

**CITY OF TORRINGTON
TITLE VI GRIEVANCE PROCEDURE**

This Grievance Procedure is established to meet the regulations of Title VI of the Civil Rights Act of 1964. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin in employment practices and policies or the provision of services, activities, programs, or benefits by the City of Torrington.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.

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

Thomas Gritt
Personnel Director
140 Main Street
Torrington, CT 06790

Within 15 calendar days after receipt of the complaint, the Personnel Director will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, a response will be made in writing to the complainant. The response will explain the position of the Personnel Director and offer options for substantive resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to Mayor Elinor Carbone or her designee.

Within 15 calendar days after receipt of the appeal, Mayor Elinor Carbone or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting Mayor Elinor Carbone or her designee will respond in writing to the complainant, with a final resolution of the complaint.

All written complaints received by City of Torrington, appeals to Mayor Elinor Carbone or her designee, and responses from the Personnel Director and Mayor Elinor Carbone or her designee will be kept by the City of Torrington for at least three years.