

**COASTAL HEALTH DISTRICT 9-1  
Bryan, Camden, Chatham, Effingham,  
Glynn, Liberty, Long, McIntosh  
County Boards of Health**

**Human Resource/Personnel Policy #1503**

**UNLAWFUL DISCRIMINATION COMPLAINT PROCEDURE**

**EFFECTIVE DATE:** October 1, 2006

**RELEASE DATE:** October 1, 2006

**REFERENCES:** Federal Law (42 USC 2000e - Title VII of the Civil Rights Act)  
Rules of the State Personnel Board - Rule 21  
DHR Diversity Plan  
DHR Personnel Policy #1503 – May 1, 2005 **REVISED:** May 18, 2005

The Coastal Health District (CHD) is an equal opportunity employer, and does not discriminate on the basis of race, color, sex, national origin, disability, age or religious or political opinions or affiliations. All forms of harassment prohibited by law, including sexual harassment, will not be tolerated by the District. CHD is committed to a work environment reflective of the philosophy and values set forth in the CHD Diversity Plan.

It is the policy of the District to resolve complaints of unlawful discrimination and sexual harassment internally whenever possible. Such complaints will be addressed in a prompt and thorough manner as set out in this procedure.

**EMPLOYEE  
RIGHT TO FILE  
A COMPLAINT**

1. Employees alleging unlawful discrimination on the basis of race, color, sex, national origin, disability, age or religious or political opinions or affiliations and employees alleging sexual harassment may file formal complaints in accordance with this procedure.
2. It is a violation of CHD policy to subject employees to reprisal due to filing complaints of unlawful discrimination or sexual harassment or for cooperating in the investigation of a complaint.
3. Complaints of unlawful discrimination or sexual harassment that are filed through one of the CHD Grievance Procedures or through the Process for Review of Written Reprimands will be processed through the Unlawful Discrimination Complaint Procedure.
4. Employees cannot file and concurrently process a complaint under this procedure and with any external enforcement agency such as the Georgia Commission on Equal Opportunity.

**FILING OF COMPLAINT**

1. Employees are encouraged to discuss and seek resolution to complaint issues with their supervisor prior to filing a formal complaint.
2. If resolution is not reached and a formal complaint will be filed, the complaint is to be filed with the Human Resource Office (HR) using the *UNLAWFUL DISCRIMINATION COMPLAINT FORM* (See Attachment #1).
3. Complaints must be RECEIVED by HR within **ten (10) work days** of the alleged discriminatory or harassing act or within **ten (10) work days** of the date the employee learns of the alleged discriminatory or harassing act, whichever is later. Any evidence available to the employee which supports the allegation is to be submitted with the *UNLAWFUL DISCRIMINATION COMPLAINT FORM*.
4. Complaints must be delivered, mailed or faxed to the HR Office as follows:

Coastal Health District  
24 Oglethorpe Place  
Savannah, GA 31406

FAX #: 912/356-2888

5. Copies of the complaint form and any attached documents sent to the HR Office must be provided to the management official(s) involved with the complaint.

**INITIAL COMPLAINT REVIEW**

Within **ten (10) work days** of receiving a complaint alleging unlawful discrimination or sexual harassment, the HR Office will:

1. Acknowledge, to the complainant, receipt of the complaint and indicate the name, location and telephone number of the person assigned to conduct the investigation of the complaint.
  2. Notify the appropriate management official(s) of the status of the complaint.
  3. Forward a copy of the complaint with related materials to the assigned investigator.
-

- INVESTIGATION**
1. Within **forty-five (45) work days** of receiving the complaint, the assigned investigator will do the following:
    - 1.1 contact the complainant and appropriate management official(s) to arrange for the investigation;
    - 1.2 conduct the investigation; and,
    - 1.3 submit a report of findings and recommendations to the District Health Director.
  2. Investigations will include, but are not limited to, the following:
    - 2.1 Interviews with the complainant and the person(s) alleged to be involved with the unlawful discrimination or sexual harassment complaint;
    - 2.2 Interviews with witnesses; and,
    - 2.3 Review of documentary information.
  3. The HR Office may authorize an extension of up to **thirty (30) calendar days** to complete the investigation, if determined appropriate.
- COMPLAINT DETERMINATION**
1. Within **ten (10) work days** of receiving the investigator's report, the District Health Director will issue a letter of final determination to the complainant and appropriate management official(s).
  2. If it is determined that unlawful discrimination or sexual harassment occurred, the final determination will include directives for appropriate corrective action or disciplinary action, up to and including separation from employment, of those determined to be involved.
  3. The HR Office may propose and discuss with relevant individuals possible resolutions to the complaint, prior to or after the issuance of the letter of final determination.

For additional information or assistance, please contact the Coastal Health District/HR Office in Brunswick at 912/262-2300 or in Savannah at 912/644-5224.

---

---

**ATTACHMENT:**

Attachment #1 - *UNLAWFUL DISCRIMINATION COMPLAINT FORM*

\*\*\*\*\*