

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

**HR – Conditions of Employment
Title VI Complaint Procedure
404.04**

PURPOSE

Fayette County is committed to fully complying with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related statutes and regulations. A Title VI Coordinator has been designated to oversee compliance.

POLICY

It is Fayette County's policy that no one shall be excluded from the participation in, or be denied the benefits of or otherwise be subjected to discrimination under any of the County's programs or activities because of their race, color, national origin, sex, age or disability.

PROCEDURE

People who feel that they as either individuals, members of any specific class or in connection with any disadvantaged business enterprise have been subject to discrimination that is prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with the Fayette County Equal Employment Opportunity (EEO) Office. A representative acting on behalf of such persons may also file a complaint.

Complaints must be submitted in writing or in person by the complainant and/or their representative no later than 180 days after the date of the alleged discrimination or in the case of a continuing course of conduct, the date when that conduct ceased. The complaint shall specify in as much detail possible the facts and circumstances regarding the alleged discrimination. The EEO Office will assist persons making verbal complaints to convert them into writing and present the written version to the complainant for their signature. Title VI Discrimination Complaint Forms may be obtained by going to the Fayette County website or by contacting the EEO Office at 770-305-5418.

The EEO Office will acknowledge receipt of the complaint within 10 days of it being submitted and inform the complainant of action taken or any possible action to process the complaint.

Within 45 days of receiving the complaint, the EEO Office will conduct an investigation and render a final determination. Informal efforts to resolve the complaint will be used whenever possible and will be included with the final determination. The complainant will be notified in writing of the final determination. For transportation related complaints the complainant will also be notified of their appeal rights with the Georgia Department of Transportation or the Federal Highway Administration in the event they are not satisfied with the final determination issued by Fayette County.