



ADA Grievance Resolution Procedure For Pedestrian Facilities within the Public Road Right-of-Way

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, benefits, or access to pedestrian facilities in the public road right-of-way provided by the Butler County Engineer's Office. The Butler County Engineer's Personnel Policy governs employment-related complaints of disability discrimination.

The grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of grievant and location, date, and description of the problem(s). The County Engineer's Grievance Form is available online at www.bceo.org/ada/ADA-GrievanceForm.pdf or at the Butler County Engineer's Office, 1921 Fairgrove Avenue, Hamilton, OH 45011. Alternative means of filing grievance, such as personal interviews or a tape recording of the grievance, will be made available for persons with disabilities upon request.

Grievances should be submitted by the grievant and/or his/her representative as soon as possible but no later than 60 calendar days after the alleged violation to the BCEO's Transportation ADA Coordinator:

Mr. Nick Okuley, E.I., S.I., Design Engineer
1921 Fairgrove Avenue
Hamilton, Ohio 45011-1965
Phone: 513-785-4133
Fax: 513-867-5849
Email: okuleyn@bceo.org

Within 30 calendar days after receipt of the grievant, the ADA Coordinator or authorized representative will contact the grievant to discuss the grievance and the possible resolutions. Within 30 calendar days of communication with the grievant, the ADA Coordinator or authorized representative will respond in writing, and where appropriate, in a format accessible to the grievant, such as large print or audio tape. The response will explain the position of the Butler County Engineer's Office and offer options for substantive resolution of the grievance.

If the response by the ADA Coordinator or authorized representative does not satisfactorily resolve the issue, the complainant and/or his/her representative may appeal the decision within 30 calendar days after receipt of the appeal to the Butler County Engineer or the Butler County Engineering Deputy. Within 30 calendar days after receipt of the appeal, the Butler County Engineer or the Butler County Engineering Deputy will contact the grievant to discuss the complaint and possible resolutions. Within 30 calendar days after contact with the grievant, the Butler County Engineer or the Butler County Engineering Deputy will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final resolution of the grievance.

All written complaints received by the ADA Coordinator or authorized representative, appeals to the Butler County Engineer or Engineering Deputy, and responses from these offices will be retained by the Butler County Engineer's Office for at least three years.

Notice: The above grievance procedure applies to pedestrian access within the public road right-of-way. Complaints regarding access to Butler County Engineer's Office facilities, employment, benefits, programs, services, and activities may be directed to the Butler County Engineer's Office Human Resources Department.