



## **CITY OF PARIS, KENTUCKY TITLE I 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 based on disability in the provision of employment-related complaints of disability discrimination. It is unlawful to discriminate against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

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 180 calendar days after the alleged violation to:

**Jamie Miller - ADA/504 Coordinator**  
**525 High St**  
**Paris, KY 40361**  
**Office: 859-987-2110**  
**[jmiller@paris.ky.gov](mailto:jmiller@paris.ky.gov)**

Within 30 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions.

Within 30 calendar days of the meeting, the ADA Coordinator or designee will respond in writing with a report of findings. The response will explain the position of the City of Paris and offer options for substantive resolution of the complaint.

If the response by the ADA/504 Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 30 calendar days after receipt of the response to the City of Paris Board of Commissioners.

Within 30 calendar days after receipt of the appeal, the Board of Commissioners will respond in writing to the appeal.

All written complaints received by the ADA Coordinator or designee, appeals to the Board of Commissioners, and responses from these two (2) offices will be retained by the City of Paris for at least three (3) years.