

Renton Regional Fire Authority

1055 S. Grady Way, Renton, WA 98057

Phone 425-430-7000 Fax 425-430-7044

TTY Relay 7-1-1 www.RentonRFA.org



RENTON REGIONAL FIRE AUTHORITY 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, facilities and programs. 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 180 calendar days after the alleged violation to:

**Sheila Madsen, ADA Coordinator
Administration Office
Renton Regional Fire Authority
1055 S. Grady Way, Renton, WA 98057
PH: 425-430-7064 FAX: 425-430-7044**

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee (hereafter "ADA Coordinator") will meet with/contact the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting/discussion, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, or audio tape. The response will explain the position of Renton Regional Fire Authority and offer options for substantive resolution of the complaint.

Renton Regional Fire Authority policy and, where applicable, collective bargaining agreements govern employment-related complaints of disability discrimination. Employment or benefits related complaints or grievances should be in writing and contain detailed information about the alleged discrimination. 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. Complaints should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to the ADA Coordinator.

If the response by the designated ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 30 calendar days after receipt of the response to the:

**Fire Chief
Renton Regional Fire Authority
1055 S. Grady Way Renton, WA 98057
PH: 425-430-7000 FAX: 425-430-7044**

Within 15 calendar days after receipt of the appeal, the Fire Chief or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Fire Chief 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 ADA Coordinator or appeals to the Fire Chief, including responses, from these offices will be retained by Renton Regional Fire Authority for at least three years.
