



ADA and Section 504 Grievance Procedure

In accordance with the requirements of Title II of the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act, the County Council of Beaufort County, South Carolina or "Beaufort County" will not discriminate against qualified individuals with disabilities on the basis of disability in admission or access to its services, programs, or activities including federally assisted services, programs, or activities. Additionally, Beaufort 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.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Beaufort County. The Beaufort County Personnel Handbook governs employment-related complaints of disability discrimination under the County's Equal Employment Opportunity Policy.

Process

Within 15 calendar days after receipt of the complaint, the Beaufort County Attorney 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 Beaufort County Attorney 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 Beaufort County and offer options for substantive resolution of the complaint. If the response by the Beaufort County Attorney 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 Beaufort County Administrator or his/her designee. Within 15 calendar days after receipt of the appeal, the Beaufort County Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Beaufort County Administrator 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.

Retention

All written complaints received by the Beaufort County Attorney or his/her designee, appeals to the Beaufort County Administrator or his/her designee, and responses from these two offices will be retained by the Beaufort County Legal Department for at least three years. Alternate formats of this policy (large print or audiotape) will be made available upon request.

What to Include in the Complaint

Complaints should be submitted preferably in writing on **the County's ADA / Section 504 Grievance Form**.

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. If an alternative method of filing a complaint is requested the following information will be required:

- **Information of Complainant/Grievant**
Name, address and telephone number of the person filing the complaint.
- **Information of Filer**
Name, address and telephone number of the person who was allegedly discriminated against, if different from person filing the complaint.
- **Facility Information**
The Beaufort County facility or activity in which the violation is alleged to have occurred.
- **Time and date the incident occurred.**
- **Names and telephone numbers of any witnesses.**
- **The desired remedy or solution requested.**

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

Mrs. Audra Antonacci - Ogden, MPA
Assistant County Administrator
Community Services
P.O. Drawer 1228, Beaufort, SC 29901
Telephone: 843-255-2033
Email: aantonacci@bcgov.net

The procedures described above do not preempt or supersede any legal procedures or remedies otherwise available to a victim of discrimination or harassment under Federal or State law.

End.