

CONTACTS

Your Agency/Dept. Human Resources
Representative

County Human Resources

County Equal Employment Opportunity Officer
(805) 662-6584

UNIONS

SEIU	(877) 721-4968
IUOE	(805) 656-1852
VCPFA	(805) 484-8844
VCDSA	(805) 639-9218
SPOAVC	(805) 477-1688
CNA	(818) 240-1900
CJAAVC	(805) 654-2716
VCSCOA	(805) 852-2336
VCPPOA	(805) 889-4646
VEA	VEAnow@gmail.com
UAPD	(800) 858-6977
Civil Service Commission	(805) 662-6787

Federal/State Agencies

California Civil Rights Department (CRD)
www.calcivilrights.ca.gov/

Equal Employment Opportunity Commission (EEOC)
www.eeoc.gov/

Employee Hotlines

**Auditor Fraud
Hotline** (805) 644-6019

**Misconduct
Complaint Hotline** 1-800-684-6523 or
<https://hr.ventura.org/complaint-resolution>



COUNTY of VENTURA

County Executive Office,
Human Resources Division
County Government Center
800 South Victoria Avenue, L#1970
Ventura, CA 93009

Human Resources
Reception: 805-654-5129

24-Hour Online Reporting Available
for Employees:
<https://hr.ventura.org/complaint-resolution>

For County of Ventura Employees

Employee Complaint Resolution Process



**HUMAN RESOURCES DIVISION –
EQUAL EMPLOYMENT OFFICE**

INTRODUCTION

This informal complaint procedure is designed to assist employees who believe they have been discriminated against or harassed in the course of their employment with the County of Ventura.

WHAT IS DISCRIMINATION OR HARASSMENT?

Discrimination is defined as "any act, practice or course of conduct which is not job-related, and which constitutes or results in inequality of treatment of any person or group of persons because of race, color, religion, national origin, sex, age or functional limitation." In addition, the County wants to resolve any work situation that creates a hostile or offensive work environment and encourages employees to make their concerns known as soon as the offensive behavior occurs. By County policy and our complaint resolution process described in this brochure, we can ensure that the County of Ventura is a good place to work for all.

PROCEDURES

If you have any concerns or a complaint regarding harassment, discrimination, or retaliation, follow these simple steps. If any step does not address the issue adequately, you are encouraged to move on to the next step. This procedure is available for use within each County Agency and Department.

1. Talk to your supervisor regarding the problem.
2. Meet with your Agency/Department Equal Employment Opportunity (EEO) Coordinator or Human Resources representative.
3. Discuss your concerns with your assigned Personnel Analyst at the County Human Resources Division or the County's EEO Officer. You may contact those staff persons by calling the Human Resources Reception Desk at (805) 654-5129.

To the degree possible, the County attempts to preserve privacy during an investigatory process while also acknowledging to those involved that confidentiality cannot be guaranteed. The assurance we provide to complainants is the same that we provide to witnesses and to the accused, which means a complainant will not hear the results of or action taken after an investigation.

Additionally, we remind all parties involved in an investigation that the County has a strict policy against retaliation and that HR should be contacted immediately if there are any concerns about retaliation.

PROCEDURES, CONTINUED

If the investigation reveals any illegal discrimination, harassment, retaliation, or other inappropriate actions, the County's Human Resources Division will attempt to resolve the matter. If any improper behavior or action by County employees is documented, Human Resources has a duty to act and will recommend disciplinary action up to and including dismissal of the responsible party(ies).

4. If the Human Resources process does not work to your satisfaction a formal complaint may be filed with Service Employees International Union (SEIU) or other Union as appropriate or the Civil Service Commission (Contacts on next page).

5. If you are unsatisfied with the results of the above steps, you may file a complaint at any time and at any step in the process with the CRD or EEOC. Those enforcement agencies will conduct an independent review and make appropriate recommendations.