

**BENTON COUNTY**  
**GRIEVANCE PROCEDURE**

**UNDER THE AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. The ADA was revised by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009. The ADA is codified at 42 U.S.C. 12101, *et seq.*

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 Benton County Government. The Benton County, Tennessee Personnel Policy 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:

Benton County Mayor (Barry Barnett)  
ADA Coordinator and County Mayor  
1 Court Square, Room 102  
Camden, TN 38320

Within 15 calendar days after receipt of the complaint, the Benton County Mayor will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Benton County Mayor 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 Benton County Government and offer options for substantive resolution of the complaint.

If the response by the Benton County Mayor 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 the Benton County Board of Commissioners.

Within 15 calendar days after receipt of the appeal, the Benton County Board of Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Benton County Board of Commissioners 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 Benton County Mayor, appeals to the Benton County Board of Commissioners, and responses from these two will be retained by the Benton County Government for at least three years.