



UNITED TRIBES
TECHNICAL COLLEGE

DISABILITIES SUPPORT SERVICES

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GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 as amended 2009 (“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 United Tribes Technical College (UTTC). UTTC’s Human Resources Employee Handbook 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 interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant, and/or designee, as soon as possible but no later than 60 calendar days after the alleged violation to the Disabilities Support Services (DSS) Coordinator. Within 15 calendar days after receipt of the complaint, the DSS Coordinator will meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 calendar days of the meeting, the DSS Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of UTTC and offer options for substantive resolution of the complaint.

If the response by the DSS Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Vice President of Campus Services, or her designee. Within 15 calendar days after receipt of the appeal, the Vice President of Campus Services, or her designee, will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days after the meeting, the Vice President of Campus Services, or her 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 the DSS Coordinator, appeals to the Vice President of Campus Services, and responses will be retained in a confidential manner by UTTC for at least three years.