



**City of St. Louis
Grievance Procedure Under
The Americans with Disabilities Act**

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 City of St. Louis. The City of St. Louis Department of Personnel Administrative Regulation No. 103 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:

**David J. Newburger
Commissioner on the Disabled
Office on the Disabled
City Hall, Room 30
1200 Market Street
St. Louis, Missouri 63103**

Within 15 calendar days after receipt of the complaint, Mr. Newburger or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Mr. Newburger or his 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 City of St. Louis and offer options for substantive resolution of the complaint.

If the response by Mr. Newburger or his 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 the Director of the Department of Human Services for the City of St. Louis, or his designee.

Within 15 calendar days after receipt of the appeal, the Director of the Department of Human Services or his designee will consult with the relevant department or other agency and meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of the Department of Human Services or his 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 Mr. Newburger or his designee, appeals to the Director of the Department of Human Services or his designee, and responses from these two offices will be retained by the City of St. Louis for at least three years.

Other information about the Office on the Disabled is available at on our website
<http://stlouis.missouri.org/citygov/dhs/index.html#ootd>.