



**Franklin**

COUNTY KANSAS

] EST. 1855 [

## **Franklin County ADA Compliance Plan**

Updated December 2022

Amy Hodo, Human Resources Director, is designated the ADA Coordinator for Franklin County. The ADA Coordinator is responsible for coordinating the compliance efforts of Title II of the Americans with Disabilities Act and investigating any complaints received that are in violation. The name, office address and telephone number of the ADA Coordinator is posted on the Franklin County website and in all employment notifications.

The target audience for ADA notifications includes applicants for employment and all individuals interested in Franklin County programs, activities, or services. This includes everyone who interacts, or would potentially interact, with the Franklin County Government.

The Franklin County Government has established a grievance procedure to address complaints under Title II of the ADA and this procedure has been distributed to all Department Heads. The grievance procedure is posted in public spaces of public buildings and on the Franklin County Government's website. The procedure and contact information is updated as necessary. The grievance procedure is also available in alternative formats by contacting the ADA Coordinator at [ahodo@franklincoks.org](mailto:ahodo@franklincoks.org) or 785-229-3446.



# NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Franklin County Government will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

***Employment:*** Franklin County Government does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

***Effective Communication:*** Franklin County Government will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Franklin County Government programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

***Modifications to Policies and Procedures:*** Franklin County Government will make reasonable modifications to policies and programs to ensure people with disabilities have an equal opportunity to enjoy its programs, services, and activities. For example, individuals with service animals are welcomed in Franklin County Government offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Franklin County Government, should contact Amy Hodo, Human Resources Director at [ahodo@franklincohs.org](mailto:ahodo@franklincohs.org) or 785-229-3446 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Franklin County Government to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Franklin County Government is not accessible to persons with disabilities should be directed to Amy Hodo, Human Resources Director at [ahodo@franklincohs.org](mailto:ahodo@franklincohs.org) or 785-229-3446.

Franklin County Government will not charge a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## FRANKLIN COUNTY GOVERNMENT 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 Franklin County Government. The Counties' 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 grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to **Amy Hodo, ADA Coordinator** at [ahodo@franklincoks.org](mailto:ahodo@franklincoks.org).

Within 15 calendar days after receipt of the complaint, Amy Hodo, or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Amy Hodo 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 Franklin County Government and offer options for substantive resolution of the complaint.

If the response by Amy Hodo or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the County Administrator.

Within 15 calendar days after receipt of the appeal, the County Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Administrator or his/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 Amy Hodo, or her designee, and/or appeals to the County Administrator or his/her designee, and responses from these two offices will be retained by Franklin County Government for at least three years.