

**CITY OF IRONWOOD
GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF
1973**

This Grievance Procedure is established to meet the requirements of Section 504. 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 City of Ironwood.

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 or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Karen M. Gullan, Title VI Coordinator
City of Ironwood
213 S. Marquette Street
Ironwood, MI 49938
Phone: 906.932.5050**

Within 15 calendar days after receipt of the complaint, Karen M. Gullan or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Karen M. Gullan or her 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 the position and offer options for substantive resolution of the complaint.

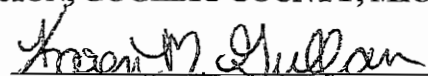
If the response by Karen M. Gullan or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the City Commission.

Within 30 calendar days after receipt of the appeal, the City Commission will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Commission 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 Karen M. Gullan or her designee, appeals to the City Commission, and responses from these two offices will be retained by the City of Ironwood for at least three years.

ADOPTED BY THE IRONWOOD CITY COMMISSION, GOGEBIC COUNTY, MICHIGAN.


Annette Da Lio-Burchell, Mayor


Karen M. Gullan, City Clerk

8/24/20
Date