complaints that a program, service, or activity of the City of Washington is not accessible to persons with disabilities should be directed to:

Stacey Everette

Human Resources Director/ADA Coordinator
102 East Second Street, Washington, NC 27889
severette@washingtonnc.gov (252) 975-9322

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons who use wheelchairs.



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 Washington. The City of Washington's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should fill out the Grievance Form (attached) 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 60 calendar days after the alleged violation to:

Stacey Everette
Human Resources Director/ADA Coordinator
102 East Second Street, Washington, NC 27889

Within 15 calendar days after receipt of the complaint, Stacey Everette or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Stacey Everette 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 the City of Washington and offer options for substantive resolution of the complaint.

If the response by Stacey Everette 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 City Manager or his designee.

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



Grievance Form Americans with Disabilities Act

Anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provisions of services, activities, programs by the City of Washington needs to fill out this form completely. Sign and return within 60 days of the alleged violation to the ADA Coordinator (contact information on page 2).

Complainant Name: _____

Street Address: _____

City, State and Zip Code: _____

Telephone: _____

Email Address: _____

Person discriminated against (if other than the complainant): _____

Address: _____

City, State and Zip Code: _____

Telephone: _____

Email Address: _____

Service, activity and/or program you believe has discriminated:

Name: _____

Organization: _____

Address: _____

County: _____

City, State and Zip Code: _____

Telephone Number: _____

When did the discrimination occur? Date: _____



Describe the alleged violations and provide the name(s) of the services, activities, programs or individuals who discriminated: _____

Signature: _____

Date: _____

Return completed form to:
Stacey Everette, Human Resources Director/ADA Coordinator
City of Washington, 102 East Second Street
Washington, NC. 27889
severette@washingtonnc.gov