

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF EMPLOYEE APPEALS



REPLY TO:  
955 L'Enfant Plaza, S.W.  
Suite 2500  
Washington, DC 20024  
(202)727-0004  
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## GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF EMPLOYEE APPEALS (OEA)

### Grievance Procedure for Individuals with Disabilities under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Amendments Act of 2008 ("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 District of Columbia Government ("Grievant").

For employment-related discrimination complaints, the Grievant should contact **OEA ADA Coordinator**.

All other complaints should be in writing, containing information about the alleged discrimination such as name, address, phone number of Grievant; location, date, and a description of the alleged discriminatory action; and signed by the Grievant or a representative. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available upon request.

The complaint should be submitted by the Grievant and/or a designee as soon as possible but no later than 60 calendar days after the alleged violation to the agency's ADA Coordinator:

**Sheila G. Barfield**

**202-727-1811**

**[Sheila.barfield@dc.gov](mailto:Sheila.barfield@dc.gov)**

Within 7 calendar days after receipt of the complaint, the ADA Coordinator or designee will respond to the Grievant and/or representative in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape to acknowledge receipt of the complaint.

Within 30 calendar days of receipt of the complaint, the ADA Coordinator or designee will conduct the necessary investigation to validate the complaint and meet with the Grievant and/or representative to discuss the complaint and possible resolutions.

Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond to the Grievant and/or representative in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain OEA's position and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the Grievant and/or representative may appeal the decision in writing within 15 calendar days after receipt of the response to the ADA Coordinator or designee. The appeal will be forwarded to **OEA's** ADA Coordinator.

Within 30 calendar days after receipt of the appeal, the ADA Coordinator or designee will review the appeal and respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

If the Grievant is dissatisfied with the final resolution or other handling of the complaint, the Grievant may file a complaint directly with the United States Department of Justice:

Civil Rights Division, U.S. Department of Justice  
Coordination and Review Section  
P.O. Box 66118  
Washington, D.C. 20035-6118.

All written complaints and responses received by **OEA** regarding the complaint will be retained by **OEA** for at least three years.

*Additionally, the DC Office of Disability Rights (ODR) provides technical and informal dispute resolution assistance if needed. For additional information and assistance, please contact:*

DC Office of Disability Rights  
441 4<sup>th</sup> Street, NW - Suite 729N  
Washington, DC 20001  
Phone: (202) 724-5055  
TTY: 711

**This notice is available in alternate formats from OEA**