



City of Kansas City, Mo. 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 Kansas City, Mo. The City of Kansas City, Missouri'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 calendar days after the alleged violation to:

Meg Conger
ADA Compliance Manager
26th floor, Office of City Manager
414 E. 12th St.
Kansas City, MO 64106

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

If the response by **Meg Conger** or designee does not satisfactorily resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receipt of the response to the **Supervising Assistant City Manager** or designee.

Within 15 calendar days after receipt of the appeal, the **Supervising Assistant City Manager** or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Supervising Assistant City Manager** or 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 **Meg Conger** or designee, appeals to the **Supervising Assistant City Manager** or designee, and responses from these two offices will be retained by the City of Kansas City, Mo. for at least three years.