



CITY OF ROCHESTER HILLS LEP COMPLAINT FORM

In 2000, President Clinton signed Executive Order 13166 establishing that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance in order to meaningfully access programs and services in compliance with Title VI of the Civil Rights Act of 1964.

This form may be used to file a complaint with the City of Rochester Hills based on alleged violations of the City's Limited English Proficiency (LEP) Plan. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

Only the complainant or the complainant's designated representative should complete this form. If you need assistance, please contact the Human Resources Department by phone at 248-656-4708 or via e-mail at humanresources@rochesterhills.org.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (Eve) _____ (Daytime)

Department or Program (Subject of Allegation):

Department/Program name: _____

Name of individual (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) of incident(s) _____

Incident: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Incident Description:

Signature: _____ Date: _____

Please return completed form to: Pamela M. Gordon, Department of Human Resources, 1000 Rochester Hills Drive, Rochester Hills, MI 48309; Phone: 248-656-4708; Fax: 248-565-4739; Email: gordonp@rochesterhills.org.

Note: *The City of Rochester Hills prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*