

## **Title VI - Grievance Procedure**

### TITLE VI OF THE CIVIL RIGHTS ACT GRIEVANCE PROCEDURE

The grievance procedure is established to meet the requirements of TITLE VI of the Civil Rights Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability be excluded from the participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address 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.

The complaint should be submitted as soon as possible, preferably within 180 days of the alleged violation to:

Title VI Coordinator  
3120 Stonecrest Blvd  
Stonecrest, GA 30038  
(770) 224-0200  
[HR@stonecrestga.gov](mailto:HR@stonecrestga.gov)

Within 15 calendar days after receipt of the complaint, the Title VI coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 days of the meeting the Title VI Coordinator will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Stonecrest and offer options for substantive resolution of the complaint.

If the response by the Title VI Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision with 15 calendar days after receipt of the response to the City Manager or designee.

Within 15 calendar days after receipt of the appeal, the City Manager or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after meeting, the City Manager or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.