

Procedure Type: District

Procedure Title: Procedure for an Employee to File an ADA Complaint

Whom Does this Procedure Affect: All District Staff

Purpose: The purpose of this procedure is to provide for a prompt and equitable resolution of a complaint by a College employee alleging a violation of the Americans with Disabilities Act (ADA).

#### ADA COMPLAINTS

1. Any employee who believes his or her rights have been violated under ADA should first discuss the complaint with his or her supervisor. The supervisor has ten (10) business days to offer a resolution.
2. If the issue cannot be resolved, the employee has ten (10) business days to appeal the complaint to the supervisor's supervisor using the appropriate form (Procedure 1.65[h]). The supervisor's supervisor has ten (10) business days to investigate the complaint and notify the employee of his/her decision. (If unsure of whom the supervisor's supervisor is, the employee should contact the Director of Human Resources.)
3. If the issue is still not resolved, the employee has ten (10) business days to appeal the complaint by signing the form and forwarding it to the College's ADA/504 Compliance Officer, the Director of Human Resources. The Compliance Officer has ten (10) business days to investigate the complaint and notify the employee of his/her decision.
4. If the issue is still not resolved, the employee has ten (10) business days to appeal the complaint by signing the form and forwarding it to the College's President. The President has ten (10) business days to investigate the complaint and notify the employee of his/her decision.