



TITLE VI COMPLAINT PROCESS AND FORM

COMPLAINT OF TITLE VI DISCRIMINATION AGAINST THE CITY OF ISSAQUAH, WASHINGTON

Who can file a Title VI complaint?

- Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination by the City of Issaquah that is prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Issaquah.
- A complaint may also be filed by a representative on behalf of such a person.

How do I file a complaint?

Fill out this form completely to help us process your complaint. Submit the completed form to the Human Resources Director within 180 calendar days of:

- the alleged discriminatory act; or
- if there has been a continuing course of conduct, the date on which that conduct was discontinued.

What happens when I file a complaint?

- Within 10 days, the City will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WSDOT and USDOT.
- Within 60 days, the City or an appropriate outside party will investigate the allegation and based on the information obtained, will render a recommendation for action in a report of findings.
- Within 90 days, the City will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter.

What if I don't agree with the decision?

The notification will advise the complainant of his/her appeal rights, including those within WSDOT or USDOT, if they are dissatisfied with the final decision rendered.

A complainant who does not agree with the final decision reached may submit a written request for a different decision to the Human Resources Director within 30 days of the date of the City's response.