



City of Nappanee

300 West Lincoln Street
P.O. Box 29
Nappanee, IN 46550-0029

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City of Nappanee, Indiana Grievance Procedure For Title VI Complaints

The City of Nappanee, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, as amended ("Title VI"), has adopted this Grievance Procedure to insure prompt and equitable resolution of Complaints alleging discrimination prohibited by Title VI in conjunction with the programs, activities and services of the City of Nappanee. The City's Personnel Policy governs employment related complaints of discrimination.

A complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number (and e-mail address (if applicable) of complainant and a brief description of the alleged discriminatory conduct, including the date of alleged harm. 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 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:

Phil Jenkins
Mayor, City of Nappanee,
Title VI Coordinator
Nappanee Municipal Center
300 West Lincoln Street
Nappanee, IN 46550
(574) 773-2112
pjenkins@nappanee.org

Within 15 calendar days after receipt of a complaint, the Title VI Coordinator, or his designee, will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, the Title VI coordinator, or his 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 City of Nappanee and offer options for substantive resolution of the complaint.

If the response by the Title VI Coordinator, or his designee, 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 the City of Nappanee Common Council ("Common Council") or their designee. This appeal must be in writing and must be received by the Office of the City of Nappanee Clerk-Treasurer, Nappanee Municipal Center, 300 West Lincoln Street, Nappanee, Indiana 46550 within such 15 day period.

Within 15 calendar days after receipt of the appeal, the Common Council, or their designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Common Council, or their 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, appeals to the Common Council, or its designee, and responses from those two offices will be retained by the City of Nappanee for at least 3 years.