

CONNOR S. MARTIN
MAYOR

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
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TOWN OF EAST HARTFORD

(860) 291-7220

740 Main Street
East Hartford, Connecticut 06108

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TOWN OF EAST HARTFORD GRIEVANCE PROCEDURE UNDER FEDERAL CIVIL RIGHTS LAW (DISCRIMINATION)

This Grievance Procedure is established to meet the requirements of Federal Civil Rights Law. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, national origin (including language), disability, sex, age, or religion, in the provision of services, activities, programs, or benefits by the Town of East Hartford.

The complaint should be in writing, contain the name, address and phone number of the person filing it, and briefly describe the alleged violation including the location, date of the incident, the complaint filing date, and a 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 filed within sixty (60) calendar days after the alleged violation with the Town of East Hartford's Nondiscrimination Coordinator and Hearings Officer:

Tyron Harris
Director of Human Resources and Nondiscrimination Coordinator and Hearings Officer
Town of East Hartford
740 Main Street
East Hartford, CT 06108
(860) 291-7222
(tharris@easthartfordct.gov)
Fax: (860) 291-7224

Within fifteen (15) calendar days after receipt of the complaint, the Nondiscrimination Coordinator and Hearings Officer or his designee will meet with the complainant to discuss the complaint and the possible resolutions. A determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant in writing and, where appropriate, in a format accessible to the complainant, no later than fifteen (15) calendar days of the meeting.

If the response by the Nondiscrimination Coordinator and Hearings Officer or his designee does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after receipt of the response to the Mayor or his designee.

Within fifteen (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 fifteen (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 by the Nondiscrimination Coordinator and Hearings Officer or his designee, appeals to the Mayor or his designee, and responses from these two offices will be retained by the Town of East Hartford for at least three (3) years.

Para informacion o asistencia en espanol, contactese: Tyron Harris,
tharris@easthartfordct.gov