



Channahon

Village of Channahon Grievance Procedure Under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the American 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 Channahon. The Village's Personnel Policy governs employment related to 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 for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee to the ADA Coordinator as soon as possible but no later than 60 calendar days after the alleged violation to:

Kevin Fricke, ADA Coordinator
Village of Channahon
24555 S. Navajo Drive
Channahon, IL 60410
Email: kfricke@channahon.org

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator or his/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 of Channahon and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision to the Village Board within 15 calendar days after receipt of the response.

Within 15 calendar days after receipt of the appeal, the Village President or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Village Board 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 the ADA Coordinator or his/her designee, appeals to the Village Board, and responses from these two offices will be retained by the Village of Channahon for at least three years.



Channahon

Village of Channahon ADA Grievance Form

Name: _____

Date of Occurrence: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: (____) _____

Email: _____

Please provide a complete description of your grievance:

Please specify the location of your grievance:

Please state what you think should be done to resolve the grievance:

Please attach additional pages or photo(s) as needed.

Signature: _____

Date: _____

Please return to:

Kevin Fricke, ADA Coordinator, 24555 S. Navajo Drive, Channahon, IL 60410

Email: kfricke@channahon.org

Upon request, reasonable accommodation will be provided in completing this form.

Contact Kevin Fricke, ADA Coordinator, 24555 S. Navajo Drive, Channahon, IL 60410

Phone: (615)467-6644

Email: kfricke@channahon.org