

Employee Training Plan

Title VI of the Civil Rights Act of 1964

City of Olean

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Introduction

Title VI of the 1964 Civil Rights Act provides that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (Sec. 601)."

The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

This Title VI Employee Training Plan has been prepared to address the ***City of Olean*** responsibility to provide Title VI training to all of its current employees.

Title VI and ADA Nondiscrimination Statement

The ***City of Olean*** adheres to the Title VI of the Civil Rights Act of 1964 Compliance Plan. The ***City of Olean*** carries out its transportation planning processes without regard to race, color, or national origin. For more information or to file a complaint or concern, please contact the ***City of Olean*** Title VI Civil Rights Coordinator, at (716) 376-5647.

The ***City of Olean*** also follows the New York State Department of Transportation's Americans with Disabilities Act Grievance Procedure. The ***City of Olean*** hosts its public meetings and open houses in facilities allowing access for those who may be mobility impaired, sight impaired, hearing impaired or mentally impaired. The ***City of Olean*** will accommodate anyone who may need special requests with adequate notification, preferably 48 hours before a scheduled meeting or open house.

The ***City of Olean*** is committed to a policy of non-discrimination in conducting its business, including its Title VI responsibilities. The ***City of Olean*** recognizes its responsibilities to the citizens for whom it carries out its transportation planning processes and to the society it serves.

Education and Training

The Title VI Coordinator and the ***Mayor, City of Olean*** shall be responsible for advising

City of Olean staff about available training in support of Title VI. It is the responsibility of the Title VI Coordinator to schedule training in such a way that appropriate notices and announcements are made to ***City of Olean*** staff. All employees are encouraged to participate in professional development training within and outside of the ***City of Olean***.

Internally, the ***City of Olean*** offers a Title VI training put on by the Title VI Coordinator in accordance to Title VI and ADA requirements. This training has also been video recorded to allow for any staff to watch and review Title VI and ADA requirements. This training is reviewed and updated as necessary by the Title VI Coordinator. It is also a requirement for current ***City of Olean*** staff to participate and refresh themselves in the Title VI training annually. The Title VI training can be put on by the Title VI Coordinator or the Title VI training can be accomplished by watching a Title VI training video. It is a requirement for new employees to participate in the Title VI training or watch the training video within 60 days of hire with the ***City of Olean***.

In an effort to continuously improve the ***City of Olean's*** overall Title VI compliance requirement, nondiscrimination training will be coordinated with the New York State Department of Transportation (NYSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The training will be made available to ***City of Olean*** staff on an ongoing basis to ensure up to date knowledge of Title VI and other nondiscrimination statutes.

Appendix A: Title VI Complaint Procedure

The Complaint Procedure meets the requirements of the Civil Rights Act of 1964 and its amendments. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin in the provision of services, activities, programs, or benefits by the ***City of Olean***. Complaints regarding transit-related concerns are governed by special requirements from the FTA. If you are unsure about the appropriate office to address a complaint to or if you need assistance navigating procedures, complaints of any type can be filed with the New York State Human Rights Commission.

Should a citizen have a complaint about access to public services, they should complete the attached complaint form and submit it to the ***City of Olean's*** Title

VI Coordinator and/or **NYSDOT Office of Civil Rights**. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, location, date, and description of the problem. The attached form provides spaces for all necessary information.

The complaint should be submitted by the complainant or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

*Title VI Coordinator
City of Olean
Department of Community
Development
101 East State Street
Olean, NY 14760-0668*

and/or

*NYS Department of
Transportation
Office of Civil Rights
50 Wolf Rd., 6th Floor
Albany, NY 12232*

Within 30 calendar days after receipt of the complaint, the Title VI Coordinator or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Title VI Coordinator or their designee, in consultation with the **City of Olean's** Legal Office, will respond in writing. The response will explain the position of the Coordinator and other options for substantive resolution of the complaint.

If the response by the Title VI Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the **City of Olean**. The appeal must be sent to the attention of the City's Title VI Appeals Committee. The appeal should take the form of a written letter describing the initial complaint, the initial response, and the ways in which the initial response does not satisfactorily address the complaint. The appeal should be sent to the same address the initial complaint was delivered to.

The Title VI Appeals Committee will consist of representatives from three departments not involved in the complaint. The departments will be chosen at random. The three representatives will choose one individual among them to serve as chair of the committee. The Legal Office will serve to advise the committee.

Within 30 calendar days after receipt of the appeal, the *City of Olean* Title VI Appeals Committee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the *City of Olean's* Title VI Appeals Committee will respond in writing.

All complaints received by the Title VI Coordinator, appeals to Title VI Appeals Committee, and responses from these two offices will be retained by the City Clerk's Office for at least five years.

Title VI of the 1964 Civil Rights Act
Discrimination Complaint Form

Instructions: Please fill out this form in black ink or type. Sign and return to the Address on the next page. Alternate means of filing a complaint, such as a personal interview or audio recording, will be made available upon request.

Home phone: _____ Mobile Phone: _____

Person Filing Complaint: _____
(if other than complainant)

Address: _____

City, State, & Zip: _____

Home phone: _____ Mobile Phone: _____

Agency Department/Departments you believe have discriminated.

Where did the alleged discrimination take place?

When did the alleged discrimination occur? (Date/Time) _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who allegedly discriminated (if applicable) or services in violation of the 1964 Civil Rights Act or its amendments. Attach additional pages if necessary

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes No

If yes, with what agency or court?

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Date Filed:

Do you intend to file with another agency or court? _____

Yes No

Agency or Court: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Signature _____

Date _____

Return To:

***Title VI Coordinator
City of Olean
Department of Community
Development
101 East State Street
Olean, NY 14760-0668***

and/or

***NYS Department of
Transportation
Office of Civil Rights
50 Wolf Rd., 6th Floor
Albany, NY 12232***