

## **PROCEDURES FOR FILING ADA GRIEVANCE FORM**

Title II of the Americans with Disabilities Act requires that all municipalities with 50 or more employees have an ADA Coordinator. The following procedures must be taken for filing an ADA grievance with the City of Troy.

Please complete the American Disabilities Act Grievance form that is attached and return it to the Coordinator with the City of Troy

DeeAnne Byrne-Scott  
ADA Coordinator  
116 E. Market St.  
Troy, IL 62294  
618-667-9924 ext. 502

Once the form has been completed the following procedures will take place.

- Form to be reviewed by the ADA Coordinator
- Appealed to the relevant Department Head
- Decision to be made within 30 days of receipt
- Appealed to the City Council at the meeting following the 30 days
- Decision voted on by the City Council to approve or deny
- Complainant will receive notification within 72 hours of City Council decision