

Academy for Sciences and Agriculture #4074

504 Grievance Procedure

A grievance may be filed with the Academy for Sciences and Agriculture if an individual believes there has been a violation of Section 504 or Title II of the Americans with Disabilities Act.

Any such grievance must be filed in writing within 30 days after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is sought. The complaint should be in writing and contain information about the alleged discrimination such as name, telephone number of grievant and location, date and description of the problem. Alternate means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available for persons with disabilities upon request.

The ADA / 504 Coordinator is:

Name: Sam Wakefield

Address: 100 Vadnais Blvd. Vadnais Heights, MN 55127

Telephone Number: 651-209-3910

Individuals who need auxiliary aids for effective communication are invited to make their needs and preferences known to the person listed above.

GRIEVANCE PROCEDURE #1

Step One

Within 10 working days after the Grievant becomes aware of the alleged violation, he or she should submit the grievance to the Building 504/ADA Coordinator. The grievance may be submitted on the grievance form or by describing the alleged violation, the building involved, the date of the alleged violation, and the name and address of the person filing the grievance. The grievance may be made in writing, orally or by any other means that insures that the grievance is communicated to the Building 504/ADA Coordinator.

Step Two

The Building 504/ADA Coordinator will investigate and provide a written report with findings of fact, conclusions and a proposed resolution within ten (10) working days of final submission of the complaint. The Building Coordinator will provide a copy of the written report to the Grievant.

Step Three

If the Grievant does not agree with the findings of fact, conclusions and proposed resolution, the Grievant may ask for a reconsideration of the grievance by the District 504/ADA Coordinator. The Grievant must forward the request for a reconsideration to the District Coordinator within ten working days of the date the Grievant receives the report of the Building Coordinator, or 14 working days after the Building Coordinator forwards the report to the Grievant, whichever is earlier. The District Coordinator may affirm, reverse or modify the terms of the report issued by the Building Coordinator.

General Provisions

The Grievant and Coordinator may agree to extend any of the timelines set out in the grievance procedure.

The Grievant and Coordinator may agree to pursue mediation or other form of alternative dispute resolution at any time during the grievance procedure.

The Grievant may file a complaint with community, state, or federal agencies at any time before, during, or after the grievance process.