

**City of Greensburg  
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 Greensburg. The City of Greensburg'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 and/or his/her designee as soon as possible but no later than 60 days after the alleged violation to:

City of Greensburg ADA Coordinator  
314 West Washington Street  
Greensburg, IN 47240

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting the ADA Coordinator will respond in writing, and where appropriate, in a format acceptable to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Greensburg and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator 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.

Within 30 calendar days of the appeal, the Board of Public Works and Safety 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 will respond in writing, and where appropriate, in a format accessible to the complainant, with the final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the committee of the City Council, and responses from these two offices will be retained by the City of Greensburg for a period of not less than three years.