

## Central Puget Sound Transit Authority

### dBa, Sound Transit

#### Americans with Disabilities Act Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. 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 Central Puget Sound Transit Authority, dBa Sound Transit. Sound Transit's Personnel Policies 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:

Michael Miller  
Sound Transit  
401 S. Jackson St.  
Seattle, WA 98104  
(206) 689-4927, TTY Relay: 711

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

If the response by Michael Miller or his designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Director Operations Support Services or his/her designee. Within 15 calendar days after receipt of the appeal, the Director Operations Support Services or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director Operations Support Services 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 Michael Miller or his designee, appeals to the Director Operations Support Services or his/her designee, and responses from these two offices will be retained by the Agency for at least three years.