

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.4

Subject: Discrimination Complaint

Effective Date: July 13, 2007

Approved by: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

- A. To establish a system that allows an employee who has been discriminated against to make his/her complaint known and the process that should be used to resolve the complaint.
- B. To ensure that each employee who files a discrimination complaint may do so without fear of retaliation.

II. DEFINITIONS

- A. Discrimination Complaint - A complaint advanced by an individual or group because the individual or group believes they have been treated unequally or disparately because of race, sex, color, national origin, handicap, age or religion.

III. RULES/PROCEDURES

- A. The department director is responsible for attempting to resolve all discrimination complaints.
- B. The primary role of the Personnel Director is to assist the department director in identifying and initiating preventive steps to reduce or minimize discrimination complaints.
- C. The employee shall be responsible for directing all complaints according to this section to his/her immediate supervisor to allow the supervisor an opportunity to resolve the complaint.
- D. In cases where the complaint directly involves the supervisor, the employee shall present a written complaint to the next supervisor in his/her chain of command.
- E. If a resolution has not been reached, the employee shall place his/her complaint in writing and present it to the next supervisor in his/her chain of command for resolution.

- F. The employee shall advance his/her complaint in writing to the department director after all managers above his/her immediate supervisor have reviewed the complaint and a solution has not been reached.
- G. The department director may designate the Personnel Director to investigate the complaint and present findings and recommendation. The Personnel Director shall present findings and recommendations to the department director.
- H. The department director shall submit his/her findings in writing to the employee only if it cannot be resolved.
- I. An employee shall follow the procedure below only after exhausting all internal departmental options:
  - 1. The employee is encouraged to submit a written complaint to the Personnel Director.
  - 2. The Personnel Director shall inform the department director of the complaint and proceed to conduct an investigation.
  - 3. The Personnel Director shall report his/her findings including a recommendation to the City Manager and the department director.
  - 4. The City Manager shall review and approve or amend the Personnel Director's recommendation for implementation. The City Manager's decision shall be final.

#### Form Maintenance

- A. Copies of the Discrimination Complaint Form (Attachment A) shall be maintained in all departments, division offices and by the Personnel Director.
- B. Discrimination complaint forms may be obtained from the Personnel Department as necessary.

**EMPLOYEE APPEAL FORM**

EMPLOYEE NAME:

DATE OF COMPLAINT:

JOB TITLE:

Dept./Div.:

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EMPLOYEE'S STATEMENT OF COMPLAINT:

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ACTION REQUESTED:

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LIST ANY WITNESS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

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Date submitted to supervisor by employee: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

DIVISION MANAGER'S STATEMENT:

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DIVISION MANGER'S SIGNATURE

\_\_\_\_\_  
DATE

DEPARTMENT DIRECTOR'S STATEMENT:

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DEPARTMENT DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE