

Grievance Procedure

Under the Americans with Disabilities Act (ADA) Fair Employment and Housing Act (FEHA)

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and the Fair Employment and Housing Act (FEHA). It may be used by any individual who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Yolo County.

Yolo County administers policies governing employment-related disability discrimination complaints through the appropriate County department.

The complaint should be submitted in writing and include information about the alleged discrimination, such as the name, address, and phone number of the complainant; the location, date, and time of the incident; and a description of the issue. Alternative means of filing a complaint, such as personal interviews or audio recordings, will be made available for individuals with disabilities upon request.

Complaints should be submitted by the complainant and/or their designee as soon as possible, but no later than **60** calendar days after the alleged violation, to:

Yolo County ADA Coordinator

Human Resources Department
625 Court Street, Room 101, Woodland, CA 95695

Complaints may also be submitted online through the Yolo County website at:

<https://yolocountyca.seamlessdocs.com/f/ADAComplaint>

Within 30 calendar days after receipt of the complaint, the ADA Coordinator or their designee will meet with or otherwise communicate with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days following that communication, the ADA Coordinator or their designee will respond in writing and, where appropriate, in an accessible format, such as large print, Braille, or audio.

If the response does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within **30** calendar days after receipt of the response to the Human Resources Department at HR@YoloCounty.gov.

Within **30** calendar days after receipt of the appeal, the Risk Manager & Safety Officer or designee will meet with or communicate with the complainant to discuss the complaint and possible resolutions. Within **30** calendar days following that communication, the County Administrator or designee will respond in writing and, where appropriate, in an accessible format, with a final resolution of the complaint.

Yolo County will maintain records of ADA complaints and related correspondence in accordance with applicable federal and state record retention requirements.