

Ector County Grievance Procedure Under the Americans with Disabilities Act (ADA)



This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. 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 Ector County. Ector County'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 their designee as soon as possible but no later than **60** calendar days after the alleged violation to:

Dana McWilliams

Human Resources Director
1010 E 8th St • Room 126
Odessa, Texas 79761

Within **15** calendar days after receipt of the complaint, **Dana McWilliams**, *Human Resources Director*, or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within **15** calendar days of the meeting, **Dana McWilliams**, *Human Resources Director*, or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of **Ector County** and offer options for substantive resolution of the complaint.

If the response by **Dana McWilliams**, *Human Resources Director*, or her designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within **15** calendar days after receipt of the response to the **County Judge** or his designee. Within **15** calendar days after receipt of the appeal, the **County Judge** or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within **15** calendar days after the meeting, the **County Judge** 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 **Dana McWilliams**, *Human Resources Director*, or her designee, appeals to the County Judge or his designee, and responses from these two offices will be retained by **Ector County** for at least three years.