

**22<sup>nd</sup> 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 22<sup>nd</sup> District Agricultural Association. Alternate means of filing a complaint are available upon request. A separate Grievance form should be filled for each alleged act of discrimination.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (or TDD/TTY): \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

I am a (please check one):

Job Applicant

22<sup>nd</sup> 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  
Event 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](mailto: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:

Gary Reist  
Deputy General Manager  
2260 Jimmy Durante Boulevard  
Del Mar, CA 92014  
Phone: (858) 792-4202  
Fax: (858) 755-7820  
TTY: (858) 792-4492  
Email: [greist@sdfair.com](mailto:greist@sdfair.com)

Within 7 calendar days after receipt of the appeal, Gary Reist will confer with the complainant to discuss the complaint and possible resolution(s). Within 14 calendar days after the meeting Mr. Reist 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 Gary Reist, and related responses will be retained by the 22<sup>nd</sup> District Agricultural Association for at least three years.