

Village of Barrington
Grievance Procedures 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 Village of Barrington ("the Village"). The Village's Personnel Policy governs employment-related complaints of disability discrimination.

- A. 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.
- B. The complaint should be submitted by the grievant and/or his or her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to: Marie Hansen, Director of Engineering and Building, the ADA Coordinator at the Village of Barrington, 200 South Hough Street, Barrington, Illinois 60010.
- C. Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator or his or her designee will meet with the complainant to discuss the complaint and the possible resolutions.
- D. Within fifteen (15) calendar days of the meeting, the ADA Coordinator or his or her 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 Village and offer options for substantive resolution of the complaint.
- E. If the response by the ADA Coordinator or his or her designee does not satisfactorily resolve the issue, the complainant and/or his or her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Village Manager, or his or her designee.
- F. Within fifteen (15) calendar days after receipt of the appeal, the Village Manager, or his or her designee, will meet with the complainant to discuss the complaint and possible resolutions.
- G. Within fifteen (15) calendar days after the meeting, the Village Manager, or his or her designee, will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- H. All written complaints received by the ADA Coordinator or his or her designee, appeals to the Village Manager, or his or her designee, and responses from these two offices will be retained by the Village for at least three (3) years.