



595 Main St. Aumsville, Oregon 97325  
(503) 749-2030 • TTY 711 • Fax (503) 749-1852  
[www.aumsville.us](http://www.aumsville.us)

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## **Equal Opportunity Policy**

The City of Aumsville values safety, diversity, social responsibility, equity, and civic engagement. Consistent with these values, the City of Aumsville does not discriminate on the basis of a person's age, race, ancestry, creed, color, religion, sex, sexual orientation, gender, gender identity or expression, national origin, veteran status, marital status, or physical or mental ability.

This policy also prohibits retaliation against anyone who makes a report or asserts a claim under this policy or participates in the investigation of a report or complaint under this policy.

The City Administrator is the designated Compliance Officer and Civil Rights Coordinator:

Ron Harding  
City Administrator  
rharding@aumsville.us  
503-749-2030  
FAX: 503-749-1852

## **Grievance Procedures**

The City of Aumsville will respond to all complaints of discrimination. Any complaint must be filed not later than one hundred eighty (180) days after the person became aware of the alleged discrimination, harassment, or retaliation. Prompt filing of a complaint assists the City in effectively reviewing the complaint.

To file a complaint, please contact the City's Compliance Officer by completing the form available on the City's website, or by visiting, mailing to, or calling City Hall at 503-749-2030. Please call for any additional questions or clarification.

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All complaints must include:

1. Name, address, email address if available, and telephone number, of the person filing the complaint.
2. A brief description of the alleged discrimination or harassment, including the location, date, and any other people who may have relevant information; and
3. The remedy, result, or resolution sought.

Once received, the complaint will be reviewed and the reporting party will be contacted within five (5) business days to conduct a preliminary assessment, discuss possible resolutions, and determine how to proceed.

If further investigation is required before resolving the issue, the Compliance Officer will assign appropriate staff or third-party contractors to investigate and propose possible solutions. Any third party assigned to assist in investigations, reviews, and/or implementation of solutions will be required to follow the same privacy and confidentiality procedures as city staff.

The City seeks to complete a full investigation within ninety (90) business days but may extend the time frame for good cause. The time frame may be extended as determined on a case-by-case basis to ensure the integrity and completeness of an investigation, to comply with a state or federal agency, to reasonably accommodate the access to and availability of witnesses, to accommodate reasonable requests for additional time by the parties, to account for City closures or operation limitations, or for another reason determined by the Compliance Officer.

Any appeal of the Compliance Officer's written notice of decision must be submitted to the Compliance Officer within 30 days. The appeal will then be forwarded to the outside legal counsel for review.

All information reported in a complaint, including the identity of anyone who has made a report or filed a complaint, and the identity of any respondents or witnesses, will be kept confidential wherever possible. Limited disclosure may be required under certain circumstances, such as: (1) where information reported discloses an immediate or continuing threat to the health or safety of the parties, witnesses, or community; (2) where there is a disclosure of apparent or suspected abuse of a child or dependent adult; or (3) where there is some other legal obligation to make a specific disclosure.

Intimidation, retaliation, and/or harassment of any kind are prohibited, and claims of such will be handled promptly with the same procedural process as outlined in this grievance procedure.

Grievance procedures will be reviewed by the Compliance Officer annually to ensure prompt and fair processes for the resolution of discrimination complaints.