



# NOTICE

No. 15-01E

Issue date:

May 6, 2015

## GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT (FOR POSTING)

*This Notice, titled Grievance Procedure under the Americans with Disabilities Act, is issued as an appendix to Notice 15-01. Copies of any policies may be requested from the Corporate Policy Office.*

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (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 Maryland-National Capital Park and Planning Commission (M-NCPPC).<sup>4</sup>

Patron complaints 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 upon request for persons with disabilities.

The complaint should be submitted as soon as possible but no later than 60 calendar days after the alleged violation to the appropriate departmental ADA Coordinator/office listed below, based on the department/location offering the program/services:

***Prince George's County Parks and Recreation Department***

Therapeutic Recreation Manager  
7833 Walker Drive, Suite 110  
Phone 301-446-3412, TTY 301-446-3402

***Prince George's County Planning Department***

Office of the Director, Prince George's County Planning  
14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland, 20722  
Phone 301-952-3595, FAX 301-952-5804, TTY 301-952-3796

***Montgomery County Parks Department***

Senior ADA Compliance Project Manager  
Parkside Headquarters, 9500 Brunett Avenue  
Silver Spring, MD 20901  
Phone 301-495-2571, Fax 301-585-1921, Maryland Relay 7-1-1

***Montgomery County Planning Department***

Office of the Director, Montgomery County Planning  
8787 Georgia Avenue, Silver Spring, MD 20910  
Phone 301-495-4610, Fax 301-495-1306, Maryland Relay 7-1-1

<sup>4</sup> The Merit System Rules and Regulations, Administrative Practice 2-25 (Employment Dispute Resolution), and applicable Collective Bargaining Agreements govern employment-related complaints of disability discrimination.