



City of
GREENFIELD, MASSACHUSETTS
OFFICE OF THE MAYOR

HUMAN RIGHTS COMMISSION COMPLAINTS

If you have experienced discrimination or been denied opportunities in housing, employment, education, or access to public accommodations because of your race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, ethnic background, disability, marital, or veteran status, or because you have children or receive public assistance, you may file a complaint form with the Greenfield Human Rights Commission (HRC). Filing a complaint with the Greenfield Human Rights Commission is **not** a substitute for filing a complaint with the Massachusetts Commission against Discrimination (MCAD). You may want to also file an official complaint with MCAD within 300 days of the incident. This complaint form shall not be used to report the official actions of City of Greenfield officers or employees, including Police officers, or any members of boards or commissions of the City of Greenfield, as this is outside of the jurisdiction of the HRC. Your submitted form will become public record.

To file a complaint with the Greenfield Human Rights Commission:

- File your complaint in writing using the Commission's complaint form. You can pick up a complaint form from the Mayor's Office on the second floor of City Hall, 14 Court Square., Greenfield, MA during open business hours or visit www.greenfield.ma.gov to access a digital version of the complaint form on the Human Rights Commission's page, or email Mayor@greenfield-ma.gov and the Administrative Assistant to the Mayor will send you the form.
- Complete and submit your complaint form. You may bring it in person to the Human Rights Commission c/o the Mayor's Office, City Hall, 14 Court Square, Greenfield, MA 01301. You may also mail it to the Commission by certified mail or email to Mayor@greenfield-ma.gov.



The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.



ROXANN WEDEGARTNER
Mayor



City Hall
14 Court Square
Greenfield, MA 01301
Phone 413-772-1560 • Fax 413-772-1519
mayor@greenfield-ma.gov
www.greenfield-ma.gov

City of
GREENFIELD, MASSACHUSETTS
OFFICE OF THE MAYOR

HUMAN RIGHTS COMMISSION COMPLAINT FORM

Date: _____

Name of complainant: _____

Alternate Point of Contact: _____

Street address, City, State, ZIP Code:

Primary phone number: _____

Alternative phone number: _____

Email address: _____

1. Nature of complaint

Education Employment Hate incident Other (please specify)



The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.



2. Please describe the nature of your complaint. Attach additional pages, if needed.

3. Who do you believe has committed a human rights violation?

Person/Organization who you believe committed a human rights violation

Address of person/organization (if known)

Date of most recent incident (if known)

4. Have you made your complaint known to the person or organization identified (item 3) above? Yes No

5. Have you filed your complaint with a federal, state, or local anti-discriminatory agency? Yes No If yes, which one?

6. Have you filed your complaint with any court? Yes No

If yes to #5 or #6, please explain:



The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.



Signature: _____ Date: _____

Please return this form to: Greenfield Human Rights Commission, Mayor's Office,
14 Court Square, Greenfield, MA 01301 -or- Mayor@greenfield-ma.gov

For HRC Committee Use:

Refer to another board of commission:

- Council on Aging
- Disability Access
- Mayor's Taskforce on Domestic Violence
- MCAD
- MA Attorney General
- Other:



The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.





City of
GREENFIELD, MASSACHUSETTS
OFFICE OF THE MAYOR

HUMAN RIGHTS COMMISSION COMPLAINT PROCEDURE

- No more than 5 business days after you file your complaint, you (or your designee) will receive communication from the Commission confirming that your complaint was received. The Commission will provide a copy of the Commission's official rules about the complaint procedure.
- At the next regularly scheduled HRC meeting, the Chair of the Commission will appoint a 3-person ad-hoc subcommittee, which will complete a comprehensive intake of your complaint.
- Appointees to the ad-hoc sub-committee will rotate, with all HRC members serving once before appointing someone for second time. Exceptions for a commissioner wishing to recuse themselves from cases in which they have a personal connection may be made.
- All sub-committees to City commissions must follow all aspects of Open Meeting Law, M.G.L. c. 30A, § 20
- The role of the sub-committee of the HRC is to determine if a specific claim can be resolved with a negotiated agreement, if it should be referred to another commission of the City, or if it warrants filing with another entity, rather than investigating the veracity of the complaint.
- Complainants will be able to indicate preference for how the offending party is notified. EITHER:
 - Through disclosure of complaint to the HRC, including full summary of complaint and the identity of complainant, OR
 - A representative from the HRC will contact the offending party on the complainant's behalf, sharing general information regarding the



The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.



complaint, and seeking any additional information that may aid in the investigation.

- The ad-hoc subcommittee may contact you, the person or a representative of the business/organization you believe has violated human rights, in addition to any identifiable witnesses. You will be informed of any communications regarding your complaint. You have the right to participate in those conversations.
- You have the right to withdraw your complaint at any time by filing a written request with the Commission stating that you wish to withdraw the complaint. The commission reserves the right to follow up on issues raised by withdrawn complaints.
- While the Commission considers your complaint, all information and documents relating to your complaint will be kept confidential by the Commission to the extent permitted by law. (However, once the complaint process is completed, any documents made or received by the Commission will be public records unless the document is exempt from disclosure under the Public Records Law, M.G.L. c. 4, § 7, cl. 26.)



The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.

