

ADA Transition Plan

FOR TRANSPORTATION FACILITIES

PREPARED FOR:



CONTRACT
#1314-101

PREPARED BY: **Kimley»Horn**

APPENDIX B

GRIEVANCE PROCEDURE

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CARSON CITY, NEVADA CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

CARSON CITY, NEVADA 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. 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. The City'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, upon request, for persons with disabilities.

The Complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Cecilia Meyer, ADA Coordinator
Carson City Risk Management
201 N. Carson Street, Suite #3
Carson City, NV 89701

Within 15 calendar days after receipt of the Complaint, the ADA Coordinator, Cecilia Meyer, or her designee, will speak to or meet with the complainant (whichever the complainant desires) to discuss the Complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator, Cecilia Meyer, or her designee, will respond in writing, and, where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and may offer options for substantive resolution of the Complaint.

If the response by the ADA Coordinator, Cecilia Meyer, or her designee, does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response, to the City Manager, Larry Werner, or his designee.

Within 15 calendar days after receipt of the appeal, the City Manager, Larry Werner, or his designee, will speak to, or meet with the complainant (whichever the complainant desires) to discuss the Complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager, Larry Werner, 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 the ADA Coordinator, Cecilia Meyer, or her designee, appeals to the City Manager, Nick Marano, or his designee, and responses from these two offices will be retained by the City for at least three years.

Attachment B to Settlement Agreement between the United States of America and **Carson City**, Nevada in DJ# **204-46-149**

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