



## **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

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

**Employment:** City of Wasco 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:** City of Wasco will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Wasco's programs, services, and activities, including qualified sign language interpreters, documentation 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:** City of Wasco will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all the programs and services, and activities. For example, individuals with service animals are welcomed in City of Wasco offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or modification of policies and procedures to participate in program, service, or activity of City of Wasco, should contact the Human Resources Manager – Nancy Vera [navera@ci.wasco.ca.us](mailto:navera@ci.wasco.ca.us) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Wasco 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 City of Wasco is not accessible to persons with disabilities should be directed to Human Resources Manager – Nancy Vera [navera@ci.wasco.ca.us](mailto:navera@ci.wasco.ca.us).

City of Wasco 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 modification of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## **City of Wasco Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the American with Disabilities Act (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, and programs, or benefits by the City of Wasco. The City of Wasco'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. Alternative means of filing complaints, such as personal interviews 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:

**Nancy Vera**  
**Human Resources Manager**  
**746 8<sup>th</sup> Street, Wasco, CA 93280**

Within 15 calendar days after receipt of the complaint, Human Resources Manager – Nancy Vera or her designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of meeting, Human Resources Manager – Nancy Vera or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as, large print, Braille, or audio tape. This response will explain the position of the City of Wasco and offer options for substantive resolution of the complaint.

If the response by Human Resources Manager – Nancy Vera or her designee does not satisfactorily resolve the issue, the complainant and/or his designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager – Daniel Ortiz-Hernandez or his designee.

Within 15 calendar days after receipt of the appeal, the City Manager – Daniel Ortiz-Hernandez or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager – Daniel Ortiz-Hernandez or his 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 Resources Manager – Nancy Vera or her designee, appeals to the City Manager – Daniel Ortiz-Hernandez or his designee, and responses from these two offices will be retained by the City of Wasco for at least three years.