

THE CITY OF CULLMAN, ALABAMA
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 to file a complaint alleging discrimination on the basis of disability in employment practices or in the provision of services, activities, programs, or benefits by the City of Cullman. For regular, full-time City employees, the City’s Personnel Handbook governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, telephone number of the 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.

A Title I ADA-related complaint should be submitted by the grievant and/or their designee within fifteen (15) calendar days after the alleged violation to:

Luke Satterfield, ADA Coordinator
Cullman City Hall
204 Second Avenue NE
Cullman, AL 35055
Telephone: 256-775-7109 | Fax: 256-775-7132
Email: ADATitleI@cullmanal.gov

A Title II ADA-related complaint should be submitted by the grievant and/or their designee within fifteen (15) calendar days after the alleged violation to:

Chris Dotson, ADA Coordinator
Cullman City Hall
204 Second Avenue NE
Cullman, AL 35055
Telephone: 256-775-7131 | Fax: 256-739-5643
Email: ADATitleII@cullmanal.gov

Within fifteen (15) calendar days of filing, the ADA Coordinator or their designee will respond in writing and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of the City of Cullman and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may request reconsideration of the case within thirty (30) days.

All complaints and resolutions will be documented and kept on file in compliance with federal record-keeping standards.

This grievance procedure will be made available in alternate formats upon request.