



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Sweetwater will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** *City of Sweetwater* does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** *City of Sweetwater* will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **City of Sweetwater's** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City of Sweetwater will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in City of Sweetwater offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of City of Sweetwater should contact the City Recorder at City Hall, 203 Monroe Street, Sweetwater TN 37874, 423-337-6979, [jmorgan@sweetwatertn.net](mailto:jmorgan@sweetwatertn.net) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Sweetwater to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of The City of Sweetwater is not accessible to persons with disabilities should be directed to **Jessica Morgan, City**

***Recorder, 203 Monroe Street, Sweetwater TN 37874, 423-337-6979,  
jmorgan@sweetwatertn.net***

The City of Sweetwater will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



City of Sweetwater

## ADA Grievance Procedure

1. Submit complaints regarding access or discrimination in writing to the designated official – ADA Coordinator/City Recorder- for resolution. The complaint should be submitted to the City of Sweetwater, PO Box 267, Sweetwater, TN 37874 or in person at 203 Monroe Street, Sweetwater, TN. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 10 working days.
2. If the complaint can't be resolved to your satisfaction by the designated official, it will be forwarded to the Disabled Resident Access Committee composed of representatives from the following groups in the community: the elected body, the disabled, at-large representation (for example, local business, education, or religious groups), and health/medical representation. The committee will be appointed by the governing body.
3. The committee should be charged by the elected body to establish ground rules or procedures for hearing complaints, requests, or suggestions from disabled persons regarding access to and participation in public facilities, services, activities, and functions in the community. Further, the committee should be directed to hear such complaints in public, after adequate public notice, in an unbiased, objective manner, and to make a written decision within 30 days of notification. Proceedings of the committee should be recorded and maintained.
4. If the complaint can't be resolved to your satisfaction by the committee, the complaint will be heard by the governing body and discussed at an open, public meeting of the elected body. A determination must be made within 30 days. The decision of the governing body is final.
5. A record of action taken on each request or complaint must be maintained as a part of the records or minutes at each level of the grievance process.
6. Your right to a prompt and equitable resolution of the complaint must not be impaired by your pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency, or the filing of a suit in state or federal court. Use of this grievance procedure isn't a prerequisite to the pursuit of other remedies.

# ADA Assistance or Questions

For ADA Assistance or questions, please call City Hall at (423) 337-6979 or email Jessica Morgan the City Recorder.