

Subject: Administration - Adoption of  
Americans with Disabilities Act  
Grievance Procedure

Page 1 of 3

## RESOLUTION

### TO ADOPT THE AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

**WHEREAS**, the Americans with Disabilities Act of 1990 requires adoption of a Grievance Procedure; and

**WHEREAS**, the Commissioners of St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to adopt the Grievance Procedure set forth herein below,

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of St. Mary's County that:

**Section I.** The following is adopted:

**St. Mary's County Government  
Title II Americans with Disabilities Act  
Grievance Procedure**

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 St. Mary's County Government. The County's Personnel Policies and Procedures 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 his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**St. Mary's County Government  
Department of Human Resources  
Attention: ADA Coordinator  
P. O. Box 653, 23115 Leonard Hall Drive  
Leonardtown, Maryland 20650**

Within 15 calendar days after receipt of the complaint, ADA Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or 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 St. Mary's County Government and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to:

Subject: Administration - Adoption of Americans with Disabilities Act Grievance Procedure

St. Mary's County Government
Office of the County Administrator
Attention: County Administrator
P. O. Box 653, 41770 Baldrige Street
Leonardtown, Maryland 20650

Within 15 calendar days after receipt of the appeal, the County Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Administrator or 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 the ADA Coordinator or designee, appeals to the County Administrator or designee, and responses from these two offices will be retained by the St. Mary's County ADA Coordinator for at least three years.

Section II. The ADA Coordinator or the County Administrator may seek the advice of the St. Mary's County Commission for People with Disabilities with the consent of the complainants; provided, however, that (1) the identity of the complainant, and of any individual on whose behalf the complaint has been filed, shall remain confidential; and (2) no information shall be disclosed to Commission if such disclosure would violate or contravene any federal or State statute, regulation, directive or policy.

Those voting Aye: 4

Those voting Nay: 0

Those Abstaining: 0

Date of Adoption: August 22, 2017

Effective Date: September 5, 2017

ATTEST:

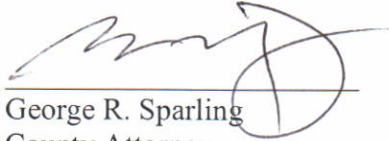
COMMISSIONERS OF ST. MARY'S COUNTY

Rebecca B. Bridgett
County Administrator

James R. Guy, Commissioner President
Michael L. Hewitt, Commissioner

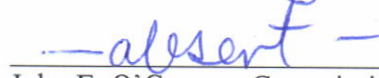
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Approved as to form and legal  
sufficiency:

  
George R. Sparling  
County Attorney

  
Tom Jarboe, Commissioner

  
Todd B. Morgan, Commissioner

  
John E. O'Connor, Commissioner