



CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 32

ADA PUBLIC NOTICE AND  
ADA GRIEVANCE PROCEDURE

*PUBLIC NOTICE*

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Bowling Green will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The City of Bowling Green does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The City of Bowling Green will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Bowling Green's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City of Bowling Green will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Bowling Green's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Bowling Green, should contact Assistant Municipal Administrator, Lori Tretter, in the Municipal Administrator's Office, as soon as possible but not later than 48 hours before the scheduled event.

The ADA does not require the City of Bowling Green to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of City of Bowling Green is not accessible to persons with disabilities should be directed to Assistant Municipal Administrator, Lori Tretter.

The City of Bowling Green will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### ***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 Bowling Green. The City's Personnel Policy Letter No. 8 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/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Ms. Lori Tretter  
Assistant Municipal Administrator  
City of Bowling Green  
304 North Church Street  
Bowling Green, Ohio 43402-2399

Within 15 calendar days after receipt of the complaint Ms. Tretter or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Ms. Tretter or 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 City of Bowling Green and offer options for substantive resolution of the complaint.

If the response by Ms. Tretter or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Municipal Administrator John Fawcett or his designee.

Within 15 calendar days after receipt of the appeal, Mr. Fawcett or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mr. Fawcett 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 Ms. Tretter or her designee, appeals to Mr. Fawcett or his designee, and responses from these two offices will be retained by the City of Bowling Green for at least three years.

  
John B. Quinn, Mayor

11-7-07  
Date

**ADMINISTRATIVE INSTRUCTION NO. 32  
GRIEVANCE FORM**

**GRIEVANCE  
DISCRIMINATION BASED ON DISABILITY**

It is the policy of the City of Bowling Green to provide assistance in filling out this form. If assistance is needed, please ask:

Assistant Municipal Administrator Lori Tretter  
ADA Compliance Officer- City of Bowling Green  
304 North Church Street  
Bowling Green, Ohio 43402  
419-354-6204

Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

City, State, Zip Code:  
\_\_\_\_\_

Telephone Number:  
\_\_\_\_\_

The Best Means and Time for Contacting: \_\_\_\_\_  
\_\_\_\_\_

Program, Service, or Activity to which Access was Denied or in which alleged  
discrimination occurred:

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