

## **CITY OF MCMINNVILLE ADA GRIEVANCE PROCEDURE**

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 McMinnville Tennessee. The City of McMinnville 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. Complaints must be signed by the person filing the complaint. 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 sixty (60) calendar days after the alleged violation to:

Shirley Durham

ADA Coordinator

101 E. Main St

McMinnville, TN 37110

931.473.1200

[sdurham@mcminnvilletenn.com](mailto:sdurham@mcminnvilletenn.com)

If the response by the City Administrator does not satisfactorily resolve the issue, it will be forwarded to the Handicap Resident Access Committee. The Committee shall hear complaints and make a written decision within 30 days of notification. If the Handicap Resident Access Committee cannot resolve the complaint, the Board of Mayor and Alderman shall hear the complaint at a public meeting and determination be made within 30 days after a decision on the request or complaint. The decision of the Board of Mayor and Alderman shall be final.

All Written complaints received will be kept by the City of McMinnville for at least three years.