This grievance policy is intended to provide a prompt and equitable resolution of complaints alleging discrimination in violation of City, state, or federal law, based on a past or current disability.

1. Any person who believes he or she has been subject to unlawful discrimination by the City or any City officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the City’s designated Americans with Disabilities Act (ADA) Coordinator:

   ADA Coordinator
   City of Louisville
   749 Main Street
   Louisville, CO 80027
   (303) 666-6037

2. The grievance shall contain the name and address of the person filing, and briefly describe the alleged violation.

3. The grievance should be filed within fourteen (14) days after the grievant becomes aware of the alleged unlawful discrimination.

4. An investigation shall promptly follow the filing of a grievance. The investigation shall be conducted by the ADA Coordinator with the authorization of the City Administrator. The investigation should, if practicable, be completed within ten (10) working days. This policy contemplates informal but thorough investigations, affording interested persons and their representatives, if any, an opportunity to provide information relevant to the grievance.

5. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the City Administrator, City Attorney, and grievant.

6. The ADA Coordinator shall maintain all such grievance files and records of the City of Louisville.

7. The grievant may request a reconsideration in instances where he or she is dissatisfied with the written determination provided by the ADA Coordinator. Requests for reconsideration shall be made in writing to the City Administrator within seven (7) working days of issuance of the written determination. The City Administrator shall decide the grievance within seven (7) working days or in such longer time as may be agreed to between the City Administrator and the grievant. The decision of the City Administrator shall be final, subject to judicial review in accordance with the Colorado Rules of Civil Procedure, Rule 106(a) (4).

8. This grievance procedure is not a prerequisite to the pursuit of other legal remedies.