

Town of Griffith
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 Town of Griffith. The Town of Griffith's 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 complaint 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 30 calendar days after the violation to:

Donche Andonov
Town of Griffith
Building Commissioner
111 N. Broad St.
Griffith, IN 46319-1424

Within 30 calendar days after receipt of the complaint, the Building Commissioner or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 45 calendar days of the meeting, the Building Commissioner or his/her 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 Town of Griffith and offer options for substantive resolution of the complaint.

If the response by the Building Commissioner or his/her 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 Griffith Town Council President or his/her designee.

Within 45 calendar days after receipt of the appeal, the Griffith Town Council President or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 45 calendar days after the meeting, the Griffith Town Council President or his/her 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 Building Commissioner or his/her designee, appeals to the Griffith Town Council President or his/her designee, and responses from these two offices will be retained by the Town of Griffith for at least three years.