

**COUNTY OF OSWEGO
POLICY PROHIBITING DISCRIMINATION
ON THE BASIS OF DISABILITY**

Notice to our Customers, Employees, Contractors, Vendors, and Applicants for any of the above.

The County of Oswego does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The County of Oswego does not discriminate on the basis of disability in its hiring or in any of its employment practices.

This notice is provided as is required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be directed to the County of Oswego's designated ADA Compliance Coordinator:

Julie A. Bell, ADA Compliance Coordinator
Phone: 315-349-8209 (Voice/NY Relay)
E-mail: Julie.Bell@oswegocounty.com
Address: Legislative Office Building
46 East Bridge Street
Oswego, New York 13126

Customers and clients who need auxiliary aids or staff assistance for effective communication in order to apply for or participate in programs and services of the County of Oswego are invited to make their needs and preferences known to their primary contact person in the department or office that provides the program or service. They may make known their need for other disability-related accommodations necessary to apply for or participate in any County of Oswego program, service or activity. They may also attach such notice to the front of any application.

Applicants for employment may request accommodations in the manner described on the County of Oswego's Employment Application.

New and current employees in need of a disability related reasonable accommodation to enable them to perform their job functions and/or remain on the job must make known their needs to their immediate supervisor or other appropriate designated individual.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator upon request.

**COUNTY OF OSWEGO
POLICY PROHIBITING DISCRIMINATION
AND GRIEVANCE PROCEDURE**

Notice to our Employees, Customers, Clients and Contractors

Consistent with Federal and NY State laws, the County of Oswego's government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, predisposing genetic characteristic, race, color, creed, sexual orientation, sex, or national origin.

Grievance Procedure

This grievance procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of age, marital status, disability, predisposing genetic characteristic, race, color, creed, sexual orientation, sex or national origin. It may also be used by anyone wishing to file a complaint alleging sexual harassment based on sex or on sexual orientation. It is the intent of this policy to establish a system for resolving complaints of disability discrimination or discrimination in a prompt and fair manner.

1. The complainant should contact Oswego County ADA Compliance Officer as soon as possible. This initial contact may be made by phone or by submitting a written complaint to the ADA Compliance Officer. The complainant should provide his or her name, address (work and home), phone numbers, and a description of the problem including the location and date(s) of incidents. This information and/or questions regarding the complaint process should be directed to:

**Julie A. Bell, Director of Human Resources &
Civil Service Officer**
Phone: 315-349-8209 (Voice/NY Relay)
E-mail: Julie.Bell@oswegocounty.com
Address: Legislative Office Building
46 East Bridge Street
Oswego, New York 13126

Disability-related complaints or requests for information should be directed to the Americans with Disabilities Act compliance coordinator:

Julie A. Bell, ADA Compliance Coordinator
Phone: 315-349-8209 (Voice/NY Relay)
E-mail: Julie.Bell@oswegocounty.com
Address: Legislative Office Building
46 East Bridge Street
Oswego, New York 13126

2. The Director of Human Resources/ADA Compliance Coordinator will review the allegations, interview the complainant and, if warranted, will pursue either intervention measures and/or a formal fact finding process. In most cases, the process is completed and a finding or findings are rendered within 60 days
3. All complaints are handled as confidentially as possible.
4. Any individual who either files a complaint or who participates in the investigation or resolution process is protected, by law, against retaliation.
5. In the event that the complainant disagrees with the findings, he or she may submit a written appeal to the Chair of the County Legislature. This appeal must be submitted in writing and within ten (10) days of being notified of the findings. A response to the appeal will be provided to the complainant within thirty (30) days after the Chair of the Legislature receives the request for the appeal.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator upon request.