



CITY OF MESQUITE, TX TITLE II 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 Mesquite. The 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 designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Chris Sanchez, ADA Coordinator
Assistant to the City Manager
City Manager's Office
1515 N. Galloway Avenue, Mesquite TX 75149
Office: (972) 216-6409
Texas Relay: 7-1-1
esanchez@cityofmesquite.com**

Within 15 calendar days after receipt of the complaint, Chris Sanchez or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Chris Sanchez 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 City of Mesquite and offer options for substantive resolution of the complaint.

If the response by Chris Sanchez or his designee does not satisfactorily resolve the issue, the complainant and/or his designee may appeal the decision within 15 calendar days after receipt of the response to the Cliff Keheley or his designee.

Within 15 calendar days after receipt of the appeal, the Cliff Keheley or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Cliff Keheley or his 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 Chris Sanchez or his designee, appeals to the Cliff Keheley or his designee, and responses from these two (2) offices will be retained by the City of Mesquite for at least three (3) years.