DATE: April 13, 2016

TO: LA’s Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
       Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 16-09
(Supersedes WDS Directive No.09-03)
REVISED PROCEDURES FOR SIGNATURE RECEIPT OF REQUIRED POSTERS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to update the procedures for documenting the receipt of the required Equal Opportunity notices. Title 29 CFR Part 38 implemented the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act. Title 29 CFR Part 38.29-32 covers the requirements for Notice and Communication of rights under the WIOA. Each participant and staff employee is required to receive a copy of the EO is the Law and What to Do If You Believe You Have Experienced Discrimination posters, and a record must be kept in their file.

REQUIRED ACTION
Full-sized copies of the EO is the Law and What to Do If You Believe You Have Experienced Discrimination must be given to all new staff and participants (posters may be printed in a double-sided format), and the enclosed signature page (with the text from the posters) must be kept in the participant or staff file.

Each new staff and participant must be given full-sized copies of the EO is the Law and What to Do If You Believe You Have Experienced Discrimination (posters may be printed in a double-sided format) and the signature page (see attachments). The signed signature page must be kept in the participant or staff file.

PERFORMANCE EVALUATION CRITERIA
Both Operations monitors and EO Compliance Unit monitors will be looking for the new signature pages in Program Year 2015-16 files.
CONTACT
If you have any questions or require further information, please contact Maureen Brown at (213) 744-7272, TTY (213) 744-7290.

JHP:MB
Attachments: Equal Opportunity Is the Law poster
              What to Do if You Believe You Have Experienced Discrimination poster
              Equal Opportunity Is the Law Signature Receipt
EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English Proficiency), age, disability, political affiliation or belief; and

against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, 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 WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;

providing opportunities in, or treating any person with regard to, such a program or activity; or

making employment decisions in the administration of, or in connection with, such a program or activity.
What to Do If You Believe You Have Experienced Discrimination

If you think you have been subjected to discrimination under a WIOA Title-I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Maureen Brown  
EO Compliance Officer  
City of Los Angeles  
Economic and Workforce Development Department  
1200 West 7th Street, 6th floor  
Los Angeles, CA 90017  
Tel: (213) 744-7272  
TTY: (213) 744-7290  
Fax: (213) 744-7118  
E-mail: Maureen.Brown@lacity.org

Or

Director  
Civil Rights Center (CRC)  
United States Department of Labor  
200 Constitution Avenue NW  
Room N-4123  
Washington, DC 20210

If you file your complaint with the City of Los Angeles, you must wait either until the City of Los Angeles issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the City of Los Angeles does not give you a written notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the City of Los Angeles to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the City of Los Angeles).

If the City of Los Angeles does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.
EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: 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 Innovation and Opportunity Act (WIOA), 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 WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

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City of Los Angeles
Economic and Workforce Development Department
EO Compliance Unit
1200 West Seventh Street, 6th floor
Los Angeles, CA 90017
Attn: Maureen Brown, EO Compliance Officer
Tel: (213) 744-7277
TTY: (213) 744-7290
Fax: (213) 744-7118

OR

The Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

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______________________________
Signature

______________________________
Date

Was notice given in another language?

Was notice accessed in an alternate format?