

The City of Morgantown
Administrative Policy
Americans with Disabilities Act Grievance Procedure

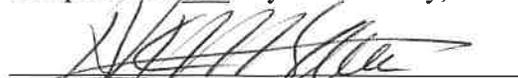
The City of Morgantown, West Virginia (“City”) hereby adopts this Grievance Procedure governing submission of complaints and grievances under the Americans with Disabilities Act (“ADA”):

1. Any person who believes that they or a specific class of individuals has been subjected to discrimination on the basis of a disability by the City may submit a complaint in writing by completing the ADA Complaint Form, which will be provided to you or to someone on your behalf by request. If the person submitting the complaint is unable to do so in writing, the complaint may be submitted verbally to the ADA Coordinator.
2. A complaint must be filed not later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the City for good cause shown.
3. Once completed, the ADA Complaint form should be given to the ADA Coordinator for investigation and resolution. The ADA Coordinator is:

Christine Wade, City Clerk
430 Spruce Street
Morgantown, WV 26505
Phone: (304) 384-7439
Email: cwade@morgantownwv.gov

4. The ADA Coordinator should meet with the complainant and try to provide a decision within fifteen (15) business days of the complaint being filed. For purposes of this procedure, business days shall mean the days not defined as legal holiday by W. Va. Code § 2-2-1, and the period calculated will exclude the day the complaint is filed.
5. If the complaint cannot be resolved to the satisfaction of the complainant by the ADA Coordinator, it will be forwarded to the City Manager. The City Manager will review the complaint, meet with the complainant, and try to provide a decision within fifteen (15) business days of the date of the ADA Coordinator’s decision. The City Manager’s decision is the final decision of the City.
6. A record of the action taken on each request or complaint will be maintained as part of the records or minutes at each level of the grievance process, and such records will be maintained by the City Clerk.

Adopted this 2 day of February, 2024:



A. Kim Haws,
City Manager