

***COUNTY OF GONZALES GRIEVANCE POLICY AND
PROCEDURES UNDER THE AMERICANS WITH DISABILITIES
ACT (ADA)***

This Grievance Procedure is established in accordance with 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 by or access to activities, programs, or facilities of the County of Gonzales.

Any person who believes that he or she, individually, as a member of the disabled community, has been subject to discrimination prohibited by the Americans with Disabilities Act, Sections 504 or 508 of the Rehabilitation Act of 1973, as amended, may file a complaint with Gonzales County. A complaint may also be filed by a representative on behalf of such a person or group.

Complaints submitted shall be in writing and must be signed by the complainant and/or the representative. Complainants can complete Gonzales County's External Discrimination Complaint Form available on Gonzales County's website in English and Spanish.

The complaint should be submitted by the grievant and/or his or her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

Misty Cook, Human Resources Clerk
427 St. George Street, Basement, Gonzales, Texas 78629
830-339-8476 (Office)
830-263-7022 (Fax)
hr@co.gonzales.tx.us

Roles and Responsibilities

The Human Resources Department is charged with the responsibility of processing ADA external discrimination complaints received by Gonzales County. All discrimination complaints received must be referred to the Human Resources Department for review and action. The Human Resources Department processes complaints consistent with FHWA's External Discrimination Complaint Handling Procedures, which includes maintaining a complaint log, using form letters, and its investigative process.

Time Frame for Filing Complaints

In order to have the complaint considered under ADA, the complaint considered under ADA, the complaint must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person(s) became aware of the alleged act(s) of discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discovered.

In either case, Gonzales County may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.