

**GRIEVANCE PROCEDURE FOR COMPLAINTS RELATING TO SUSPECTED
ALLEGATIONS OF DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS
IN _____, KENTUCKY**

Any person ___(Employee or Citizen)___ who believes that he/she has been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 and pursuant regulations at 24 CFR Part 8 published in the Federal Register on June 2, 1988, may personally or by a representative, file a complaint with the ___(Mayor or Judge/Executive)___, ___(Name of Local Government)___, Kentucky. A person who has not personally been subjected to discrimination may also file a complaint.

When any person, ___(Employee, Citizen or Applicant)___ who believes he/she has been adversely affected by an act or decision by ___(Name of Local Government)___, Kentucky, and that such act or decision was based on handicapped status, he/she will have the right to process a complaint or grievance in accordance with the following procedure.

Step One: An aggrieved person must submit a written statement to the ___(Executive Authority)___ setting forth the nature of the discrimination alleged and facts upon which the allegation is based.

Step Two: The ___(Executive Authority)___ shall contact the complainant no later than fifteen (15) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than five (5) days or more than forty-five (45) days after receiving the written statement.

There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in the records of ___(Name of Local Government)___.

Step Three: Within fifteen (15) days of the informal meeting, if no decision has been made by the ___(Executive Authority)___, or the decision of the ___(Executive Authority)___ does not satisfy the complainant, he/she may request a hearing with the ___(Legislative Body)___ by submitting a written request to the ___(Executive Authority)___.

Step Four: In thus discussing the grievance, the complainant may designate any person of his/her choice to appear with him/her and participate in the discussion. The ___(Legislative Body)___ shall require the ___(Executive Authority)___ to participate in the discussion of the grievance, when it is brought before the ___(Legislative Body)___.

The ___(Legislative Body)___ shall issue a written decision on the matter within fifteen (15) days, and the decision shall be the final procedure for the complainant at the local level.

There shall be prepared a written documentary of the discussion at the hearing, which shall be preserved in the records of ___(Local Government)___, Kentucky.