

# **AMERICANS WITH DISABILITIES ACT (ADA)**

## **City of Shrewsbury Grievance Procedure**

The City of Shrewsbury has adopted a grievance procedure to meet the requirements of the Americans with Disabilities Act (ADA). This form describes the manner in which any person may bring a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the City of Shrewsbury. The City's Personnel Policy governs employment-related complaints of disability discrimination.

**STEP 1:** The complaint should be in writing and contain information concerning the alleged discrimination. You may use this form or you can file your complaint in writing to the City. Alternative means of filing a complaint, such as a personal interview or a tape recording of the complaint, will be made available for persons with disabilities upon request. Your complaint to the City of Shrewsbury alleging discrimination on the basis of disability should include the following information:

1. Name, address and phone number of person filing the complaint.
2. Location, date and description of the problem or discrimination on the basis of disability.
3. The change, correction, or action sought by the person filing the complaint.
4. The signature of the person filing the complaint.

**STEP 2:** The complaint should be filed with the Recreation Supervisor, Lauren Mayer (City ADA Coordinator) within sixty (60) days after the person filing the complaint becomes aware of the alleged violation(s) of ADA regulations. Within fifteen (15) calendar days of its receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and possible resolutions. Before and after the conference, the ADA Coordinator, with possible assistance from designated employees, must investigate the complaint and examine actions which the City can take to address the complaint.

**STEP 3:** Within fifteen (15) calendar days of the meeting, the ADA Coordinator or their 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 Shrewsbury and offer options for substantive resolution of the complaint.

**STEP 4:** If the person filing the complaint finds the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within fifteen (15) calendar days to the Director of Parks & Recreation or their designee.

Within fifteen (15) calendar days after the receipt of the appeal, the Director of Parks & Recreation or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after this meeting, the Director of Parks & Recreation, or their designee will respond in writing, and where appropriate, in a format accessible to the person filing the grievance, with a final resolution of the complaint.

All written ADA complaints received by the ADA Coordinator or their designee, appeals to the Director of Parks & Recreation or their designee, and responses will be retained by the City of Shrewsbury for at least three years.

# **CITY OF SHREWSBURY**

## **ADA GRIEVANCE FORM**

Please complete each section of this form to the best of your ability.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you filing this inquiry: (Check all that apply)

- \_\_\_\_\_ A. On behalf of yourself as a person with a disability?
- \_\_\_\_\_ B. On behalf of a family member or ward who has a disability? PLEASE describe your relationship:  
\_\_\_\_\_
- \_\_\_\_\_ C. As a person associated with another who has a disability?
- \_\_\_\_\_ D. As an interested person?

### **ABOUT YOUR INQUIRY:**

Name of program, service, activity, park or facility involved: \_\_\_\_\_

Location: \_\_\_\_\_

Date and time of occurrence you believe was discriminatory or unfair: \_\_\_\_\_

### **WHAT HAPPENED?**

Please describe in your own words the action(s) by an employee(s), the rules or policy, the service(s) or the condition of a park, area, facility or structure which you feel is discriminatory or unfair. It is not necessary to refer to laws, regulations, ordinances, or policies in your description. (Use additional paper to describe your observation(s), if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOW CAN THE PROBLEM BE CORRECTED?**

PLEASE describe the actions, which you feel need to be taken to address the problem.

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**IS THERE A DEADLINE?**

Must this problem be addressed before a program begins or an event occurs? PLEASE identify any date, which you feel is important to the problem.

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**PLANNING A CONFERENCE:**

The City will contact you to schedule a meeting to discuss your complaint. The meeting will occur within fifteen (15) calendar days from the date your inquiry is received.

Do you need an accommodation during the conference? If yes, please describe:

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When are you most available? (Check two)

- M-F 9:00-11:00 a.m.
- M-F 2:00-5:00 p.m.
- Other \_\_\_\_\_
- M-F after 5:00 p.m.
- Sat 9:00 a.m. - Noon

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMITTING THIS FORM:**

Thank you for completing this form. We will contact you soon. Please drop off or mail this form to:

Lauren Mayer, Recreation Supervisor (ADA Coordinator)  
 City of Shrewsbury  
 5200 Shrewsbury Avenue  
 Shrewsbury, MO 63119  
 (314) 647-1003  
[lmayer@cityofshrewsbury.com](mailto:lmayer@cityofshrewsbury.com)

For assistance with this form, or for information about program accessibility, please call (314) 647-1003 or please use Relay Missouri 1-800-735-2966 TDD.