



## **Town of Bargersville Grievance Procedure under Title VI of the 1964 Civil Rights Act**

The Grievance Procedure is established to meet the requirements of Title VI of the 1964 Civil Rights Act (“Title VI”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin, including limited English proficiency, in the provision of services, activities, programs, or benefits by the Town of Bargersville. Please note, the Town’s Personnel Policy governs employment-related complaints of such discrimination.

The complaint should be in writing on a form provided by the Town 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 complaint, such as personal interviews or a tape recording of the complaint, will be made available upon request.

The complaint should be submitted by the grievant and/or his or her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Town of Bargersville  
Title VI Coordinator, Joe Csikos  
24 North Main Street, Bargersville, IN 46106**

Within 21 calendar days after receipt of the complaint, the Title VI Coordinator or his assigned designee will meet the complainant to discuss the complaint and the possible resolutions. Within 21 calendar days of the meeting, the Title VI Coordinator or his assigned designee 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 Town of Bargersville and offer options for substantive resolution of the complaint.

If the response by the Title VI Coordinator or his assigned designee does not satisfactorily resolve the issue, the complainant and/or his designee may appeal the decision within 21 calendar days after receipt of the response to the Title VI Coordinator or his assigned designee.

Within 21 calendar days after receipt of the appeal, the Title VI Coordinator or his assigned designee will meet with the complainant to discuss the complaint and possible resolutions. Within 21 days calendar days after the meeting, the Title VI Coordinator or his assigned 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 by the Title VI Coordinator or his assigned designee, appeals to the Town of Bargersville will be retained by the Town of Bargersville for at least three (3) years.