

**RED WILLOW COUNTY
SECTION 504 AMERICAN WITH DISABILITIES ACT (ADA)
WRITTEN GRIEVANCE PROCEDURE**

This grievance policy is intended to provide a prompt and equitable resolution of complaints alleging discrimination of County, state or federal law, based on a past or current disability.

1. Any person who believes he or she has been subject to unlawful discrimination by the County or any County officer or employee based on a past or current disability, or his or her association with any person with a disability, may submit the grievance, in writing, to the County's designated Americans with Disabilities Act (ADA) Coordinator:

Red Willow County Clerk
Red Willow County Courthouse
502 Norris Avenue
McCook, NE 69001
308/345-1552
2. The grievance shall contain the name and address of the person filing, and the alleged violation.
3. The grievance should be filed within fourteen (14) calendar days after the grievant becomes aware of the alleged unlawful discrimination.
4. An investigation shall promptly follow the filing of a grievance. The investigation shall be conducted by the ADA Coordinator and County Attorney. The investigation should, if practicable, be completed within ten (10) working days. This policy contemplates informal but thorough investigations, affording interested persons and their representatives, if any, an opportunity to provide information relevant to the grievance.
5. A written determination as to the validity of the grievance and a description of the resolution, if any, should be issued by the ADA Coordinator and a copy presented to the Chairman, Board of Supervisors, County Attorney, and grievant.
6. The ADA Coordinator shall maintain all such grievance files and records of Red Willow County.
7. The grievant may request a re-consideration in instances where he or she is dissatisfied with the written determination provided by the ADA Coordinator. Requests for reconsideration shall be made in writing to the Red Willow County Clerk for placement on the Board of Commissioners' next regularly scheduled meeting. The Board of Commissioners shall decide the grievance at said next regularly scheduled Board of Commissioners' meeting.
8. This grievance procedure is not a prerequisite to the pursuit of other legal remedies.

Approved and adopted this 1st day of June, 2009.

Ed M. H.

Chairman

ATTEST:

Pauletta Server

County Clerk

