

ATTACHMENT C
CITY AND BOROUGH OF SITKA
AMERICANS WITH DISABILITIES ACT (ADA)
GENERAL POLICY AND GRIEVANCE PROCEDURE

The City and Borough of Sitka is committed to promptly and fairly resolving any Americans with Disabilities Act complaints. Please contact the Human Resources Specialist, The Finance Director (City and Borough ADA coordinator), the City Administrator, or any department if you have a complaint or question. It is the policy of the City and Borough of Sitka that:

1. No qualified Individual with a disability shall be excluded, by reason of such disability, from the participation in or be denied the benefits of the services, programs or activities of a municipal department or be subjected to discrimination by any such department.
2. No department shall discriminate against a qualified individual with a disability, because of the disability of such individual, in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or any other term, condition and privilege of employment.
3. Each department shall operate each of its services, programs and activities so that a service, program or activity, when viewed in its entirety is readily accessible and usable by an individual with disabilities.
4. Each department shall ensure that services, programs and activities conducted through municipal funds or contracts are accessible to and usable by individuals with disabilities.

Ordinance No. 96-1373 describes the complete City and Borough of Sitka's ADA policy and grievance procedure. A copy may be obtained from the Human Resources office or from any department of the City and Borough or in Kettleon Memorial Library.

You are no obligation to use the municipal complaint procedure before filing a complaint with the Department of Justice.

Anyone, who believes that they, or a specific class of individuals, have been subjected to discrimination on the basis of a disability by a municipal department, may file a complaint. An authorized representative may file on your behalf.

Once again, the City and Borough of Sitka is committed to a policy of nondiscrimination. Please contact the persons above if you have any complaints or questions.

For employees: I certify that I have read the above policy explaining The City and Borough general ADA policy. I understand that I may ask my supervisor or Human Resources for an explanation of any questions relating to this policy.

Date	Print name	Signature of employee