

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Walla Walla County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Walla Walla County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Walla Walla County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Walla Walla County programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Walla Walla County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with disabilities and trained service animals are welcomed in Walla Walla County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Walla Walla County should contact the office of the Walla Walla County Commissioners, 314 W. Main Street, Walla Walla, Washington 99362 (509-524-2505) as soon as possible but no later than forty eight (48) hours before the scheduled event.

The ADA does not require Walla Walla County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Walla Walla County is not accessible to persons with disabilities should be directed to the Human Resources/Risk Management Office, 314 W. Main Street, Walla Walla, Washington 99362 (509-524-2600). Walla Walla County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

The resolution of any specific grievance will require consideration of varying circumstances, such as the specific nature of the disability; the nature of the access to services, programs, or facilities at issue and the essential eligibility requirements for participation; the health and safety of others; and the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to the County. Accordingly, the resolution by the County of any one grievance does not constitute a precedent upon which the County is bound or upon which other complaining parties may rely.

## **Walla Walla County 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 Walla Walla County. The County'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 complainant and location, date, and description of the problem. (Ask for form.) Alternative means of filing complaints, such as personal interview 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 sixty (60) calendar days after the alleged violation to:

**County Human Resources/Risk Manager  
314 W. Main Street  
Walla Walla, WA 99362  
509-524-2600**

Within fifteen (15) calendar days after receipt of the complaint, the County Human Resources/Risk Manager or his/her designee will meet with the complainant and/or his/her designee to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the County Human Resources/Risk Manager 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 Walla Walla County and offer options for substantive resolution of the complaint.

If the response by the County Human Resources/Risk Manager or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Chair of the County Commissioners or his/her designee.

Within fifteen (15) calendar days after receipt of the appeal, the Chair of the County Commissioners or his/her designee will meet with the complainant and/or his/her designee to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, Chair of the County Commissioners 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 County Human Resources/Risk Manager or his/her designee, appeals to the Chair of the County Commissioners or his/her designee, and responses from these two offices will be retained by Walla Walla County for at least three (3) years.