



Johnson County Government Grievance Procedure under Title VI of the 1964 Civil Rights Act

This Grievance Procedure is established to meet the requirements of Title VI of the 1964 Civil Rights Act ("Title VI"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin, including limited English proficiency, in the provision of services, activities, programs, or benefits by Johnson County Government. The County's Personnel Policy governs employment-related complaints of such discrimination.

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

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**County Coordinator
Title VI Coordinator
86 West Court Street, Franklin, IN 46131**

Within 15 calendar days after receipt of the complaint, the County Coordinator or assigned designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the County Coordinator or assigned designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Johnson County Government and offer options for substantive resolution of the complaint.

If the response by the County Coordinator or assigned designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Johnson County Board of Commissioners or assigned designee.

Within 15 calendar days after receipt of the appeal, the Johnson County Board of Commissioners or assigned designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Johnson County Board of Commissioners or assigned designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the County Coordinator or assigned designee, appeals to the Johnson County Board of Commissioners or assigned designee, and responses from these two offices will be retained by Johnson County Government for at least three years.