



## **CITY OF PROVIDENCE**

### **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 (“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 the City of Providence. The City’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing ([online](#) or [paper form](#)) 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 their designee as soon as possible but no later than 60 business days after the alleged violation to:

**Leonela Felix, Esq.**  
**Ethics Education and ADA Coordinator**  
**City of Providence**  
**City Solicitor’s Office**  
**444 Westminster Street, Suite 220**  
**Providence, RI 02903**  
**Lfelix@providenceri.gov**

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

If the response by Leonela Felix or her designee does not satisfactorily resolve the issue, the complainant and/or her designee may appeal the decision within 15 calendar days after receipt of the response to the City Solicitor, Jeffrey Dana, Esq. or his designee.

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

#### **CITY SOLICITOR’S OFFICE**

444 Westminster Street, Suite 220, Providence, Rhode Island 02903

401 680 5333 ph | 401 680 5520 fax

**[www.providenceri.com](http://www.providenceri.com)**