

## **RESOLUTION #15, 2012**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEECH GROVE, INDIANA ADOPTING THE 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 Beech Grove. 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 complainants, 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:

**Joe Prindle  
ADA Coordinator  
806 Main Street, Beech Grove, IN 46107-2006**

Within 15 calendar days after receipt of the complaint, Joe Prindle or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Joe Prindle or his 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 Beech Grove and offer options for substantive resolution of the complaint.

If the response by Joe Prindle or his 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 Board of Public Works and Safety or their designee.

Within 15 calendar days after receipt of the appeal, the Board of Public Works and Safety or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Public Works and Safety or designee will

respond in writing, and, where appropriate, in a format accessible to the complainant, with final resolution of the complaint.

All written complaints received by Joe Prindle or his designee, appeals to the Board of Public Works and Safety or their designee, and responses from these two offices will be retained by the City of Beech Grove for at least three years.

Ordinance / Resolution Number: 15

Passed by the Common Council of the City of Beech Grove, Indiana this 5<sup>th</sup>

Day of NOVEMBER, 2012.

1<sup>st</sup> Reading: NOVEMBER 5<sup>th</sup> 3<sup>rd</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_

**Common Council for the City of Beech Grove, Indiana**

Mary Huser Stewart (Y or N)  
Mary Huser Stewart

Edward Bell (Y or N)  
Edward Bell

Anthony Davidson (Y or N)  
Anthony Davidson

John Jennings (Y or N)  
John Jennings

David Harrison (Y or N)  
David Harrison

David Mobley (Y or N)  
David Mobley

\_\_\_\_\_  
Kathy Coates Y or N

Ed Bell  
**ATTEST:** Ed Bell  
Council President

Presented by me to the Mayor of the City of Beech Grove, Indiana on this 5<sup>th</sup>

Day of NOVEMBER, 2012 at 8:05 P.M.

Dan McMillan  
**ATTESTED:** Dan McMillan  
Clerk Treasurer

Approved by the Mayor of the City of Beech Grove, Indiana this 5<sup>th</sup> day

of NOVEMBER, 2012, at 8:05 P.M.

Dennis B. Buckley  
Dennis B. Buckley, Mayor  
City of Beech Grove