

**Town of Jackson, Wyoming
And
Southern Teton Area Rapid Transit (START)**



**Equal Employment Opportunity (EEO)/Title VI
Program
November 6, 2023**

INTRODUCTION

START Bus is a Town of Jackson department that is jointly funded by the Town of Jackson, Wyoming and Teton County, Wyoming. We have a Joint Powers Agreement setting forth a Joint Powers Board that serves as an advisory board to the START Bus System. This EEO Program reports on only those positions within the Town of Jackson organization that are transit related. That includes all START Bus employees, Town Administration, Personnel, Finance, as well as mechanics in the Public Works Department that service START Bus vehicles.

The Town of Jackson and START Bus is committed to the concept and practice of equal employment opportunity and affirmative action in all aspects of employment. In developing and implementing this EEO Program, the Town of Jackson and START Bus has been guided by established policy of providing equal employment opportunity. The Town of Jackson has completed an EEOP for another program in Town government since 2010. The Town Council of the Town of Jackson adopted a Non-Discrimination Ordinance on July 16, 2018 that sets out a process for filing complaints and how those complaints will be handled for anyone within the Town of Jackson including the Town of Jackson organization. Complaint procedures for Title VI are posted on the START Buses and also on the START website.

This EEO Program was approved by the Town Council on November 6, 2023.

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I. Policy Statement

The Town of Jackson, as well as each of the Departments within the Town of Jackson including START Bus, has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, or veteran status, or other protected class.

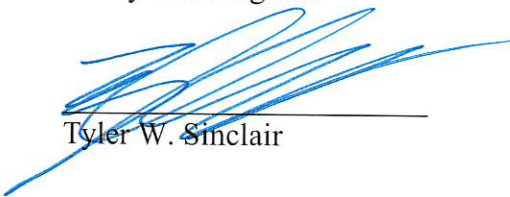
This Town of Jackson EEO Policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and use of facilities for transit related employees.

All applicants and employees have the right to file complaints alleging discrimination. As the Interim Town of Jackson Town Manager, I, Tyler Sinclair, maintain overall responsibility and accountability for the Town of Jackson's compliance with its EEO Policy and Program of which the START Bus is one Department. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed, Roxanne Robinson, the Assistant Town Manager, as the Town of Jackson's EEO Officer. The Assistant Town Manager reports directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Town of Jackson executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring the Town of Jackson's EEO Policy and Program within their respective areas and may be assigned specific tasks to ensure compliance is achieved. The Transit Director over the START Bus system is one such manager that shares in this responsibility. The Town of Jackson will evaluate its manager's and supervisor's performance on their successful implementation of the Town of Jackson's EEO policies and procedures in the same way the Town of Jackson assesses their performance regarding other goals for the organization.

The Town of Jackson is committed to maintaining its non-discrimination program that sets forth the policies, practices and procedures, to which the Town is committed and the Town of Jackson will make the EEO Policy and Program available for inspection by any employee or applicant for employment upon request. Further the Town of Jackson is committed to administering this EEO Policy and Program to overcome the effects of any past discrimination on minorities and women.

As Town Manager, I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity, respect, and equity under the guidelines of our EEO Policy and Program.



Tyler W. Sinclair

11-29-23
Date

II. EEO Officer Designation

- A. The Town Manager bears the overall responsibility for the implementation of the Town of Jackson's EEO Program. The Assistant Town Manager serves as the Town of Jackson's and START Bus' EEO Officer. This position is an executive and reports directly to the Town Manager who is the Chief Executive Officer of the Town organization. The 2023 EEO Officer is Roxanne Robinson. Because of the small size of the Town of Jackson organization (In August of 2022 - 121 full time benefitted employees and 23 variable hour employees), this person has other responsibilities rather than being a full time EEO officer. This person is also responsible for processing employment discrimination complaints. The Assistant Town Manager has been given top management support for managing the EEO program.
- B. In addition to the other duties assigned to the Assistant Town Manager, the Assistant Town Manager is responsible for:
 - 1. All recruitment and selection processes within the Town organization and START Bus;
 - 2. Providing oversight or direct involvement in all interviews and promotions;
 - 3. Maintaining contact with local minority organizations, women's and handicapped groups;
 - 4. Periodically reviewing all aspects of employment;
 - 5. Classification, compensation, and monitoring discipline of all employees;
 - 6. Recruiting, evaluating and referring applicants for employment, promotion or transfer;
 - 7. Maintaining all personnel records and data necessary for monitoring and determining compliance with policies;
 - 8. Holding regular discussions within the organization to ensure the Town of Jackson's policies and procedures are being followed;
 - 9. Reviewing qualifications to ensure full opportunities are provided;
 - 10. Supporting and conducting basic career counseling for employees;
 - 11. Ensuring that posters are properly displayed on all employee bulletin boards.

III. Dissemination

This EEO Policy and Program shall be made available upon request to all employees through the Assistant Town Manager's Office. All new employees shall receive information describing employee related benefits and equal employment opportunity policies as part of the Policy Manual and any employee handbook that is provided. This EEO Policy and Program is a supplement to the Town of Jackson's Policy Manual or any employee handbook utilized by the Town of Jackson and shall be posted on the Town of Jackson's Intranet page so that it is available to all current Town employees as well as posted on the Town of Jackson's Internet page so that it is available to the general public. All internal and external job postings shall state that the Town of Jackson is an EEO Employer.

IV. Statistical Assessment

As noted in Section 1.4 of FTA C4704.1A, because the Town employees between 50-99 transit-related employees and receives capital or operating assistance in excess of \$1Million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year, the Town of Jackson must only prepare and maintain an abbreviated EEO Program and we are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead, the Town of Jackson is required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

V. Employment Procedures and Practices

A. Recruitment

The Town of Jackson will aggressively recruit the most qualified people to staff the organization; and in doing so, it will afford equal opportunity for reemployment, placement, training, promotion, and salary to all persons without regard to any protected status. The Assistant Town Manager is responsible for establishing recruitment, examination and selection procedures and is responsible for all personnel activity at the Town of Jackson and each Department thereof, including START Bus.

When the Town of Jackson or START Bus determines that it is necessary to create a position or to fill a vacancy, the Assistant Town Manager will handle the recruitment in one of the following ways:

1. Open Competitive Recruitment

An announcement/ad will be developed which includes a brief description of the position, the minimum qualifications required to do the job, the salary or hourly wage, and the period of time during which applications will be accepted. The ad will be:

- Posted on the Town of Jackson's website. The job description for the position will be updated to reflect any changes in duties since the last time the position was filled.
- Sent to the local Wyoming Workforce Office for posting.
- Sent to the local offices of any women or minority groups for posting.
- Provided to all Town Departments for internal posting.
- Abbreviated and sent to the local newspaper for paid advertising in the classified section.

Depending on the nature of the position, the position might also be posted on national recruitment sites, professional association sites, national transit sites, public works/vehicle maintenance sites, overall city management sites, or financial organization sites.

2. Internal Competitive Recruitment

When the Assistant Town Manager determines that there are an adequate number of employees who might be qualified for a position vacancy, the position vacancy notice will be developed as outlined above and may be sent to each Town Department to post internally or posted both internally and externally simultaneously.

B. Selection Process

Applicants will be treated in a uniform manner and without regard to any protected status. Immediate family will not be employed in a supervisory relationship or where there is a probability of close personal interaction between near relatives in the course of their duties.

1. Applicant Evaluation

For full time and part time regular positions which have received budget authorization for full benefits, screening of applications/candidates will be conducted by the Assistant Town Manager or their designee and the Department Director for the position. Additional screening of applications/candidates may also be extended to the direct supervisor for the position or others as designated by the Assistant Town Manager.

Screening of applications/candidates for seasonal or variable hour positions will be conducted by the Department Director or Operations Manager or division leader in charge of the position but may also include the Assistant Town Manager.

Evaluation of applications may include, but not be limited to:

- a. The accurate and timely completion of the application along with any required attachments such as driving record, etc.;
- b. An evaluation of the application to determine whether or not the applicant meets the stated minimum requirements of the position;
- c. Any one or more of the following procedures: a written test, an oral interview in person or over a digital platform, a performance test, or an evaluation of experience and training to determine qualifications.
- d. Verification of any required licenses, certifications, work history, driving records, academic records, or other records as may be required to fulfill the duties of the position;
- e. An interview with the Assistant Town Manager or their designee, Department Director or their designee, Direct Supervisor for the position, Operations Manager, or a combination thereof;
- f. A medical examination or medical tests to determine fitness for the position including pre-employment drug tests;
- g. A check of personal and professional references;
- h. A complete background check for financially sensitive positions; and
- i. A criminal history check.

2. Selection

For routine full and part time regular positions that are fully benefitted and authorized through budget authorization, after interviews are concluded, the Assistant Town Manager provides approval for hiring the candidate under the authority of the Town Manager. For higher level positions in the organization or for offers of employment at a notable salary above routine, the Assistant Town Manager will make a recommendation on a preferred candidate or proposed salary to the Town Manager and the Town Manager provides approval for hiring the candidate and the salary being offered. Should the Assistant Town Manager not find someone suitable for the position, the position advertising period may be extended, suspended, or other alternatives discussed for filling the position(s) utilizing existing staff or other creative methods.

For seasonal/variable hour positions, a recommendation and a request for a conditional offer is made to the Assistant Town Manager by the Department Director, Operations Manager, or Division leader handling the recruitment, and the Assistant Town Manager provides approval for hiring the candidate under the authority of the Town Manager.

C. Job Descriptions

Job descriptions are periodically reviewed, evaluated and, where necessary revised to ensure that they are job-related and to ensure that they do not screen out minorities and women.

D. Transfer, Reclassification, Promotion, and Shift Scheduling Practices

The Town of Jackson's transfer, reclassification and promotion practices are periodically monitored to ensure that lateral and vertical movement occurs without regard to any protected status.

Seniority within the organization plays a role in terms of transfer, promotional practices, and shift scheduling for seasonal/variable hour START Transit Operator positions and is utilized without regard to any protected status. Seniority is determined for variable hour START Transit Operators based on total hours worked during the past 7 years.

E. Compensation and Benefit Programs

The object of the Town of Jackson's compensation and benefit programs is to permit the Town and its Departments to attract, retain and motivate high caliber employees and to provide salaries and benefits commensurate with the Town's financial goals and constraints and with comparable and competing organizations. The compensation and benefit programs are periodically reviewed to ensure equal treatment is provided to all employees. The established programs are non-discriminatory and are administered without regard to any protected status.

Seasonal/variable hour employees are eligible for health insurance pursuant to the Town's policy in accordance with the Patient Protection and Affordable Care Act. That policy is attached as Exhibit A.

F. Disciplinary Procedures and Termination

Employees of the Town of Jackson and all departments thereof, including START Bus, are at-will employees which means that employment can be terminated by either party at any time for any reason or for no reason. Disciplinary actions may be initiated as deemed necessary by the Town with or without cause at the sole discretion of the Town. Depending upon the circumstances, one or more of the following kinds of disciplinary actions may be taken: suspension without pay, demotion, or termination. An employee can be terminated at any time for any reason or for no reason. The Department Director shall recommend disciplinary actions in writing to the Personnel Director, and they require the Town Manager's approval.

Prior to termination, an employee shall be offered an informal pre-termination meeting before the Town Manager and Personnel Director. At the meeting, the employee will be able to state their reasons as to why the termination should not take place.

An employee may be suspended without pay and without prior notice if the employee engages in personal conduct detrimental to service with the Town, to avoid undue disruption of work, or to protect the safety of persons or property.

G. Layoffs

In the event a reduction in force situation should occur, employees shall be laid off as specified by the Town Manager without regard to any protected status. Employees who are laid off because of a reduction in force shall be given at least two weeks notice of anticipated lay-off and shall be given first opportunity to return to work should an opening become available commensurate with their skills.

The Town Manager shall prepare and implement lay-off procedures due to a lack of funds, lack of work, reorganization, or any other reason he deems appropriate. The Town Manager shall determine the number and kind of positions to be affected.

Variable hour START Transit Operators may be laid off periodically because of reduced service levels. Variable hour START Transit Operators are laid off based on seniority with the START Department.

H. Training

Training is provided to all full and part time regular employees equally without regard to any protected status. Training for variable hour/seasonal employees is provided by each Department as appropriate. For START Transit Operators, training is historically provided prior to the winter season, either in October or November.

VI. Complaint Procedures

Any person believing they have been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any Town of Jackson or START Bus service, program or activity (whether Federally funded or not) due to that person's protected status has the right to file a complaint.

A. Filing a Complaint

An individual, group of individuals or entity may file a formal EEO complaint with the Town of Jackson or START Bus utilizing the Title VI Complaint Form attached as Exhibit B and found on the Town of Jackson START website. Complaints shall be submitted to the Assistant Town Manager in writing, signed and dated, manually or submitted digitally within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

If Digitally submitted: EEOfficer@jacksonwy.gov

If submitted in writing:

Attn: Assistant Town Manager
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001

The complaint should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged act that violates the EEO Policy and Program in detail.

The Assistant Town Manager will be responsible for notifying the respondent(s) of the complaint within five working days of receipt. The Assistant Town Manager's name and telephone number shall be included.

B. Investigation of a Complaint

An investigation by the Assistant Town Manager or an otherwise qualified investigator will be initiated within 15 working days of receipt of the complaint. The complainant should submit any documentation he/she perceives as relevant to proving his/her complaint. The respondent will be given the opportunity to respond to all aspects of the complainant's

allegations. The Assistant Town Manager or qualified investigator will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned. Once the investigation is completed, a final report will be provided to the complainant, START Bus, and if conducted by an outside investigator, also to the Assistant Town Manager. The final report will include the following:

- The written complaint containing the allegations, basis, and date of filing;
- Summarized statements taken from witnesses;
- Findings of fact;
- Conclusions (based on all evidence in the record) that the complaint is substantiated or unsubstantiated;
- Action(s) START Bus must take to correct deficiencies and to ensure Title VI compliance (if applicable);
- If corrective action(s) is required START Bus will be given thirty calendar days to inform the Assistant Town Manager of the actions taken for compliance;
- START Bus may implement corrective actions after the initial thirty calendar days with projected time period(s) in which those actions are scheduled to be completed. All corrective actions must be implemented within sixty calendar days;
- If the corrective action(s) have not been completed within the initial thirty day time period allowed, START Bus will be found to be in noncompliance with Title VI and implementing rules and regulations, and a referral will be made to WYDOT for further action in regards to noncompliance.

The complainant and START Bus shall be notified of all appeal rights pursuant to 49 CFR 21.

EEO and Title VI Complaints Log

The Town of Jackson Assistant Town Manager shall maintain a log of EEO Policy and Program and Title VI complaints received. The log shall include the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken in response to the complaint.

VII. Underutilization Analysis and Goals:

As noted in Section 1.4 of FTA C4704.1A, because the Town employees between 50-99 transit-related employees and receives capital or operating assistance in excess of \$1 Million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year, the Town of Jackson must only prepare and maintain an abbreviated EEO Program and we are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead the Town of Jackson is required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

VIII. Monitoring and Reporting

A. Monitoring

The Assistant Town Manager meets with the Town Manager on a weekly basis to discuss the status of job vacancies, recruitment efforts, employee housing availability, training programs and any performance/disciplinary issues in the organization. Additionally, a separate meeting has been scheduled to meet 3 times per year to specifically discuss Equal Employment Opportunities, any

complaints, and how the Town is working to increase representation of underrepresented women and minorities in the workplace. Because of the significant and extreme cost of living in the area, the Town of Jackson and START Bus struggles to attract and retain employees in all categories, especially with Transit Operators. We continue to investigate and pursue all avenues for hiring employees including Transit Operators, and those avenues include employee and affordable housing, wages, commuter bus service, etc. The Town of Jackson offers Spanish fluency stipends to full time and variable hour employees. These stipends extend up to \$400/month depending on the level of fluency and ability to utilize all forms of fluency including speaking, writing, and reading. The Town of Jackson also reaches out regularly to CLIMB Wyoming in terms of employing women in the workforce.

B. Report Accomplishments and Lack of Accomplishments to Management

Accomplishments and lack of accomplishments will be presented to the Town Manager and discussed 3 times per year specifically related to Transit related positions. An EEO Report will be updated annually and posted internally and externally.

C. Enable the Evaluation of the Program During the Year

All policies and recruitment/employment practices are open for evaluation during the year and complaints/comments are welcome.

IX. Problem Areas Identified

Housing continues to be a barrier to equal access to employment with the Town of Jackson. The Town of Jackson continues to pursue opportunities for additional employee rental and ownership opportunities for all employees including Transit related employees both full time and variable hour.

Exhibit A
Policy on Provision of Health Insurance for Variable Hour Employees
Implementation Date: July 1, 2015
Measurement Period Implementation: June 1, 2014
Town Manager Authorization June 1, 2014

Purpose: The purpose of this policy is to outline the provisions for health insurance coverage to Variable Hour employees pursuant to the Patient Protection and Affordable Care Act of 2010 (PPACA). A Variable Hour employee is an employee other than regular Full Time. A regular Full Time employee is one that works 30 hours per week or more and whose position is authorized for full benefits including leave time, etc. This policy shall be provided to all Variable Hour employees on June 1 of 2014 and all new hires after that date.

Eligibility:

1. The Administrative Period is June of each year with June of 2015 as the first Administrative Period. During June of each year, the Town will look back over the Measurement Period of 12 months to determine if any Variable Hour employees are eligible for health insurance coverage pursuant to the PPACA.
2. To be eligible, Variable Hour employees must have averaged 30 hours/week during the previous Measurement Period.
3. The Measurement Period is 12 months and runs from June 1 to May 31 of each year. For Variable Hour employees hired after June 1 of 2014, for their first 12 months of employment their Measurement Period will be 12 months from their date of hire and their Administrative Period will be the 13th month after their date of hire. Thereafter, the employee will fall under the same Measurement Period and Administrative Period as other employees.
4. Includes only medical insurance coverage.
5. The Stability Coverage Period is 12 months and runs from 7/1 through 6/30. This period overlaps with the Administrative Period.
6. Once an employee becomes eligible for coverage and they elect the Town of Jackson's coverage, they are covered for 12 months, regardless of the amount of hours worked.
7. Coverage can be declined.
8. Scheduling will be conducted such that staff does its best to schedule those variable hour employees already covered on insurance for a minimum of 30 hours/week.
9. Scheduling will be conducted such that staff creates as many opportunities for a variable hour employee to meet and maintain an average of 30 hours/week with the understanding that there still will be scheduling challenges that are not conducive to averaging this amount but that those challenges will be minimized to the greatest extent possible.

Health Insurance Coverage and HSA Contributions from the Town of Jackson:

1. The Town has a Health Savings Account (HSA) and the Town contributes match funding to the HSA for each regular full-time employee and eligible variable hour employee. HSA contributions are currently a dollar for dollar match up to the maximum. For example an employee must contribute \$10/month to receive \$10/month in match money from the Town of Jackson. These contributions can be changed for individuals at their request, through the Finance Department at any time during the year. For variable hour employees, the contribution would be the same as it is for regular full time employees.
2. The Town matches up to \$2500 for family coverage and up to \$1250 for single coverage.
3. Variable hour employees eligible for Medicare are not eligible for the HSA plan and will instead be provided a dollar for dollar match into deferred comp for as long as the Town of Jackson offers this option.

Termination of Coverage and Provision of COBRA:

1. Coverage will be terminated at the end of the stability period if a variable hour employee has not maintained the 30 hour/week average as calculated during the administrative period for the 12 month measurement period.
2. Coverage will be terminated if the employee separates employment of their own volition.
3. When a covered variable hour employee is laid off by the Town of Jackson, the employee will be asked to sign a document indicating their intent to return to work when work becomes available. If they have no intention of coming back to work, they are no longer a variable hour employee and no longer eligible.
4. Once coverage has been terminated, the variable hour employee will be sent COBRA paperwork where they have the option of remaining on the Town's insurance while making their own premium payments.

5. If coverage for a variable hour employee is terminated, upon rehire, the Town will begin a new measurement period for that employee.

For questions regarding this policy, please contact Roxanne Robinson, Assistant Town Manager at 733-3932x1107.

Exhibit B

START Bus Title VI Policy and Notice in English and Spanish

START Bus operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us at Town of Jackson Assistant Town Manager, 150 East Pearl Avenue, Jackson, WY 83001; (307) 733-3932x1107; or email: rrobinson@jacksonwy.gov.

START Bus opera sus programas y servicios, sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles de 1964. Para obtener más información sobre el programa de derechos civiles del START Bus o para obtener más información sobre los procedimientos para presentar una queja, llame al Town of Jackson Assistant Town Manager, 150 East Pearl Avenue, Jackson, WY 83001; (307) 733-3932x1107; o por correo: rrobinson@jacksonwy.gov.

START Title VI Complaint Form and Instructions

Title VI Complaint Procedures

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any START Bus service, program or activity (whether Federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or limited English proficiency has the right to file a complaint.

Title VI Complaint Reporting

An individual, group of individuals or entity may file a formal Title VI complaint with START Bus. Complaints shall be submitted to the Assistant Town Manager in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn: Assistant Town Manager
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001

The complaint should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), within the 180 day period of the alleged discriminatory act (or latest occurrence).

The Assistant Town Manager will be responsible for notifying the respondent(s) of the complaint within five working days of receipt. The Assistant Town Manager's name and telephone number shall be included.

Title VI Complaint Investigations

An investigation by the Assistant Town Manager or an otherwise qualified investigator will be initiated within 15 working days of receipt of the complaint.

The complainant should submit any documentation he/she perceives as relevant to proving his/her complaint.

START Title VI Complaint Form and Instructions

The respondent will be given the opportunity to respond to all aspects of the complainant's allegations.

The Assistant Town Manager or qualified investigator will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.

Once the investigation is completed, a final report will be provided to the complainant, START Bus, and if conducted by an outside investigator, also to the Assistant Town Manager. The final report will include the following:

- The written complaint containing the allegations, basis, and date of filing;
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- Findings of fact;
- Conclusions (based on all evidence in the record) that the complaint is substantiated or unsubstantiated;
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The complainant and START Bus shall be notified of all appeal rights pursuant to 49 CFR 21.

Title VI Complaints Log

The Town of Jackson Assistant Town Manager shall maintain a log of Title VI complaints received. The log shall include the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken in response to the complaint.

START

Title VI Complaint Form

Section I

Name:

Address:

Telephone (Home/Cell):

Telephone (Work):

Email Address:

Section II

Are you filing this complaint on your own behalf: Yes ☐ No ☐

*If you answered yes to this question, go to Section III.

If you answered no please enter the name and relationship of the person you are filing the complaint against:

Name:

Relationship:

If you are filing a complaint as a third party, please explain why in the space below:

Have you have obtained permission of the aggrieved party if you are filing on behalf of a third party: Yes ☐ No ☐

Section III

I believe the discrimination I experienced was based on (check all that apply):

☐ Race☐ Color☐ National Origin

Date of Alleged Discrimination
(Month, Day, Year):

Date:

Explain, as clearly as possible, that happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed please attach additional sheets to this form:

Section IV

Have you previously filed a Title VI complaint with the Town of Jackson Assistant Town Manager or START? Yes ☐ No ☐

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes ☐ No ☐

If yes, please check and name all that apply:

☐ Federal Agency: _____

☐ Federal Court: _____

☐ State Agency: _____

☐ State Court: _____

☐ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

Signature: _____

Date: _____

Please submit this form in person at the address below, or mail form to:

Assistant Town Manager

150 East Pearl Avenue

P.O. Box 1687

Jackson, WY 83001