

22nd District Agricultural Association

Complaint and Grievance Form

This grievance form may be used by any individual who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies, or in the provision of services, programs or activities by the 22nd District Agricultural Association. Alternate means of filing a complaint are available upon request. A separate Grievance form should be completed for each alleged act of discrimination.

Name: _____

Address: _____

Telephone (or TDD/TTY): _____

E-mail: _____

Date: _____

I am a (please check one):

☐ Job Applicant

☐ 22nd DAA Employee

☐ Private Citizen

State the following for the alleged act of discrimination (additional paper may be attached):

Date: _____

Time: _____

Location: _____

Describe the alleged act of discrimination (additional paper may be attached):

Do you require the District's response to this grievance to be provided in alternate format?

☐ Yes ☐ No

(If yes, please state preferred format):

This grievance must be submitted in writing by the complainant or his/her designee no later than 60 calendar days after the alleged violation to:

Amy Billburg
Equestrian Manager
2260 Jimmy Durante Boulevard
Del Mar, CA 92014
Telephone: 858-792-4217
Fax: (858) 792-4287
TTY: (858) 792-4492
E-mail: abillburg@sdfair.com

Amy Billburg, her designee or the responsible department will respond in writing within 30 calendar days to the complainant with a Plan of Action for resolving the complaint. The response will be provided in a format accessible to the complainant (e.g., large print, Braille or electronic version). The response will include options for the substantive resolution of the complaint.

If the response by Amy Billburg or her designee is not satisfactory to the complainant, the complainant or his/her designee may appeal the decision with 15 calendar days after receipt of the receipt of the response:

Katie Mueller
Chief Operating Officer
2260 Jimmy Durante Boulevard
Del Mar, CA 92014
Phone: (858) 792-4245
Fax: (858) 755-7820
TTY: (858) 792-4492
Email: kmueller@sdfair.com

Within 7 calendar days after receipt of the appeal, Katie Mueller will confer with the complainant to discuss the complaint and possible resolution(s). Within 14 calendar days after the meeting Ms. Mueller will respond in writing, in a format accessible to the complainant, with a final resolution of the grievance.

All written complaints received by Amy Billbug or her designee, appeals to Katie Mueller, and related responses will be retained by the 22nd District Agricultural Association for at least three years.