



DISABILITY DISCRIMINATION - APPENDIX A

SECTION 504 AND TITLE II GRIEVANCE PROCEDURE

It is the policy of the Ohio Department of Education and Workforce (DEW) not to discriminate on the basis of disability. DEW has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504) and Title II of the Americans with Disabilities Act (Title II). Section 504 and Title II prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Alleged violations of Section 504 and Title II may be examined in the office of Katie Barnes, Employee Relations Attorney and ADA Manager in the Office of Human Resources, who has been designated to coordinate the efforts of DEW to comply with Section 504 and Title II (Section 504/Title II Coordinator)

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. These procedures are applicable to the public, including students, parents, customers, and employees. It is against the law for DEW to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504/Title II Coordinator within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint shall be sent to:

Katie Barnes
25 S. Front St.
Columbus, Ohio 43215
(614) 387-2200

- The Section 504/Title II Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504/Title II Coordinator may establish reasonable

timelines for interested parties to submit pertinent evidence/information. The Section 504/Title II Coordinator will maintain the files and records of DEW relating to such grievances.

- The Section 504/Title II Coordinator will issue a written decision on the grievance no later than 60 days after its filing, and the Section 504/Title II Coordinator's decision will be shared with the parties.
- The person filing the grievance may appeal the decision of the Section 504/Title II Coordinator by writing to the Director of the Department of Education and Workforce within 15 days of receiving the Section 504 Coordinator's decision. The Director of the Department of Education and Workforce shall issue a written decision in response to the appeal no later than 30 days after its filing.
- Any violations will be addressed, and steps will be taken to prevent a recurrence of violations.
- The applicability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

DEW will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504/Title II Coordinator will be responsible for such arrangements.