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Utah Legislature Grievance Procedure under The Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Utah Legislature will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If a person with a disability requires an accommodation, please notify the appropriate legislative office or contact the ADA coordinator at the address below for assistance. If after contacting the appropriate legislative office or ADA coordinator, a person believes that his or her accommodation request has not been satisfied or that he or she has been discriminated against, the person may file a complaint in accordance with this Grievance Procedure.

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision or benefit of services, activities, or programs by the Utah Legislature or its offices. The Utah Legislature's Personnel Policy governs employment-related complaints of disability discrimination.

A complaint should be in writing and contain the following information:

- the complainant's contact information, including a name, address, e-mail address, and phone number;
- a description of the action or accommodation that was requested of the Legislature, to whom it was requested, and the date of that request;
- a description of the Legislature's alleged discriminatory action in sufficient detail to inform the Legislature of the nature and date of the alleged violation;
- the date that the complaint is filed; and
- the complainant's or the complainant's legal representative's signature.

Alternative means of filing complaints, such as a personal interview or an audio recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant or the complainant's designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Victoria S. Ashby, Associate General Counsel and ADA Coordinator
Office of Legislative Research and General Counsel
W210 Utah State Capitol Complex
Salt Lake City, UT 84114
Phone: (801) 538-1032 Fax: (801) 538-1712

Within 15 calendar days after receipt of the complaint, Victoria Ashby or her designee will meet

with the complainant to discuss the complaint, relevant evidence, and a possible resolution, if any. Within 15 calendar days after meeting with the complainant, Victoria Ashby or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant. The response will explain the position of the Utah Legislature and offer options for substantive resolution of the complaint.

If the response by Victoria Ashby or her designee does not satisfactorily resolve the issue, the complainant or the complainant's designee may appeal the decision within 15 calendar days after receipt of the response to the director of the Office of Legislative Research and General Counsel.

Within 15 calendar days after receipt of the appeal, the director of the Office of Legislative Research and General Counsel or other designee will meet with the complainant to discuss the complaint, relevant evidence, and a possible resolution, if any. Within 15 calendar days after the meeting, the director or other designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

A record, as defined in U.C.A. 63G-2-103, created in accordance with this process is subject to the provisions of Title 63G, Chapter 2, Government Records Access and Management Act. This complaint procedure neither prohibits nor limits a lawful remedy available to an individual. A file created under this policy will be retained according to the policies of the Office of Legislative Research and General Counsel.

The ADA is enforced by the U.S. Department of Justice, www.ada.gov.