



POST THIS NOTICE IN CUSTOMER FACING LOCATIONS SUCH AS LOBBIES, WAITING ROOMS, AND OTHER PUBLIC LOCATIONS

Nondiscrimination and Equal Employment Opportunity Procedure

HAVE YOU EXPERIENCED DISCRIMINATION?

If you think that you have been subjected to discrimination, you may file a complaint within 180 days from the date of the alleged violation at either the federal or local level:

County of Humboldt

Dr. Jeremy M. Clark, Equal Employment Opportunity Officer

825 5th Street, Room 100

Eureka, CA 95501

[INSERT GRANTING AGENCY INFORMATION HERE]

Complaints must be filed in writing, signed and dated by the grievant/complainant and shall contain the following information and shall:

- Contain the complainant's name, address, or other means of contacting him or her;
- Identify the respondent (name of person or entity against whom the grievance/complaint is made).
- Describe the complainant's allegation(s) in sufficient detail to allow the CRCL (Office for Civil Rights and Civil Liberties) or Humboldt Equal Employment Opportunity (EEO) Officer, as applicable, to determine whether (1) the CRCL or the Humboldt EEO Officer has jurisdiction over the complaint; (2) the complaint was filed timely; and (3) the complaint has apparent merit, i.e., whether the allegation(s), if true, would violate any of the nondiscrimination and equal opportunity provisions of *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**); and
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability; and
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities; and
- Age Discrimination Act of 1975, which prohibits discrimination based on age; and
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

When a complaint is filed, the Humboldt EEO Officer shall issue a written acknowledgement of receipt of a complaint alleging discrimination by the County of Humboldt, its employees, or departments and shall include a notice of the complainant's right to representation in the complaint process.

The Humboldt EEO Officer shall be allowed 90 days to issue a Notice of Final Action from the date on which the complaint was filed. If during the 90-day period, the Humboldt EEO Officer issues a decision that is not acceptable to the complainant, the complainant or his or her representative may file a complaint with the Civil Rights Center (CRC) within 30 days after the date on which the complainant receives the Notice.

If the 90 days expire and the complainant does not receive a Notice of Final Action from the Humboldt EEO Officer or has failed to issue a Notice of Final Action, the complainant or his/her representative may file a complaint with the CRC within 30 days of the expiration of the 90-day period. In other words, the complaint must be filed with the CRC within 120 days of the date on which the complaint was filed with the Humboldt EEO Officer.

IT IS AGAINST THE LAW FOR THIS RECIPIENT OF FEDERAL FINANCIAL ASSISTANCE TO DISCRIMINATE ON THE FOLLOWING BASIS:

- Against any individual in the United States, on the basis of **race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), marital status, national origin, age, disability, language, political affiliation or belief.**
- Against any beneficiary of programs that receive federal financial assistance on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States., or his or her participation in a DHS financially assisted program or activity.

I hereby certify that I have received and read this information on the HC-WDB Nondiscrimination and Equal Employment Opportunity policy.

Applicants Signature: _____ Date: _____

Signature of Parent/Guardian (if applicant is under 18): _____

**Auxiliary aids, information in other languages, and services are available upon request to individuals with disabilities. To request, please contact:*

Office of Human Resources
Attn: Jeremy Michael Clark, Ph.D.
Equal Employment Officer
825 5th Street, Room 131
Eureka, CA 95501
707-476-2423
jclark@co.humboldt.ca.us