



ADA GRIEVANCE PROCEDURE

Board Approved: May 16, 2019

This grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans with Disabilities Act of 1990 (ADA).

If you believe that you have been discriminated against based on your disability in policies or practices regarding employment, services, activities, facilities or benefits, please file a complaint with the ADA Coordinator, Randy Zepeda, **208-773-1506** ext. 329, [**ADAcordinator@communitylibrary.net**](mailto:ADAcordinator@communitylibrary.net).

Let us know about the alleged discrimination in writing and include your name, address, telephone number and email address. Also, list the location, date and description of the problem.

Submit the complaint to our ADA Coordinator as soon as possible, but no later than 60 calendar days after the alleged violation.

1. Our coordinator will meet with you to discuss the complaint and possible resolutions within 15 days of receiving the complaint.
2. You will receive a written response within 15 calendar days following the meeting, in an accessible format, explaining the Library District's position and offering possible options to resolve the situation

If the suggested options do not resolve the issue satisfactorily, you may appeal the decision.

1. Contact the Library District Director, in writing, within 15 calendar days after you receive our coordinator's response.
2. The Library District Director will contact you within 15 calendar days after receiving your appeal to discuss possible resolutions at a meeting.
3. The Library District Director will follow up in writing within 15 calendar days after the meeting, in a format accessible to you.

You may also file an administrative complaint with the U.S. Equal Opportunities Commission (EEOC) within 180 days of the date of the alleged discrimination or may file a lawsuit for injunctive relief and damages. Any or all these methods may be pursued at the same time.

In accordance with Section 35.106 of the ADA's Title II regulations, you are advised that further information may be obtained from the District Director and also from the Office of Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6228, Telephone: 202 514-0301 (Voice) or 202 514-0381 (TDD).