

NON-DISCRIMINATION NOTICE (Page 1)
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NON-DISCRIMINATION NOTICE

The City of Lake Mills does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Steven Wilke, City Manager
City of Lake Mills
200 D Water Street
Lake Mills, WI 53551
(920) 648-2344

City of Lake Mills Grievance Procedure for resolving complaints of discrimination based upon sex or handicapping condition:

Level One Procedure

1. Any person participating in an educational program or activity of the City of Lake Mills who wishes to file a grievance alleging discrimination based upon sex, including sexual harassment, or based on any handicapping condition, should file a complaint in writing. Forms are available at City Offices in the Municipal Building, the Lake Mills Police Department, the Lake Mills Fire Department and the L.D. Fargo Public Library.
2. Forms should be submitted to the Title IX and/or Section 504 compliance officer:

Title IX and Section 504 compliance officer:

Steven Wilke
City Manager
200D Water Street
(920) 648-2344
3. The compliance officer of his/her designee will then:
 - a) Investigate within one week (seven calendar days) the circumstances of the complaint
 - b) Render a decision within two weeks (fourteen calendar days) after receipt of the complaint;
 - c) Send a copy of the decision to the complainant
 - d) Provide the complainant one week (seven calendar days) to respond to the decision.
4. The complainant can:
 - a) Accept the decision. The acceptance must be in writing to the compliance officer;
 - b) Disagree: If the complainant disagrees with the decision, s/he must state such, in writing, to the compliance officer and request an appeal to the decision;
 - c) Not respond, and after seven calendar days, if the complainant has not responded stating a disagreement with the decision and wishing to appeal, the decision will become final.

Note that failure of the complainant to respond will be interpreted as his/her acceptance of the decision. In the event that the City's level one compliance officer is involved in the alleged discrimination, the complainant can bypass the level one procedure and proceed directly to the Level Two Procedure.

Level Two Procedure

If it is necessary to bypass the compliance officer, or after completion of the Level One Procedure, the complainant can begin the Level Two Procedure by completing a written request to the compliance officer and/or City Council President.

1. The compliance officer requests the City Council President to review the complaint

2. The City Council President will schedule a hearing within one week (seven calendar days) of receipt of the request. The hearing will be before the City Council. The participants in this hearing will include the complainant, who may be accompanied by his/her parents, spouse, friends, and/or attorney, the compliance officer and others who have information to present relevant to the hearing.

3. The Council will review the information presented and render a final decision within one week (seven calendar days) of the hearing. The complainant and the compliance officer will receive written copies of the decision.

Other channels for filing complaints

Complaints of discrimination based upon sex and handicapping conditions may be filed with other agencies. Since each agency has its own rules on deadlines for filing complaints, check each agency to determine its particular rules for filing complaints. The complainant may file a complaint of discrimination with the:

U.S. Equal Employment Opportunity Commission (EEOC)		
Chicago District Office	Phone:	1-800-669-4000
500 West Madison Street	TTY:	1- 800- 669- 6820

Suite 2000
Chicago, IL 6066133 Whitehall Street

1-

Wisconsin Equal Rights Division	Phone: (608) 266-6860
819 N. 6 th St. Rm. 255	TTY: (609) 263-8752
Madison, WI 53708	

Although not legally required, complainants are encouraged to follow the City's grievance procedures before filing a complaint through channels listed above.

Definitions

Grievance: A complaint alleging discrimination based upon sex, including sexual harassment, or handicapping condition, or based on race, color, or national origin. This issues involves the violation, interpretation, or inappropriate application of Title IX regulations forbidding discrimination on the basis of sex, and Section 504 forbidding discrimination on the basis of handicapping condition.

Students or Participants: Any person enrolled as a student or participant in any program authorized by the City.

Employee: Any full-time or part-time employee, or other person receiving compensation for services rendered by the City.

Complainant: The person filing a complaint of discrimination.

Compliance Officer: The person designated to coordinate City efforts to comply with Title IX and Section 504 rules and regulations.

Grievance Procedure Form

For Filing and Resolving Complaints of Discrimination Based upon Sex or Handicapping Condition or based on Race, Color, or National Origin

Complainant's Name: _____
First Name Last Name

Complainant's Status: Student _____ Employee _____
Participant _____ Department: _____

Statement of Complainant: Describe your complaint (how you have been discriminated against in as much detail as possible. Include names, dates and witnesses). Use additional pages as necessary.

Resolution requested by complainant:

Signature of Complainant: _____

Date submitted: _____

Please forward this completed form to the Title IX or Section 504 compliance officer.

*Steven Wilke, City Manager
200D Water Street
Lake Mills, WI. 53551*