

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 7
COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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7.01 Purpose

To establish as a matter of policy, that the City of Tumwater complies with all pertinent provisions of the Americans with Disabilities Act (ADA).

7.02 References

The Americans with Disabilities Act of 1990 and its implementing federal rules.

7.03 Policy

The City of Tumwater does not discriminate on the basis of disability in employment programs, activities, or services which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, Public Law 101-336.

7.04 Scope

7.04.01 Employment: The City of Tumwater extends equal employment opportunity in all aspects of hiring and employment to qualified individuals with disabilities as required by the ADA.

7.04.02 City Facilities: The City of Tumwater provides accessibility to city-owned or leased property and facilities which serve the public as required by the ADA.

7.04.03 City Services: The City of Tumwater strives to provide its services and to structure opportunities for participation in government to maximize accessibility for the disabled. With sufficient advance notice, the City will consider and respond to requests for accommodation or assistance to make services and participation accessible as required by the ADA.

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7.05.01 ADA Coordinator: The City of Tumwater has designated an ADA Coordinator as required by the ADA. Questions, concerns, suggestions or requests related to issues covered by the ADA must be brought to the attention of the ADA Coordinator. The ADA Coordinator can be contacted by writing to: ADA Coordinator, City of Tumwater, 555 Israel Rd. SW, Tumwater, WA 98501; by telephoning 754-4121 between the hours of 8:00 a.m. and 5:00 p.m. on weekdays; or by the use of the Washington State TDD Relay Service. To use the WSTRS TDD service, please dial 1-800-833-6388 or 1-800-TDD-NETT.

7.05.02 Grievance Procedure: Complaints regarding improper denial of rights under the ADA by the City of Tumwater should be submitted as per the following grievance procedure:

- 1) Submit complaints regarding access or discrimination in writing to the ADA Coordinator for resolution. A record of the complaints and action taken will be maintained. A decision by the ADA Coordinator will be rendered within ten (10) working days.
- 2) If the complaint cannot be resolved to your satisfaction by the ADA Coordinator, it will be forwarded to a five (5) member committee composed of a disabled person, three (3) at-large citizens, and a health/medical representative. The committee will be appointed by the Mayor.
- 3) The committee will be charged by the Mayor to establish ground rules or procedures for hearing complaints, requests, or suggestions from disabled persons regarding access to and in the community. Further, the committee will be directed to hear such complaints in public, after adequate public notice, in an unbiased, objective manner, and to make a written decision within 30 days of notification. Proceedings of the committee shall be recorded and maintained.

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- 4) If the complaint cannot be resolved to your satisfaction by the committee, the complaint will be heard by the Mayor or their designee. A determination must be made within thirty (30) days. The decision of the Mayor or their designee is final.
- 5) A record of action taken on each request or complaint must be maintained as a part of the records or minutes at each level of the grievance process.
- 6) Your right to a prompt and equitable resolution of the complaint must not be impaired by your pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency, or the filing of a suite in state or federal court. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.