

## CITY OF MISSOULA

# POLICY AND NOTICE OF NONDISCRIMINATION

The City of Missoula complies with Local, State, and Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973*, which prohibit discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *Montana Code Annotated Title 49, Chapter 2*, which prohibits discrimination based on **race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex**.
- *Missoula City Code, Chapter 9.64*, which prohibits discrimination based on **race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical or mental disability, sexual orientation, gender identity or expression**.

It is against the law for the City of Missoula to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

If you feel the City of Missoula has, in the provision of services, activities, programs, or benefits, discriminated on the basis of on race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical or mental disability, sexual orientation, gender identity or expression, you may file a complaint.

### **How To File a Complaint**

The City's human resources policies cover employment-related complaints of discrimination for current or prior City staff. Current or recently terminated staff who wish to file a complaint should follow the grievance policy set forth in the City's Human Resources Policy Manual (Administrative Rule 4) or the appropriate collective bargaining agreement.

Other complaints alleging discrimination in employment should be made to:

**Angela Simonson**  
**Chief Human Resources Officer**  
**City of Missoula**  
**435 Ryman Street**  
**Missoula, MT 59802**

All other complaints of discrimination may be made to:

**Eric Hallstrom**  
**Chief Operations Officer**  
**City of Missoula**  
**435 Ryman Street**  
**Missoula, MT 59802**

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. 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 to the appropriate staff as listed above, by the grievant or the grievant's designee as soon as possible but no later than 60 calendar days after the alleged violation.

Within 15 calendar days after receipt of the complaint, the COO, CHRO or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the COO, CHRO or 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 Missoula and offer options for substantive resolution of the complaint.

If the response by the COO, CHRO or designee does not satisfactorily resolve the issue, the complainant or designee may appeal the decision within 15 calendar days after receipt of the response to Dale Bickell, Chief Administrative Officer (CAO) or the CAO's designee.

Within 15 calendar days after receipt of the appeal, the CAO or the CAO's designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the CAO or the CAO's designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

Complainants need not follow the above procedure if electing to file directly with the MT Department of Labor Human Rights Bureau. Information about filing such complaints can be found at the MT Department of Labor website <https://erd.dli.mt.gov/human-rights> or by calling 406-444-4356 / 1-800-542-0807.