

# AMERICANS WITH DISABILITIES ACT POLICY

Coles County complies with the Americans with Disabilities Act and applicable state laws providing for nondiscrimination in employment against qualified individuals with disabilities. Coles County also provides reasonable accommodations for such individuals in accordance with these laws.

## I. Coles County Procedures for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation(s) to Coles County's County Offices/Rules Committee of the County Board. On receipt of an accommodation request the Committee will meet with the requesting individual to discuss and identify the precise limitations resulting from a disability and the potential accommodation that Coles County might make to help overcome those limitations.

The County Offices/Rules Committee and the County's legal counsel, and the County Officers or Department Head will determine the feasibility of the requested accommodation. The County Offices/Rules Committee will inform the employee of Coles County's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of the right to appeal Coles County's decision to the Chairman of the County Board by submitting a written statement to the County Offices/Rules Committee along with the reasons for the request. The Chairman of the County Board will review the employee appeal. After reviewing the appeal, the Chairman of the County Board will notify the County Offices/Rules Committee of the decision who will notify the individual. The Chairman of the County Board's decision will be final.

## II. Coles County Grievance Procedure

Coles County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title 11 of the Americans with Disabilities Act. Title 11 states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to the County Offices/Rules Committee, Coles County Board Office, 3<sup>rd</sup> Floor, Courthouse, 651 Jackson, Charleston, Illinois (217) 348-0595, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describing the violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the County Offices/Rules Committee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the County Offices/Rules Committee and a copy forwarded to the complainant no later than 30 days after its filing.
5. The County Offices/Rules Committee shall maintain the files and records of Coles County relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to the Chairman of the County Board.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing as an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Coles County complies with the ADA and implementing regulations.

Approved: February 9, 1999

Revised: \_\_\_\_\_