



EQUAL OPPORTUNITY POLICY

1.0 Purpose: To protect employees and participants of activities funded by WIA Title I funding, from Discrimination on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and;
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation In any WIA Title I financially assisted program or activity.

2.0 Scope: All employees and participants of activities funded by WIA Title I funding.

3.0 Responsibility:

3.1 Equal Opportunity Officer

- 3.1.1 The EO Officer is responsible for all EO complaints for the Local Workforce investment Area (LWIA). The LWIA includes the LWIA Office, Training Provider receiving funds from Title I and Employers who participate in the Title I On-the-job (OTJ) program.
- 3.1.2 The EO Officer is responsible for handling complaints of discrimination for the Employees of the LWIA.
- 3.1.3 The EO Officer is responsible for handling complaints of discrimination made by CareerLink Customers that are enrolled in LWIA programs.
- 3.1.4 The EO Officer is responsible for assuring that training providers and employers receiving Title I funds have nondiscrimination and equal opportunity policies for their organizations.
- 3.1.5 The EO Officer is responsible for the monitoring of the LWIA office, training providers, and employers.
- 3.1.6 The EO Officer is responsible for investigating complaints concerning the LWIA office, training providers, and employers.
- 3.1.7 All posters, books, brochures, pamphlets, and advertising for the CareerLink that is distributed or communicated in written and/or oral form, electronically and/or on paper to staff, clients, or the public at large, .must include the Tagline "equal opportunity employer" and "auxiliary aids and services are available upon request to individuals with disabilities". They must also list the EO Officer's name, title and TTY/TDD phone number (814-337-7205).
- 3.1.8 All complaints must be tracked in a Complaint Log and reported on a quarterly basis to the State.

3.2 Equal Opportunity Liaison

- 3.2.1 EO Liaisons are responsible for submitting complaints of discrimination made by staff or customers of the CareerLink to the State EO Office.



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- 3.2.2 All posters, books, brochures, pamphlets, and advertising for the CareerLink that is distributed or communicated in written and/or oral form, electronically and/or on paper to staff, clients, or the public at large, must include the Tagline “equal opportunity employer” and “auxiliary aids and services are available upon request to individuals with disabilities”. They must also list the EO Liaison’s name, title and TTY/TDD phone number.
- 3.2.3 All complaints must be tracked in a Complaint Log and reported on a quarterly basis to the State.

3.3 Complainant

- 3.3.1 Complainants have 180 days to file a formal complaint.
- 3.3.2 All complainants that do not file a complaint within the 180 days must contact the State EO officer to file a late appeal.
- 3.3.3 All complainants should receive a written Notice of Final Action from the State within 90 days. If the 90th day has passed, he/she does not have to wait for a response before filing a complaint directly with the Civil Rights Center; however the complaint must be filed within 30 days of the 90-day deadline.

4.0 **References:**

- 4.1 Title VI of the Civil Rights Act of 1964
- 4.2 Section 504 of the Rehabilitation Act of 1973
- 4.3 The Age Discrimination Act of 1975
- 4.4 Title IX of the Education Amendments Act of 1972
- 4.5 Section 188 of the WIA Act
- 4.6 USDOL regulations at 29 CFR Parts 31, 32, 34, and 37.

Name	Date	Rev. Level	Description of change	Effective Date
Lori Hall	2/6/03	A	New policy	
Jim Triplett	11/10/04	C	Update	
Deb O’Neil	10/03/05	D	Update	
Deb O’Neil	2/13/09	E	Update logo/EO Officer	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer Program
Paul Newlin – Equal Opportunity Officer
Phone: (814) 333-1286
TTY/TDD (814) 337-7205