



CITY OF SPARTA  
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## LIMITED ENGLISH PROFICIENCY PROCEDURE

### CITY OF SPARTA

It is the general policy of the City of Sparta, Tennessee, Human Resource (HR) staff, not to discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. We have taken steps to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff. These steps are as follows:

1. Employees will have access to "I Speak" cards.
2. Once language proficiency is determined, employees will have resources available to assist the individual in determining his/her need.
3. If the need is not urgent or life threatening, employees will defer to their supervisors what steps need to be taken. The steps are, but not limited to, the following:
  - a) If the need is a document translated, the supervisor will have the document translated as soon as possible, without jeopardizing his/her duties as a supervisor.
  - b) If the need is oral language services, the supervisor will take appropriate actions to provide the assistance as soon as possible through a translation service, without jeopardizing his/her duties as a supervisor.
  - c) The supervisor has the no obligation to the safety of his/her employees as well as to the people of the City of Sparta to assist the need of all persons. This includes not leaving his/her work place unless it is an emergency.
4. Of the need is urgent or life threatening, employees will use to the best of their ability, any resource available to accommodate the individual.

**Any person who thinks there has been discrimination against him/her because of LEP should contact the Title VI Coordinator at 931-832-3248.**

