

Town of Bennett

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 Town of Bennett, Colorado. The Town'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 or a designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Gerilynn Scheidt
Town of Bennett
ADA Coordinator
207 Muegge Way
Bennett, CO 80102
Telephone: 303-644-3249 Ext. 1004
Email: ada@bennett.co.us

Within 15 business days after receipt of the complaint, the ADA Coordinator or a designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 business days of the meeting, the ADA Coordinator or a 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 Town of Bennett and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant or designee may appeal the decision within 15 business days after receipt of the response to the Town Administrator or a designee.

Within 15 business days after receipt of the appeal, the Town Administrator or a designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 business days after the meeting, the Town Administrator or 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 the ADA Coordinator or a designee, appeals to the Town Administrator or a designee, and responses from these two offices will be retained by the Town of Bennett for at least three years.

Town of Bennett administrative office hours are Monday through Thursday, 7 a.m. to 5 p.m. and offices are closed on Fridays.