



AMERICAN WITH DISABILITIES ACT INFORMATION

ADA Coordinator

The City of Warrenville's Accessibility Coordinator is Assistant City Administrator Jennifer McMahon. This position coordinates the efforts of the City to comply with Title II of the American with Disabilities Act (ADA). In addition, the Accessibility Coordinator administers the City's ADA grievance procedure. The Accessibility Coordinator can be contacted at:

Assistant City Administrator/Accessibility Coordinator
City of Warrenville
28W701 Stafford Place
Warrenville, IL 60555

Phone: (630) 393-9427 • Fax: (630) 393-6948 • Email: jmcmahon@warrenville.il.us

Notice under the Americans with Disabilities Act

In accordance with the requirements of title II of the ADA, the City of Warrenville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment

The City of Warrenville 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. It is the desire and intent of the City of Warrenville to comply with the provisions of the ADA and the American with Disabilities Act Amendments Act of 2008 (ADAAA), which prohibits discriminatory employment practices against individuals with disabilities, physical or otherwise. The City of Warrenville will make a good faith effort to provide reasonable accommodation to an otherwise qualified candidate who applies for a position.

Effective Communication

The City of Warrenville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities.

Modifications to Policies and Procedures

The City of Warrenville 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.

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, should contact the office of the City's Accessibility Coordinator Jennifer McMahon at (630) 393-9427,

jmcmahon@warrenville.il.us, or 28W701 Stafford Place, Warrenville, IL 60555, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Warrenville 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 Warrenville is not accessible to persons with disabilities should be directed to the city's Accessibility Coordinator Jennifer McMahon at (630) 393-9427, jmcmahon@warrenville.il.us, or 28W701 Stafford Place, Warrenville, IL 60555.

The City of Warrenville 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.

Grievance Procedure Under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the 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 City of Warrenville. The City's Employee Policy Manual governs 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 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:

Jennifer McMahon
Assistant City Administrator/Accessibility Coordinator
City of Warrenville
28W701 Stafford Place
Warrenville, IL 60555
Phone: (630) 393-9427 • Fax: (630) 393-6948 • jmcmahon@warrenville.il.us

Within 15 calendar days after receipt of the complaint, Jennifer McMahon or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Jennifer McMahon or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Warrenville and offer options for substantive resolution of the complaint.

If the response by Jennifer McMahon or her 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 City Administrator or his designee.

Within 15 calendar days after receipt of the appeal, the City Administrator or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator or his 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 Jennifer McMahon or her designee, appeals to the City Administrator or his designee, and responses from these two offices will be retained by the City of Warrenville for at least three years.