



Public Works
Jeremy Lollar, Director
Angie Smitherman, Administration
Phil Sundling, Project Mgmt.
Adam Essex, Inspections
Travis Stetnish, Streets
Chris McConnell, Parks & Trails

Board of Works
Andy Cook
Randy Graham
Kate Snedeker

Clerk Treasurer
Cindy J. Gossard

Public Works Department

(317) 804-3101 office
(317) 804-3190 fax
2706 East 171st Street
Westfield, IN 46074
westfield.in.gov

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 the City of Westfield. The City of Westfield 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. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available to 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 60 calendar days after the alleged violation to:

***Diana Peyton
Human Resource Manager
2728 E 171st Street
Westfield, IN 46074***

OR

***Gary Pence P.E.
ADA Coordinator
2706 East 171st Street
Westfield, IN 46074***

Within 15 calendar days after receipt of the complaint, the Human Resource Manager or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Human Resource 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



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audio tape. The response will explain the position of the City of Westfield, and offer options for substantive resolution of the complaint.

If the response by the Human Resource Manager or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor or his/her designee. Contact number for the Mayor is 317-804-3001.

Within 15 calendar days after receipt of the appeal, the Mayor or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or its 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 Human Resource Manager or his/her designee, appeals to the Mayor or his/her designee, and responses from these two offices will be retained by the City of Westfield for at least three years.