

Madison County, Mississippi

Grievance Procedure under The American with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. 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 Madison County, Mississippi. Madison County, Mississippi's Personnel Policy 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, such as personal interview or a tape recording of the complaint will be made available upon request to persons with disabilities.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation. Send complaints to: Mr. Donnie Caughman, P.O. Box 608, Canton, MS 39046
caughman@madison-co.com

Within fifteen (15) calendar days after receipt of the complaint, Mr. Caughman or his designee will meet with the complainant to discuss the complaint and the possible resolution(s). Within fifteen (15) calendar days after the meeting, Mr. Caughman or his designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain Madison County, Mississippi's position and offer options for substantive resolution of the complaint.

If the response by Mr. Caughman or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the President of the Madison County Board of Supervisors or his designee.

Within fifteen (15) calendar days after receipt of the appeal, the President of the Madison County Board of Supervisors or his designee will meet with the complainant to discuss the complaint and possible resolution(s). Within fifteen (15) calendar days after the meeting, the President of the Madison County Board of Supervisors 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 Mr. Caughman or his designee, appeals to the President of the Madison County Board of Supervisors or his designee, and responses from these two offices will be retained by Madison County, Mississippi for at least three years.

