

**- Gas City, Indiana -**  
**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 Gas City, Indiana**. **Gas City'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:

**Karen Wood, Clerk/Treasurer**  
Title VI / ADA Program Manager  
211 East Main Street  
Gas City, Indiana 46933  
(765) 677-3079  
<http://www.clerk@gascitygov.com>

Within 15 calendar days after receipt of the complaint, Karen Wood, Title VI/ADA Coordinator, or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Karen Wood or his 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 Gas City's City Council and offer options for substantive resolution of the complaint.

If the response by Karen Wood or his designee 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 from **Gas City** or their designee.

Within 15 calendar days after receipt of the appeal, **Gas City's City Council** or their designee will meet with the complainant to discuss the complaint and resolutions. Within 15 calendar days after the meeting, **Gas City's City Council** or their 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 Karen Wood, Title VI/ADA Coordinator, or his designee, appeal to **Gas City** or their designee, and responses from these two offices will be retained by the **City of Gas City** for at least three years.