

YAKIMA COUNTY, WASHINGTON

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 County of Yakima, Washington. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain:

- Name, address and phone number of complainant
- Location of the alleged discrimination
- Date of the alleged discrimination
- 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:

**Human Resource Director
Human Resources Department
128 N 2nd Street Rm B-27
Yakima, WA 98901
Phone: (509) 574-2210
Fax: (509) 574-2211
e-mail: human.resources@co.yakima.wa.us**

Within 15 calendar days after receipt of the complaint, the Human Resource Director or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Human Resource Director or their designee will respond in writing, and where appropriate, in a format as agreed upon with the complainant. The response will explain the position of the County and offer options for substantive resolution of the complaint.

If the response by the Human Resource Director or their designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Chairman of the County Board of Commissioners or their designee.

Within 15 calendar days after receipt of the appeal, the Chairman of the County Board of Commissioners or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Chairman of the County Board of Commissioners or their 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 Human Resource Director or their designee, appeals to the Chairman of the County Board of Commissioners or their designee, and responses from these two offices will be retained by the County for at least three years.