

COUNTY OF LEHIGH

GRIEVANCE PROCEDURE for Non-Employees

County of Lehigh has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990, The Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, The Vietnam Era Readjustment Act of 1974 and Section 504 of the Rehabilitation Act of 1973. These acts prohibit discrimination of qualified persons on non-merit factors such as age, sex, race, national origin, and job-related physical or mental disabilities which can be reasonably accommodated.

Complaints should be addressed to: Director of Human Resources, Lehigh County Government Center, 17 S. 7th Street, Allentown, PA 18101, who is designated to coordinate employment compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 working days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow a filing of complaint. The investigation will be conducted by the Director of Human Resources or his/her designee. These rules contemplate informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued within 30 workdays and a copy forwarded to the complainant.
5. The Director of Human Resources will maintain the files and records of the investigations relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days of the decision issued in #4 above to the County Executive.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing a complaint with the responsible federal department or agency.
8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that the County of Lehigh complies with all Federal and State anti-discrimination laws.