

Curry County
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 use by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision or services, activities, programs, or benefits by Curry County. The Curry County Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the allege 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 compliant will be made available for persons with disabilities upon request.

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

Personnel Coordinator
Curry County
417 Gidding Street, Suite 100
Clovis, NM 88101
or
personnel@currycounty.org

Within 15 calendar days after receipt of the complaint, the Personnel Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting the Personnel Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print or audio tape. The response will explain the position of Curry County and offer options for a resolution of the complaint.

If the response by the Personnel Coordinator or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the County Manager or designee. The appeal should be in writing and should be submitted to:

Curry County Manager
417 Gidding Street, Suite 100
Clovis, NM 88101
or
lpyle@currycounty.org

Within 15 calendar days after receipt of the appeal, the County Manager or designee will meet with complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Manager or 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 Personnel Coordinator or designee, appeals to the County Manager or designee, and responses from these two offices will be retained by Curry County for at least 5 years.

Adopted and Approved by the Board of Curry County Commission on the 16th day of May, 2017.





Annie Hogland, County Clerk

THE COUNTY OF CURRY, NEW MEXICO



Ben McDaniel, Chairman