

City of Butler, Pennsylvania
Grievance Procedure

This following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended.

According to these regulations, the City of Butler certifies that all citizens shall have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by the City of Butler.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance must be in writing and must include the name, address, and telephone number of the complainant. Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available for individuals with disabilities upon request.

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

The City of Butler's Section 504/ADA Coordinator and the CDBG Administrator
Redevelopment Authority of the City of Butler (RACB)
115 East Cunningham Street
Butler, PA 16001
(724) 283-0116 (P) (724) 283-2522 (F)
racb@zoominternet.net

Within 15 calendar days after receiving the complaint, the Section 504/ADA Coordinator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting the 504/ADA Coordinator will respond in writing. The response will explain the position of the City of Butler and offer options for resolving the complaint.

If the response by the Section 504/ADA Coordinator does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the Section 504/ADA Coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the chief administrator for the City of Butler, the City Clerk, who will forward them to the appropriate designee.

Within 15 calendar days after receiving the appeal, the City's designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the City's designee will provide a response in writing. The response shall be

accompanied by a final resolution of the complaint. The Section 504/ADA Coordinator shall maintain the files and records pertaining to the complaints filed for a period of 3 years.

Where appropriate, all applicable responses shall be in a format accessible to the complainant such as large print or audio tape.

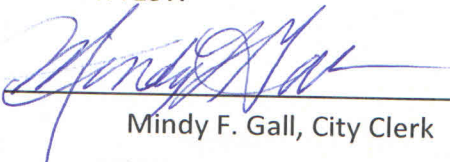
Other Complaint Procedures: All individuals have a right to a prompt and equitable resolution. Individuals or classes of individuals who believe they have been subjected to discrimination based on disability have several ways to file a grievance.


Under Title II of the ADA, filing a grievance with the City's Section 504/ADA Coordinator, filing a complaint with a Federal agency, or filing a lawsuit may be done independently of others and at any time. Individuals are not required to file either a grievance or complaint to bring a lawsuit. If a citizen is dissatisfied with the local response, they may contact:

United States Department of Justice (USDOJ)
Coordination and Review Section
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118

PASSED BY THE COUNCIL of the City of Butler this 25th day of February, 2016.
APPROVED BY THE MAYOR of the City of Butler this 25th day of February, 2016.

ATTEST:


Mindy F. Gall, City Clerk


Thomas P. Donaldson, Mayor

(Seal)