



2445 S. Afton Rd.
Beloit, WI 53511
608.364.2980 Phone
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www.townofbeloit.org

MEMORANDUM

February 6, 2024

TO: Town of Beloit Board of Supervisors
FROM: Tim Wellnitz, Town Administrator
RE: Discussion and possible action on amendment to staff policy manual

STAFF RECOMMENDATION

I recommend that the proposed staff policy manual amendment be approved with the addition of the following to the staff policy manual:

10.00 NONDISCRIMINATION POLICY

10.01 NONDISCRIMINATION

1. Policy and Notice of Non-Discrimination. The Town of Beloit complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including language).
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
- Age Discrimination Act of 1975, which prohibits discrimination based on age.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

It is against the law for the Town of Beloit to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

2. To File a Complaint. If you think that the Town of Beloit has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with:

Town Administrator Tim Wellnitz
2445 S. Afton Rd., Beloit, WI 53511
twellnitz@town.beloit.wi.us
phone – 608-472-2680
fax – 608-364-2999

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

U.S. Mail:

U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave., SE Washington, D.C. 20528

For additional information: www.dhs.gov/crcl Phone: 202-401-1474 Toll-Free: 1-866-644-8360

3. Information and Services for Persons with Disabilities and Persons with Limited English Proficiency.

The Town of Beloit:

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Town Administrator Tim Wellnitz

2445 S. Afton Rd., Beloit, WI 53511

twellnitz@town.beloit.wi.us

phone – 608-472-2680

fax – 608-364-2999

RECOMMENDED MOTION

I move to approve the proposed staff policy manual amendment.

BACKGROUND

The Town of Beloit staff policy manual establishes various administrative policies of the Town of Beloit. The Town Board approved of a comprehensive update to the policy manual at the December 4, 2023 Board meeting. The U.S. Department of Homeland Security is requiring the adoption of a non-discrimination policy for compliance with grant requirements.

ANALYSIS

The proposed update creates a non-discrimination policy as required to meet grant requirements.

cc: Karry DeVault, Town Clerk