

**Missouri Ethics Commission
(Adopted from the Office of Administration)**

Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Missouri Ethics Commission. The Missouri Ethics Commission's personnel policies govern employment-related complaints of disability discrimination.

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

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

**Assistant Director/ADA Coordinator
Missouri Ethics Commission
P.O. Box 1370
Jefferson City, MO 65102**

Within 15 calendar days after receipt of the complaint, the Assistant Director /ADA Coordinator or the Assistant Director/ADA Coordinator's designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Assistant Director/ADA Coordinator or the Assistant Director's 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 the Missouri Ethics Commission and offer options for substantive resolution of the complaint.

If the response by the Assistant Director/ADA Coordinator or the Assistant Director's designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Commission Chair or the Chair's designee.

Within 15 calendar days after receipt of the appeal, the Commission Chair or the Chair's designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Commission Chair or the Chair's designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Assistant Director/ADA Coordinator or his designee, appeals to the Commission Chair or the Chair's designee, and responses from these two offices will be retained by the Missouri Ethics Commission for at least three years.