



Notice of Compliance Under ADA and California State Law

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act of 2008, the Fair Employment & Housing Act (FEHA), California Code Section 508 of the Rehabilitation Act of 1973 (as amended), Government Code Section 11135 and other applicable codes, the City of Gardena will not discriminate against individuals on the basis of disability in its services, programs or activities. Complaints that a program, activity or service of the City of Gardena is not accessible should be directed to the City's ADA Coordinator.

ADA Coordinator: The ADA Coordinator is responsible for coordinating the efforts of the City of Gardena and investigating any concerns or complaints regarding access to City programs, services, or activities. The ADA Coordinator for the City of Gardena is:

Name: Diana Schnur, Human Resources Manager
ADA Coordinator
1700 W. 162nd St., Gardena, CA. 90247
E: dschnur@cityofgardena.org
P: (310)-217-9688

Employment: The City of Gardena will not discriminate based on 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, including the requirement to provide reasonable accommodations.

Effective Communication: The City of Gardena will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City programs, services, and activities. This includes qualified sign language interpreters, documents in Braille, and other alternative formats and methods of making information and communications accessible to people who have speech, hearing, or vision impairments.

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 of the City of Gardena, should contact the ADA Coordinator

Modification to Policies and Procedures: The City of Gardena will make 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. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited. The City will not impose unnecessary eligibility standards or rules that deny individuals with disabilities the opportunity to participate in services, programs or activities. The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures or other reasonable accommodation to participate in the City programs, services or activities should contact the ADA Coordinator as soon as possible, but no later than 48 hours before the scheduled event, class, program or activity.

Fees and Surcharge: The City of Gardena 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 to create access.

Complaints: Complaints that a program, service, or activity of the City of Gardena is not accessible to persons with disabilities should be directed to the ADA Coordinator listed above.

Grievance Procedure:

This Grievance Procedure may be used by anyone who wishes to file a complaint or grievance alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the City. The City of Gardena 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 grievant and location, date and description of the problem. The City's optional Grievance Form may be used. Alternative means of filing complaints, such as personal interviews, telephone interviews, or a recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator listed above.

Within thirty (30) calendar days after receipt of the grievance, the ADA Coordinator or his/her designee will contact the grievant to discuss the grievance and the possible resolutions. Within thirty (30) calendar days of the contact, the ADA Coordinator or designee will respond in writing. Responses, where appropriate, will be made in format accessible to the grievant, such as large print, Braille, or audiotape. The response will explain the findings of the City and offer options for resolution of the grievance.

All written grievances received by the ADA Coordinator or his/her designee, appeals to the City Manager or designee, and responses from both will be retained by the City for at least 3 years.

Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, such as filing a disability complaint with the U.S Department of Justice, U.S. Equal Employment Opportunity Commission, Department of Fair Employment and Housing, or other appropriate state or federal agencies.

This document may be made available in alternate formats as a reasonable accommodation upon request. If you need assistance, please contact the ADA Coordinator.

***This notice is available in alternate formats from the ADA Coordinator**