



CITY OF EAST POINT, GEORGIA TITLE II GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

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 East Point. The City of East Point'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:

**Michelle Hebert
Human Resources Manager
Human Resources
2757 East Point St.
East Point, Georgia 30344
Office: 404-474-8740
Georgia Relay: 7-1-1
mhebert@EastPointCity.org**

Within 15 calendar days after receipt of the complaint, Human Resources Manager or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, Michelle Hebert 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 East Point and offer options for substantive resolution of the complaint.

If the response by Michelle Hebert or her designee does not satisfactorily resolve the issue, the complainant or their designee may appeal the decision within 15 calendar days after receipt of the response to the Director of Human Resources or their designee.

Within 15 calendar days after receipt of the appeal, the Director of Human Resources or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Human Resources or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.



CITY OF EAST POINT, GEORGIA TITLE II GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

All written complaints received by Michelle Hebert or her designee, appeals to the Director of Human Resources or their designee, and responses from these two (2) offices will be retained by the City of East Point for at least three (3) years.