

AMERICANS WITH DESABILITIES (ADA) POLICY
SADDLE CREEK COMMUNITY SERVICES DISTRICT (SCCSD)

1. Purpose: The purpose of this policy is to insure that SCCSD employment operations are conducted in accordance with the requirements of the “Americans With Disabilities Act”.
2. In compliance with the Federal Americans with Disabilities Act (ADA) it is the intention of SCCSD to remove the barriers preventing qualified individuals from enjoying the same employment opportunities available to persons without disabilities. A disabled person is defined as an individual with a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or regarded as having such impairment.

SCCSD, its employees, contractors and agents are expected to administer all personnel functions in a manner that is fair and equal to all employees and prospective employees. It is therefore the obligation of all SCCSD employees to comply with this policy in spirit and in practice. Failure do so may result in disciplinary action up to, and including, termination. The following is a list of responsibilities assigned to SCCSD staff to insure this policy is enforced:

 - a. General Manager: The General Manager is responsible for insuring that SCCSD employees carry out this policy and that any complaint filed charging a violation of the policy is properly investigated.
 - b. Management/Supervisors: Management/Supervisory employees are responsible for taking affirmative steps to insure the work environment is free from ADA discrimination and for investigating and taking appropriate action if such incidents occur. Appropriate action shall include submitting a written report of the incident to the General Manager.
 - c. Employees: All employees are responsible for adhering to the provisions set forth in this policy.
3. Grievance/Complaint Procedure: The following is the procedure to be followed if an employee or a citizen wishes to file a complaint against SCCSD alleging discrimination or discriminatory practices that conflict with Title II of the Americans with Disabilities Act which states in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination in programs or activities sponsored by a public agency”.
 - a. Complaints may be filed verbally or in writing by known or anonymous persons. Complaints should include a brief description of the alleged violation.
 - b. Complaints should be filed with the SCCSD General Manager, 1000 Saddle Creek Drive, Copperopolis, CA 95228 (Telephone #209-785-0100). Any SCCSD employee who is contacted regarding such a complaint shall immediately relay all information/documentation to the General Manager.
 - c. While all complaints will be investigated, there may be insufficient information to properly evaluate those received from anonymous persons.
 - d. A written determination as to the validity of the complaint and a description of the proposed resolution, if any, shall be prepared by the General Manager and forwarded to the complainant, if known, within thirty (30) days after the complaint was received by the General Manager. A copy of this written determination shall be filed with the SCCSD Clerk and shall be maintained for the time period required by law.

- e. In the event a complainant disagrees with the General Managers findings he/she may request a Reconsideration Hearing before the SCCSD Board of Directors. Such request must be made in writing within thirty (30) days from the date the complainant was notified of the General Managers determination. If notification was made by certified mail, the complainant must make a written request for a Reconsideration Hearing within thirty-five (35) days from the date the certified letter was mailed.
- f. The right of a complainant to a prompt and equitable resolution of a complaint by SCCSD does not preclude that person from pursuing other legal remedies that may be available.

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