Board of Commissioners of Delaware County, Ohio
Notice of Non-Discrimination and Grievance Procedure

I. Notice of Non-Discrimination

The Board of Commissioners of Delaware County, Ohio (the "Board"), in conducting its hiring and employment practices, performing services, providing benefits, administering programs, and conducting its other activities, will not discriminate against any individual based on a protected class, including without limitation, race, color, national origin, disability, age, sex, religion, political affiliation or belief.

II. Notice – Americans with Disabilities Act of 1990 (ADA)

Without limiting the foregoing statement in Article I, pursuant to Title II of the ADA, the Board will not discriminate against qualified individuals who may have a physical or mental disability with respect to the Board's hiring or employment practices, services, programs, or other activities.

III. Policy

A. Access to Programs, Services, and Benefits. The Board will take affirmative action to ensure that qualified individuals have access to employment opportunities, benefits, programs, services, and other activities consistent with the notices stated herein.

B. Effective Communications. The Board will, upon timely request, make good faith efforts to provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in and have access employment opportunities, benefits, programs, services, and other activities. These aids and services may include translation or interpretation services, auxiliary aids, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments or limited English proficiency.

C. Modifications of Accommodations. The Board will, upon timely request, make all reasonable modifications to policies or programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Any person who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a service, program, or activity should contact the Board's office, or the specific department under the Board that administers the program, service, or activity, as soon as possible but preferably no later than forty-eight hours before the need for the aid, service, or modification. The Board may be contacted via any of the following means:

Board of Commissioners
Delaware County, Ohio
91 North Sandusky Street
Delaware, Ohio 43015

Telephone: (740) 833-2100
Facsimile: (740) 833-2099
Email: jmwalraven@co.delaware.oh.us

Please be advised that, while the Board will make good faith efforts to accommodate requests for aids, services, or modifications, the ADA does not require the Board to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Any accommodation the Board determines to be reasonable will be made without cost to the individual requesting the accommodation.

IV. Grievance Procedure

A. Purpose. The Board has established a grievance procedure to be used by any individual who wishes to file a complaint alleging discrimination contrary to the notices and policies stated herein.

B. Complaint Procedure. Any complaint should be submitted in writing and contain information about the alleged discrimination, such as name, address, and phone number of complainant and the location, date, and description of the problem. Alternative means of submitting complaints will be made available for persons with disabilities upon request. Also upon request, the Board will provide a template to be used to formulate a complaint.

The complaint should be submitted by the complainant or the complainant's designee as soon as possible but no later than sixty (60) calendar days after the alleged violation and should be submitted via any of the means listed above in Article III, Section C. Upon receipt of the complaint, the Board may redirect the complainant to a different Delaware County office if the complaint relates to another office's programs, services, or activities.

Within fifteen (15) calendar days after receipt of the complaint, the Board's designee will contact the complainant to schedule a meeting to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Board's designee will respond in writing. The complainant may request that the response be made in a format accessible to the complainant, and the Board's designee will accommodate any reasonable request. The response will explain the determination of the complaint and offer options for substantive resolution of the complaint.

C. Appeals. If the response does not satisfactorily resolve the issue, the complainant or the complainant's designee may appeal the determination to the County Administrator within fifteen (15) calendar days after receipt of the response. Within fifteen (15) calendar days after receipt of the appeal, the County Administrator will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the County Administrator will respond in writing with a final resolution of the complaint.

V. Voluntary Procedure

Please be advised that this local grievance procedure is voluntary and is not a prerequisite to an individual submitting a complaint to or seeking recourse through federal or state agencies with jurisdiction over matters of non-discrimination and civil rights enforcement.