

**HUNTINGTON COUNTY  
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 Huntington County. The County's Personnel Policy Handbook 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:

Stefanie Barrioz  
HR Director / ADA Compliance Coordinator  
201 N. Jefferson St., Room 106  
Huntington, IN 46750

Within 15 calendar days after receipt of the complaint, the ADA Compliance Coordinator will review the complaint and call the ADA Compliance Committee to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Compliance Coordinator 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 ADA Compliance Committee and offer options for substantive resolution of the complaint.

If the response by the ADA Compliance Coordinator 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 to the County Commissioners.

Within 15 calendar days after receipt of the complaint, the ADA Compliance Coordinator and the County Commissioners will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Compliance Coordinator will respond in writing on behalf of the County Commissioners, 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 Huntington County Commissioners and the final resolution of the complaint.

All written complaints received by the ADA Compliance Coordinator, appeals to the ADA Compliance Committee, appeals to the County Commissioners, and responses from these three groups will be retained by Huntington County for at least three years.