Policy Statement

It is the City of Laurel policy, without limitation ensure that qualified individuals with known disabilities are treated in a nondiscriminatory manner in pre-employment or any services, activities as provided by Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA). It is also understood in the policy of the City of Laurel that we will go through great measures to promote and provide nondiscrimination in all of its departments, programs and activities despite the funding source.

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements

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 for persons with disabilities 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:

Delta Holloway
ADA Coordinator / Human Resources Director
P O Box 647
Laurel, Mississippi 39441-0647
hr@laurelms.com
Ph. (601) 428-6424
Fax (601) 428-6442

Within 15 calendar days after receipt of the complaint, Delta Holloway will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Delta Holloway 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 the City of Laurel and offer options for substantive resolution of the complaint.

If the response by Delta Holloway does or her designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Mayor, Johnny Magee or his designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his 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 and responses from these two offices will be retained by the City of Laurel for at least three years.

Title VI Policy

Title VI of the Civil Rights Act of 1964 protects all individuals in the United States from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance.

Policy Statement

The City of Laurel pledges that no person shall on the grounds of race, color, sex, age, disability, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Laurel further pledges that every effort will be made to warrant nondiscrimination in all its programs and activities, regardless of the funding source.

The City of Laurel, MS will include Title VI language in all written agreements and bid notices and will monitor compliance.

The Title VI Coordinator will be responsible for initiating and monitoring Title VI activities and all other responsibilities as needed.

Corrective Action

If Title VI deficiencies or violations are found through any program review, the City of Laurel will take the necessary actions and procedures to make sure program compliance and prevent future violations from taking place. If irregularities occur in administration of the programs' operations, procedures, and necessary steps will be established to resolve the discrepancy and reduce to writing the remedial action necessary, all within a period not to exceed 90 days. MDOT will be notified of any complaint filed at the City of Laurel involving Title VI issues.

Filing a Complaint

Pertinence

The complaint procedures pertain to the beneficiaries of the City of Laurel's programs and activities, including but not limited to: the public, contractors, sub-contractors, consultants, employees, and other sub-recipients of federal and state funds.

Entitlement

If any individual, group of individuals, or program beneficiaries have been subjected to unequal treatment or discrimination on the basis of race, color, national origin, sex, disability, or age, which is prohibited by Title VI nondiscrimination provisions, in the receipt of benefits and/or services, she/he may file a complaint with the City of Laurel. Every effort will be made to resolve complaints informally at the City, recipient, and/or contractor level.

Time Limitation on Filing Complaints

All City of Laurel employees must report complaints immediately to the Title VI Coordinator upon receipt of Title VI related complaints.

Complaints must be filed no later than 180 days after:

The date of the alleged act of discrimination; or The date the person became aware of the alleged discrimination; or Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be reduced to writing and must be signed by the complainant and/or the complainant's representative. The complaint must address the facts and the circumstances leading to the claimed discrimination.

A Title VI complaint form is available on the City of Laurel’s website at Laurelms.com under the Forms and Applications tab.

For those interested in having this information translated, please contact our interpreter service at 800.726.9891. Translations are available in 200 languages and regional dialects.

The City of Laurel, MS
Grievance Procedure under
The Americans with Disability Act
Application

the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Laurel. The City of Laurel's Personnel Policy governs employment-related complaints of disability discrimination.

Name _____ Date_____

Address _____ Phone#_____

Complaint _____

Brief statement of incident, which department or program, or agency and location

_____

_____

_____

_____

Signature _____

Return to:

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