



## NOTICE UNDER THE AMERICANS DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), **Whitman County** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Whitman County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** Whitman County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Whitman County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Whitman County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **Whitman County** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Whitman County, should contact the **county department hosting the event** or **Kelli Campbell, ADA Coordinator, 400 N. Main St., Colfax, WA 99111. (509) 397-5243. kelic@co.whitman.wa.us. Fax: (509) 397-6355.** Contact needs to be made within five working days of the scheduled event or as soon as possible thereafter.

The ADA does not require Whitman County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Whitman County is not accessible to persons with disabilities should be directed to **Kelli Campbell, ADA Coordinator.**

Whitman County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### **GRIEVANCES**

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 Whitman County. The County's Personnel Policy governs employment-related complaints of disability discrimination.

Complaints shall be addressed to:

Kelli Campbell  
ADA Coordinator  
Whitman County Human Resources  
400 N. Main Street  
Colfax, WA 99111  
(509) 397-6205  
kelic@co.whitman.wa.us

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.

A complaint shall be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation. An investigation shall be conducted within fifteen (15) working days of receiving the complaint. It shall afford all interested persons and their representatives, if any, an opportunity to meet about and/or submit information relevant to such investigation. A determination shall be made in writing, and where appropriate, in a format accessible to the complainant, within thirty (30) working days of the complaint, unless additional time is required. If dissatisfied, the complainant may request a reconsideration of the determination from the Board of County Commissioners or their designee. The Board shall investigate and respond in writing, or other needed format, within thirty (30) working days. If additional time for any step of the grievance procedure is needed, the complainant shall be notified of how much time is required.

The right of a person to have a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of the grievance procedure is an administrative remedy the result of which may be appealed to the Superior Court.

The ADA Coordinator shall maintain the files and records of Whitman County relating to complaints filed for three years.