



COUNTY OF KINGS  
California  
**PERSONNEL RULES**

Chapter 14  
Discrimination Complaint Procedure  
Effective Date: 12/20/1988  
Last Revision Date: N/A

CHAPTER 14  
**DISCRIMINATION COMPLAINT PROCEDURE**

Any employee or applicant for employment with Kings County who believes he/she has been (unlawfully) discriminated against in any aspect of personnel administration because of race, color, religion, national origin, age (over 40), sex, marital status, medical condition or disability may seek solution by means of this discrimination complaint procedure. In situations where either the grievance procedure or discrimination complaint procedure may be used, the employee may elect either procedure but not both.

**14010 Coordinator**

The Personnel Director shall act as the Affirmative Action Coordinator and appoint counselor(s) who shall attempt to resolve the complaint on an informal basis.

**14020 Informal Complaint Procedure**

If the complainant desires pre-complaint (informal) counseling regarding alleged discrimination he/she may contact the Affirmative Action Coordinator who will appoint a counselor to discuss the matter with the complainant. The Counselor has thirty (30) calendar days to make whatever inquiries he/she deems necessary in an attempt to resolve the matter on an informal basis. If the matter is not resolved within the thirty (30) day period the counselor shall advise the complainant of the right to file a formal complaint with the Affirmative Action Coordinator.

**14030 Formal Complaint Procedure**

The complainant has thirty (30) calendar days from the date of the alleged discrimination act or 30 days from completion of the informal resolution process, whichever is later, to file a formal complaint with the Affirmative Action Coordinator on a form provided for this purpose. The Coordinator shall have thirty (30) calendar days to process the complaint except where additional time for legal or medical interpretation is required by a source outside the County structure. All parties shall be notified of such extensions.

**14030.1 Representation**

The complainant shall have the right to be represented by an individual of his/her choosing at any and all steps in the formal complaint procedure.

**14030.2 Investigation**

The Coordinator shall inform the Department Head of the complaint, conduct inquiries into all aspects of the complaint, develop written recommendations and submit such recommendations to all parties, including the California State Personnel Board Merit System Services. If the complaint is found to be warranted, the Coordinator shall make efforts to resolve the complaint by conference, conciliation or counseling.

**14040 Appeals**

If either the complainant or the Department Head is dissatisfied with the decision of the Affirmative Action Coordinator, he/she may request an appeal within ten (10) calendar days from the receipt of the decision. The Personnel Appeals Board described in Chapter 1 shall serve as the Appeals Board for discrimination complaints.

**14050**    **Distribution**

A copy of this procedure shall be made available to each employee and applicant for employment and will be kept posted on appropriate public and employee bulletin boards in each department.