



ONE SEALASKA PLAZA, SUITE 302 • JUNEAU, ALASKA 99801
TEL (907) 586-1325 • FAX (907) 463-5480 • WWW.AKML.ORG

Member of the National League of Cities and the National Association of Counties

Grievance Procedures to Process Discrimination Complaints filed under the Federal Non-Discrimination Laws

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, and gender identity), age or disability may file a grievance under this procedure. The Alaska Municipal League prohibits retaliatory actions against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance. Claims of intimidation and retaliation will be handled promptly and fairly pursuant to the AML grievance procedures in the same manner as other claims of discrimination. Unless otherwise specified the Compliance Coordinator for the grievance process is the Director of Grants Management and Compliance.

Procedure:

- Grievances must be submitted to Compliance Coordinator within (60 days) of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- Compliance Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Compliance Coordinator will maintain the files and records of the Alaska Municipal League relating to such grievances. To the extent possible, and in accordance with applicable law, the Compliance Coordinator will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Compliance Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing. The write up will include specifics about the outcome of the investigation, including whether discrimination is found, the description of the investigation process, and a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of the Compliance Coordinator by writing to the Executive Director within 15 days of receiving the Coordinator's decision. The Executive Director shall issue a written decision in response to the appeal no later than 30 days after its filing. In the event the complaint involves the Executive



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Director, the grievance appeal would be sent to the Chair of the Board of Directors who would respond to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, and gender identity), age or disability in court.