

**ALABAMA LEGISLATURE**

**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 applies to complaints related to, and may be used by any person who wishes to file a complaint, alleging discrimination on the basis of disability in the provision of the Alabama Legislature’s public services, programs, or activities. Complaints regarding employment-related discrimination should be directed to the applicable legislative entity and are not covered by this grievance procedure.

**The Complaint:**

The complaint should be in writing and contain sufficient information about the alleged discrimination, such as the following:

- (1) The name, address, email, and phone number of the grievant or complainant.
- (2) The location, date, and description of the problem or alleged discrimination.
- (3) The preferred methods and types of communication with the grievant or complainant.

Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint and the details related thereto, will be made available for persons with applicable disabilities upon request.

Complaints should be submitted, filed, or otherwise established with the proper party by the complainant or grievant and/or his or her designee as soon as possible following an alleged ADA discriminatory event, but no later than 60 calendar days after the alleged ADA violation.

Complaints regarding an alleged ADA violation must be submitted to the appropriate and applicable ADA Designated Agent or ADA Coordinator as provided below.

- Facility Access or LSA: For complaints related to State House Facility Access or the Legislative Services Agency:

Legislative Services Agency ADA Coordinator

Jimmy Entrekin – LSA General Counsel

Email: [jentrekin@lsa.state.al.us](mailto:jentrekin@lsa.state.al.us)

Phone: (334) 261-0604

- Website Accessibility: For complaints related to digital access, information, or resources available through the Alabama Legislature’s website:

Website Accessibility Support  
Email: [accessibility@al-legislature.gov](mailto:accessibility@al-legislature.gov)

- Alabama House: For complaints related to the public legislative services, programs, or activities of the Alabama House of Representatives:

Alabama House ADA Coordinator  
Alex Geddie – Communications & Employee Resources Specialist  
Email: [alex.geddie@alhouse.gov](mailto:alex.geddie@alhouse.gov)  
Phone: (334) 261-0836

- Alabama Senate: For complaints related to the public legislative services, programs, or activities of the Alabama Senate:

Alabama Senate ADA Coordinator  
Marshall Long – Administrative Assistant to the Secretary of the Senate  
Email: [marshall.long@alsenate.gov](mailto:marshall.long@alsenate.gov)  
Phone: (334) 261-0821

- Alabama Department of Examiners of Public Accounts: For complaints related to the Department of Examiners of Public Accounts:

Alabama Department of Examiners of Public Accounts ADA Coordinator  
Jason Paulk – Chief Legal Counsel  
Email: [jason.paulk@alexaminers.gov](mailto:jason.paulk@alexaminers.gov)  
Phone: (334) 242-9200

### **The Process:**

Upon receipt of a properly submitted complaint, the applicable designated agent or ADA coordinator generally will, absent extraordinary circumstances, respond to the complainant within 30 calendar days with either of the following (or both):

- (a) a substantive response that explains the agent or coordinator's position on the matter and that potentially offers one or more possible solutions for resolution of the matter; or
- (b) good faith and reasonable efforts to schedule a meeting or dedicated time to speak or communicate directly with the complainant about the matter or matters contained in the complaint.

If applicable, after the conclusion of a meeting between the complainant and the applicable ADA coordinator or designated agent, the appropriate coordinator or designated agent will generally, absent extraordinary circumstances, provide a substantive response to the complainant that explains the agent's or coordinator's position on the matter and offer any possible solutions for resolution of the matter or matters involved.

If the substantive response of the applicable ADA Coordinator or designated agent does not satisfactorily resolve the issue or issues established in the complaint, the grievant or complainant may appeal the decision within 15 calendar days of receipt of the response to the applicable legislative agency head as listed below.

- For matters related to the Alabama House of Representatives:  
John Treadwell, Clerk of the Alabama House of Representatives  
Email: [john.treadwell@alhouse.gov](mailto:john.treadwell@alhouse.gov)  
Phone: (334) 261-0555
- For matters related to the Alabama Senate:  
Pat Harris, Secretary of the Alabama Senate  
Email: [pat.harris@alsenate.gov](mailto:pat.harris@alsenate.gov)  
Phone: (334) 261-0700
- For matters related to the Alabama Department of Examiners of Public Accounts:  
Rachel Riddle, Chief Examiner  
Email: [rachel.riddle@alexaminers.gov](mailto:rachel.riddle@alexaminers.gov)  
Phone: (334) 242-9200
- For all other matters:  
Othni Lathram, Director of the Legislative Services Agency (Secretary to the Legislative Council)  
Email: [olathram@lsa.state.al.us](mailto:olathram@lsa.state.al.us)  
Phone: (334) 261-0600

Appeals should be in writing and contain sufficient information to identify the position of the grievant or complainant, and the reason or reasons that the previous decision or decisions were unsatisfactory. For example, appeals should generally include:

- (1) The complaint.
- (2) A copy or other description of all communications and responses from the ADA Coordinator or designated agent.
- (3) A description of the reason or reasons the previous response or responses were unsatisfactory.
- (4) The preferred methods and types of communication with the grievant or complainant.

Alternative means of submitting an appeal, such as personal interviews or a tape recording of the appeal and the details related thereto, will be made available for persons with applicable disabilities upon request.

Upon timely receipt of a properly submitted appeal, the applicable director or agency head generally will, absent extraordinary circumstances, respond to the appeal within 30 calendar days with a substantive response that shall be the final resolution of the complaint.

Note: A copy of this grievance procedure may be available in alternative formats upon request.

###