

## Elmhurst Park District Americans with Disabilities Act (ADA) Policy

The Elmhurst Park District is committed to accessibility to all individuals with disabilities and strives to comply with the Americans with Disabilities Act (ADA) through equal and integrated participation and employment. The District strives to provide special assistance, accommodations, auxiliary aids or services to participate in offerings, meetings, etc.

To comply with the many facets of the ADA, the Park Board empowers the Executive Director to designate an employee or employees to coordinate the District's efforts to comply with and carry out its responsibilities under the ADA. The District's ADA Compliance Officer, the Director of Facilities, is responsible for overseeing the District's ADA program. The District provides appropriate notice to disseminate information to applicants, participants, and other interested persons to inform them of the rights and protections afforded by Titles I and II of the ADA. Methods of providing this information include the publication of information in handbooks, manuals, and pamphlets that are distributed to the public. Alternate forms of communication are available upon request, such as publications in alternative formats (e.g., larger print) and sign language interpreters. Most District forms can be found online or can be requested by calling 630-993-8915 for additional assistance.

**Facilities:** Accessibility of building and park facilities are addressed specifically in the District's ADA Transition Plan (originally adopted October 11, 2011, and last comprehensive revision and adoption on October 14, 2024). The District recognizes the importance of eliminating identified barriers and fully intends to continually assess accessibility in any renovations and future development. The District's renovations identified in the Transition Plan will take place over a period of years based on priority and available funding.

**Programs:** The Board recognized the need to provide quality recreation for persons with special needs who live within the District, utilizing the financial resources available. The District participates as a member of the Gateway Special Recreation Association to work in cooperation with its partner agencies to make certain that professional consideration and inclusion is accomplished by accommodating residents with a disability. District participation in this association ensures that it meets its responsibilities through a cooperative special recreation association where such is more economical or viable than an "in-District" program. The Park Board appoints an employee to represent the District on the Gateway Board. The District meets its financial obligations for the support of Gateway primarily through a tax levy provided, in part, for this purpose.

The District understands that not all participants with special needs desire or require specialized programming. As a result, and in accordance with the ADA, the District is committed to providing reasonable accommodations, which include one-on-one aides, program modifications, and special equipment at no additional cost to the participant. These accommodations are available for all programs to provide inclusive recreational opportunities to all interested individuals.

**Grievance Procedure:** The District has adopted the following grievance procedure to provide prompt and equitable resolution of complaints alleging any action that would be prohibited by the U.S. Department of Justice regulations implementing Title II of the ADA. The District established the procedure to provide persons with disabilities a mechanism to voice concerns, resolve disputes and differences relating to the ADA, and ensure compliance. The District's **Employee Policy Manual** governs employment-related complaints of disability discrimination.

- A. 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. A person can use the Accessibility Complaint form available on the District's website or at the District's Administrative Office at 375 W. First Street, Elmhurst, IL 60126.
- B. The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Compliance Officer, Elmhurst Park District, 375 W. First St., Elmhurst, IL 60126.
- C. When appropriate, an investigation shall be made of all complaints relating to the District's compliance with the ADA by the ADA Compliance Officer when brought to their attention by any employee, constituent, visitor, or participant of the Park District and its facilities.
- D. The District's primary objective in complaint resolution is to resolve the complainant's allegations of discrimination promptly and appropriately. The District will initiate immediate action to investigate and resolve any appropriate complaint as soon as it is received in writing. In addition to its formal complaint investigative process, the District may also utilize an expedited complaint resolution process called Early Complaint Resolution (ECR), whereby the District attempts to resolve the outstanding complaint issue(s) through mediation. This ECR process provides both parties involved the opportunity to immediately resolve the allegations prompting the complaint. Both the Park District and the complainant must be willing to participate in this mediation process. Either party may end the process at any time if it appears that a resolution cannot be reached.
- E. The complainant has the right to file a complaint directly with the appropriate State and/or Federal agencies even if a complaint has or will be filed with the Park District. The complaint's right of to a prompt and equitable resolution of the complaint filed shall not be impaired by the pursuit of the other remedies.