



# Equal Opportunity Policy – Programs, Activities, Benefits, and Services

(Discrimination/Harassment Complaint Procedure)

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**Scope: CITYWIDE**

**Policy Contact:**

Department of Human Resources, Equal Employment Opportunity (EEO) Office

(916) 808-5825

[EEO@cityofsacramento.org](mailto:EEO@cityofsacramento.org)

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**Supersedes:**

Grievance Procedures Pursuant to the Americans With Disabilities Act (ADA) (11/10/2022)

**Reviewed/Effective:**

05/13/2025

## **I. Policy Statement**

The City of Sacramento (City) is committed to creating and maintaining an environment free from all forms of discrimination and harassment for members of the public or participants who have contact with City employees, including officials, volunteers, interns, contractors, and temporary employees while interacting with the City through programs, activities, benefits, and services. In furtherance of this commitment, the City will appropriately address any reports of discrimination and harassment.

The City's commitment to equal opportunity and non-discrimination extends to all members of the public participating in City programs, activities, benefits, and services, as well as to the provision of reasonable accommodation to qualified persons with disabilities.

Retaliation against anyone who takes action to oppose discrimination, files a complaint, or participates in the investigation of a complaint in accordance with the below authorities is prohibited.

The Director of Human Resources is the City Manager's designee to direct, coordinate, and supervise the activities associated with this policy and the Discrimination/Harassment Complaint Procedure.

City employees, including officials, volunteers, interns, contractors, and temporary employees who believe they have faced discrimination, harassment, or retaliation in response to protected activity should refer to the City's Equal Employment Opportunity Policy ([English](#), [Spanish](#)) for further information.

## **II. Compliance with Civil Rights Laws**

The City of Sacramento complies with federal and state civil rights laws and is committed to providing its programs and services without discrimination in accordance with, but not limited to:

- [Title VI of the Civil Rights Act of 1964](#), which prohibits discrimination based on race, color, or national origin (including language).
- [Title IX of the Education Amendments Act of 1972](#), which prohibits discrimination based on sex in education programs or activities.
- [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination based on disability.
- [Age Discrimination Act of 1975](#), which prohibits discrimination based on age.
- [Americans With Disability Act of 1990 \(ADA\)](#), which prohibits discrimination based on disability.

- U.S. Department of Homeland Security regulation [6 C.F.R. Part 19](#), which prohibits discrimination based on religion in social service programs.

### **III. Complaint Procedure**

#### **A. Title VI Complaints**

To file a complaint of discrimination with the City related to a City program, activity, benefit, and/or service based on Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, national origin (including language), you can submit a complaint with the Department of Public Works Title VI Coordinator by email or by using the City's online [Title VI Complaint Form](#) on the City's [Citywide Accessibility webpage](#).

Title VI Coordinator  
Department of Public Works  
City Hall, 915 I Street, Room 2000, Sacramento, CA 95814  
[Title6@cityofsacramento.org](mailto:Title6@cityofsacramento.org)

Complaints may also be filed with a City department head, the Director of Human Resources, the Equal Employment Office, or Labor Relations Office staff.

#### **B. All Other Complaints**

To file any other complaint of discrimination with the City related to a City program, activity, benefit, and/or service, including complaints based on disability, sex, age, or religion, you can submit a complaint with the Equal Opportunity Office by mail, phone, email, or by using the City's online [Discrimination Complaint Form](#) on the [Equal Employment Office webpage](#).

Equal Employment Office  
Historic City Hall, 915 I Street, First Floor, Sacramento, CA 95814  
(916) 808-5720  
[EEO@cityofsacramento.org](mailto:EEO@cityofsacramento.org)

Complaints may also be filed with a City department head, the Director of Human Resources, or Labor Relations Office staff.

#### **C. Complaint Investigation**

All complaints of discrimination or harassment based on a protected status that are reported to the City shall be documented and investigated. The reporting party or parties should be protected against retaliation. The identity of the complaint and related investigation should be kept confidential to the extent possible.

During the pendency of any investigation, the supervisor/manager of the involved employee(s) should, in cooperation with the Title VI Coordinator, Equal Employment

Opportunity Office, or Labor Relations, take prompt and reasonable steps to mitigate or eliminate any continuing discrimination or harassment based on a protected status or activity.

When the investigation has concluded, the City will communicate the confidential disposition to the complainant, the accused, and, where appropriate, other concerned party(ies).


No provision of this policy shall be construed to prevent any members of the public or participants from seeking legal redress in an appropriate court.

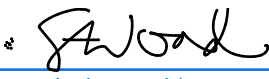


## Charter Officer Review and Acknowledgement


### EQUAL OPPORTUNITY POLICY – PROGRAMS, ACTIVITIES, BENEFITS, AND SERVICES


(Signature by all Charter Officers is not a requirement for policy adoption)

  
Leyne Milstein (May 13, 2025 15:11 PDT)  
City Manager 05/13/2025

  
Mercedes Alcala Wood (Jun 25, 2025 16:02 PDT)  
City Attorney 06/25/2025

  
City Clerk 07/22/2025

  
City Treasurer 05/13/2025

  
City Auditor 07/25/2025