

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	1-2
		Original Adoption	02-09-1987
		Revision #	6
		Last revision date	October 2015
Section Title	Equal Employment Opportunity		
Subject	Discrimination Complaint Process		

If a City employee or other individual believes he/she has been discriminated against on the basis of sex, age, race, color, religion, creed, national origin, physical or mental handicap, marital status, political beliefs, veterans' status, sexual orientation, gender identity or expression, or genetic information, the employee may take action by submitting the complaint to the Human Resources Director. To be valid the complaint must be submitted within 180 calendar days of the alleged action or incident.

The complaint may also be submitted to any of the following levels:

- Immediate Supervisor
- Department Head
- City Manager
- State of Montana Human Rights Commission (within 180 calendar days of alleged action or incident.)

Confidentiality will be maintained throughout the process to the extent consistent with adequate investigation and appropriate corrective action.

The incident will be thoroughly investigated by the Human Resources Director and/or designee. Supervisors and Department heads may be involved in the investigation process. The City Manager will be notified of all complaints. Every effort will be made to resolve the problem at the lowest possible level.