

1.031 Procedures for Filing a Complaint of Alleged Discrimination

- A.** Applicants for employment who are covered under civil service, who elect to register a complaint of discrimination shall contact the Director of Human Resources, or his/her designee, or the EEO Officer to request a review of the matter. The Director of Human Resources' designee or the EEO Officer shall forward a copy of the complaint to the Director of Human Resources. The request to file a complaint must be made within 30 calendar days following the date of the alleged discriminatory action or the date the complainant should have first become aware of the alleged violation.
- B.** A complainant who believes he or she has been discriminated may enter the process at any level, options 1 to 6 below, to file a complaint provided, however, that a complainant may not file at two or more levels simultaneously.
1. Immediate supervisor;
 2. Any supervisor or manager within or outside the department; or
 3. Department Head; or
 4. Director of Human Resources, or his/her designee; or
 5. Equal Employment Opportunity (EEO) Officer; or
 6. The Civil Service Commission, with the exception of harassment complaints which do not affect a tangible job benefit.
- C.** The complaint shall be written on forms provided by the County and shall include but not be limited to:
1. The name, address, and telephone number of the complainant.
 2. The basis of the alleged discrimination based on the protected classification (e.g., race, color, religion, national origin, etc.).
 3. The name(s) of any persons thought to be responsible for the discrimination.
 4. A clear and complete description of the specific practice(s), procedure(s), or incident(s) which are alleged to be discriminatory that has occurred.
 5. A clear and complete statement of the remedy or corrective action being sought as a result of the complaint.
 6. The complainant may provide his/her own representative, beginning with this step of the complaint process, by indicating the name, address, and occupation of the representative, if any.

- D.** A copy of the written complaint shall be provided to the respondent's department head, unless the respondent is the department head
- E.** Every possible effort will be made to assure the confidentiality of complaints. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take an effective remedial action. As a result, confidentiality will be maintained to the extent possible.
- F.** Nothing in this procedure shall restrict the right of the complainant to file directly with the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing, the agencies responsible for the enforcement of antidiscrimination legislation. It is the complainant's responsibility to contact these agencies for filing requirements and deadlines.