

## **Village of Lomira 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 Village of Lomira. The Village of Lomira Employee Handbook 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 interview 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:

**Village Administrator  
425 Water Street  
Lomira, WI 53048**

Upon receipt of the complaint, the Village Administrator or his/her designee will conduct an investigation and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Within 30 calendar days of the filing of the complaint, the Village Administrator or his/her designee will respond to the complainant 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 Village of Lomira and offer options for substantive resolution of the complaint.

If the response by the Village Administrator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision to the Village Administrator within 15 calendar days from issuance of the determination response. If made to any other Village officer, employee, head of city agency, committee, board or commission, such individual shall be responsible for timely transmission of requests for appeal to the Village Administrator. Such appeal request shall then be heard by the Village Board of Trustees which provides municipal determinations.

All written complaints received by the Village Administrator or his/her designee, appeals to the Village Board, and responses from both will be retained by the Village of Lomira for at least three years.