

RESOLUTION NO. 1221

**A RESOLUTION AMENDING RESOLUTION NO. 1196 ADOPTING A
GRIEVANCE PROCEDURE IN COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT (ADA)**

WHEREAS, on March 16, 1992, the City Council adopted Resolution No. 1196 which adopted a grievance procedure to comply with the Americans with Disabilities Act (ADA);

WHEREAS, the City desires to amend said grievance procedure;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON AS FOLLOWS:

Throughout the grievance procedure, the word employee or employee's has been amended to read individual or individual's, as set out in Attachment A to this resolution.

PASSED AND APPROVED this 8th day of September, 1992.

CITY OF ANACORTES, WASHINGTON

By Doyle E. Geer
Doyle Geer, Mayor

ATTEST:

George Khtalan
George Khtalan, City Clerk

PERSONNEL POLICY AND PROCEDURE

TITLE: PERSONNEL ACTIONS		SUBJECT: GRIEVANCE PROCEDURE RE: (ADA) Americans With Disabilities Act	
EFFECTIVE DATE	SUPERSEDES:	PAGE NO: 1 OF: 2	PREPARED BY: Sue Koegel
9/8/92	3/16/92	Index No. 100-32 Personnel Co-Ord.	

1.0 PROCEDURE

Any individual who has a grievance shall present the grievance to the Personnel Co-ordinator either orally or in writing. The grievance shall contain a complete statement of the facts, the ADA provisions allegedly violated, and the relief requested. The Personnel Co-ordinator shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance with the grievant. If no settlement of the grievance is reached within twenty (20) days, the issue shall be transferred to the Mayor.

The individual shall submit his/her grievance in writing to the Mayor for resolution. A record of the complaints and action taken will be maintained. A decision by the Mayor will be rendered within 10 working days.

If the complaint can't be resolved to the individual's satisfaction by the Mayor, it shall be forwarded to the ADA Compliance Committee composed of representatives from the following groups in the community: the city council, the disabled, business or non-profit sectors, education, and health/medical representation. The committee shall be appointed by the city council.

The committee shall be charged by the city council to establish ground rules or procedures for hearing complaints, requests, or suggestions from disabled persons regarding access to and participation in public facilities, services, activities, and functions in the community. Further, the committee shall be directed to hear such complaints in public, after adequate public notice, in an unbiased, objective manner, and to make a written decision within 30 days of notification. Proceedings of the committee shall be recorded and maintained.

If the complaint is not resolved to the individual's satisfaction by the committee, the complaint shall be heard by the city council and discussed at an open, public meeting of the council. A determination shall be made within 30 days. The decision of the council is final.

PERSONNEL POLICY & PROCEDURE	TITLE: PERSONNEL ACTIONS	PAGE NO: 2 OF: 2
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A record of action taken on each request or complaint shall be maintained as a part of the records or minutes at each level of the grievance process.

An individual's right to a prompt and equitable resolution of the complaint shall not be impaired by pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency, or the filing of a suit in state or federal court. Use of this grievance procedure isn't a prerequisite to the pursuit of other remedies.

ANACORTES AMERICAN

PO Box 39, Anacortes, WA 98221

Affidavit of Publication

The Matter Of A1384

In the Superior Court of the State of
Washington In and For Skagit County

STATE OF WASHINGTON
County of Skagit ss

The undersigned, being first duly sworn on oath deposes that he is principal clerk of the Anacortes American, a weekly newspaper That said newspaper has been approved as a legal newspaper by the Superior Court of Skagit County and it is now and has been for more than six months prior to the date of the publication hereinafter referred to, published in the English language continually as a weekly newspaper in Skagit County, Washington, and it is now Skagit County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of said newspaper

That the annexed is a true copy of an advertisement, with publication dates, as it was published in regular issues (and not in supplemental form) of said newspaper commencing with

the issue of September 16 19 92
and ending with

the issue of September 16 19 92

That such newspaper was regularly distributed to its subscribers during all of said period That the full amount of the fee charged for the foregoing in the sum of

\$ 17 34

[Signature]
Clerk

Subscribed and sworn to before me this
17th day of September 19 92

[Signature]
Notary Public and for the State
of Washington, Residing in
Stanwood

Clerk's Filing Stamp

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WHEREAS the City desires to amend said grievance procedure
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES WASHINGTON AS FOLLOWS
Throughout the grievance procedure the word employee or employees has been amended to read individual or individuals as set out in Attachment A to this resolution
PASSED AND APPROVED this 8th day of September 1992
CITY OF ANACORTES WASHINGTON
Doyle Geer Mayor
ATTEST
George Khtalan, City Clerk
Publish Sept 16, 1992
A1384