



**THEY'RE YOUR METROPARKS.  
TAKE A WALK ON OUR WILD SIDE.**

Administrative Office | 13000 High Ridge Drive, Brighton MI 48114-9058 | 1-800-477-2757 | metroparks.com

## **Huron-Clinton Metroparks 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 Metroparks. The Metroparks' Personnel Policy governs employment-related complaints of disability discrimination.

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

**Artina Sadler**

[artina.sadler@metroparks.com](mailto:artina.sadler@metroparks.com)

**OR mail to:**

**Artina Sadler**

**ADA Coordinator and Chief of Diversity, Equity and Inclusion**

**13000 High Ridge Dr.**

**Brighton, MI 48114**

Within 15 calendar days after receipt of the complaint, Artina Sadler or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, Artina Sadler or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Metroparks and offer options for substantive resolution of the complaint.

### **BOARD OF COMMISSIONERS:**

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If the response by Artina Sadler does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 days after receipt of said response to, Amy McMillan, Metroparks Director at:

[amy.mcmillan@metroparks.com](mailto:amy.mcmillan@metroparks.com)

Within 15 calendar days after receipt of the appeal, the Director or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after this meeting, the Director or her 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 Artina Sadler or her designee, appeals to the Director or her designee, and responses from these two offices will be retained by the Metroparks for at least three years.

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