

TITLE 15

DEPARTMENT OF STATE

CHAPTER 1

DISABILITY DISCRIMINATION GRIEVANCE
PROCEDURE

Authority

N.J.S.A. 52:16A-11a, 42 U.S.C. § 12101
et seq., and 28 C.F.R. § 35.107.

Source and Effective Date

R.1993 d.621, effective December 6, 1993.
See: 25 N.J.R. 1347(a), 25 N.J.R. 5489(b).

Chapter Expiration Date

Chapter 1, Disability Discrimination Grievance Procedure, is exempt
from expiration under Executive Order No. 66 (1978) and N.J.S.A.
52:14B-5.1 pursuant to 28 C.F.R. Part 35.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. DEFINITIONS

15:1-1.1 Definitions

SUBCHAPTER 2. GENERAL PROVISIONS

15:1-2.1 Purpose

15:1-2.2 Required ADA Notice

SUBCHAPTER 3. DESIGNATED ADA COORDINATOR

15:1-3.1 Designated ADA coordinator

SUBCHAPTER 4. ADA GRIEVANCE PROCEDURE

15:1-4.1 Grievance procedure

15:1-4.2 Grievance contents

15:1-4.3 Grievance form

15:1-4.4 Investigation

SUBCHAPTER 1. DEFINITIONS

15:1-1.1 Definitions

The following words and terms, as used in this chapter,
shall have the following meanings, unless the context clearly
indicates otherwise.

“ADA” means the Americans with Disabilities Act, 42
U.S.C.A. § 12101 et seq.

“Agency” means the New Jersey Department of State.

“Designated decision maker” means the Secretary of State
or his or her designee.

SUBCHAPTER 2. GENERAL PROVISIONS

15:1-2.1 Purpose

(a) These rules are adopted by the agency in satisfaction of
the requirements of the ADA and regulations promulgated
pursuant thereto, 28 C.F.R. 35.107.

(b) The purpose of these rules is to establish a designated
coordinator whose duties shall include assuring that the
agency complies with and carries out its responsibilities under
the ADA. Those duties shall also include the investigation of
any complaint filed with the agency pursuant to N.J.A.C.
15:1-4.

15:1-2.2 Required ADA Notice

In addition to any other advice, assistance or accommo-
dation provided, a copy of the following notice shall be given
to anyone who inquires regarding the agency’s compliance
with the ADA or the availability of accommodation which
would allow a qualified individual with a disability to receive
services or participate in a program or activity provided by
the agency.

AGENCY NOTICE OF ADA PROCEDURE

The agency has adopted an internal grievance procedure
providing for prompt and equitable resolution of grievances
alleging any action prohibited by the U.S. Department of
Justice regulations implementing Title 11 of the Americans
with Disabilities Act. Title 11 states, in part, that “no
otherwise qualified disabled individual shall, solely by reason
of such disability, be excluded from participation in, be
denied the benefits of or be subjected to discrimination” in
programs or activities sponsored by a public entity.

Rules describing and governing the internal grievance pro-
cedure can be found in the New Jersey Administrative Code,
N.J.A.C. 15:1. As those rules indicate, grievances should be
addressed to the agency’s designated ADA Coordinator, who
has been designated to coordinate ADA compliance efforts, at
the following address:

John F. Kettner
ADA Coordinator
New Jersey Department of State
CN 459
Trenton, New Jersey 08625

1. A grievance may be filed in writing or orally, but
should contain the name and address of the person filing it,
and briefly describe the alleged violation. A form for this
purpose is available from the designated ADA coordinator.
In cases of employment related grievances, the procedures

established by the Department of Personnel, N.J.A.C. 4A:7-1.1 et seq. will be followed where applicable.

2. A grievance should be filed promptly within 30 days after the grievant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, will follow the filing of a grievance. The investigation will be conducted by the agency's designated ADA Coordinator. The rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance.

4. In most cases a written determination as to the validity of the grievance and a description of the resolution, if any, will be issued by the designated decision maker and a copy forwarded to the grievant no later than 45 days after its filing.

5. The ADA coordinator will maintain the files and records of the agency relating to the grievances filed.

6. The right of a person to a prompt and equitable resolution of the grievance filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA grievance with the responsible Federal department or agency or the New Jersey Division on Civil Rights. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. The rules will be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the agency complies with the ADA and implementing Federal rules.

SUBCHAPTER 3. DESIGNATED ADA COORDINATOR

15:1-3.1 Designated ADA coordinator

(a) The designated coordinator of ADA compliance and complaint investigation for the agency is:

John F. Kettner
ADA Coordinator
New Jersey Department of State
CN 459
Trenton, New Jersey 08625

(b) All inquiries regarding the agency's compliance with the ADA and the availability of accommodation which would

allow a qualified individual with a disability to receive services or participate in a program or activity provided by the agency should be directed to the designated coordinator identified in (a) above.

(c) All grievances alleging that the agency has failed to comply with or has acted in a way that is prohibited by the ADA should be directed to the designated ADA coordinator identified in this section, in accordance with the procedures set forth in N.J.A.C. 15:1-4.

SUBCHAPTER 4. ADA GRIEVANCE PROCEDURE

15:1-4.1 Grievance procedure

A grievance alleging that the agency has failed to comply with the ADA or has acted in a way that is prohibited by the ADA shall be submitted either in writing or orally to the designated ADA coordinator identified in N.J.A.C. 15:1-3.1 within 30 days of the grievant becoming aware of the alleged violation. A grievance alleging employment discrimination will be processed pursuant to the rules of the Department of Personnel, N.J.A.C. 4A:7-1.1 through 3.4, if those rules are applicable.

15:1-4.2 Grievance contents

(a) A grievance submitted pursuant to this subchapter may be submitted in or on the form set forth at N.J.A.C. 15:1-4.3.

(b) A grievance submitted pursuant to this subchapter shall include the following information:

1. The name of the grievant and/or any alternate contact person designated by the grievant to receive communication or provide information for the grievant;

2. The address and telephone number of the grievant or alternate contact person; and

3. A description of manner in which the ADA has not been complied with or has been violated, including times and locations of events and names of witnesses if appropriate.

15:1-4.3 Grievance form

The following form may be utilized for the submission of a grievance pursuant to this subchapter:

Americans with Disabilities Act Grievance Form

Date: _____

Name of grievant: _____