



Equal Opportunity Policy

Effective January 1, 2019

I. Purpose: The purpose of this policy is to protect employees and participants of activities funded by Workforce Innovation and Opportunity Act (WIOA) 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
- 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.

II. EQUAL OPPORTUNITY OFFICER (Workforce System Coordinator) is responsible for:

- All EO complaints for the local workforce development Area (LWDA). The LWDA includes the LWDB staff, program services contractor(s), training provider receiving funds from Title I, and employers who participate in the Title I On-the-job (OJT) or other programs.
- Handling complaints of discrimination for the employees of the LWDA.
- Handling complaints of discrimination made by PA CareerLink® customers that are enrolled in LWDA programs.
- Assuring that training providers and employers receiving Title I funds have nondiscrimination and equal opportunity policies for their organizations.
- Investigating complaints concerning the LWDA office, training providers, and employers.
- Ensuring that all posters, books, brochures, pamphlets, and advertising for the PA CareerLink® distributed or communicated in written and/or oral form, electronically and/or on paper to staff, clients, or the public at large 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.
- Tracking and Submitting all EO complaints in an EO Quarterly Complaint Log and submit to the state Office of Equal Opportunity. Reporting on a quarterly basis to the state.

III. EQUAL OPPORTUNITY LIAISON is responsible for:

- Submitting complaints of discrimination made by staff or customers of the PA CareerLink® to the Equal Opportunity Officer.
- Ensuring that all posters, books, brochures, pamphlets, and advertising for the PA CareerLink® that are 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.
- Tracking all complaints in a Complaint Log and report on a quarterly basis to the Equal Opportunity Officer.

IV. COMPLAINANT

Complainants have 180 days to file a formal complaint with the local EO Officer by calling (814) 245-1835 or at 425 Old Kersey Road, Kersey, PA 15846. EO complaints will be processed by the EO Officer in accordance with 29 CFR Part 38.69 – 38.76.

Complainants that do not file a complaint within the 180 days must contact the State EO officer to file a late appeal.

Complainants shall receive a written Notice of Final Action from the State within 90 days that will provide a description of the way in which the parties resolved the issue. If the 90th day has passed without a response or is he/she is dissatisfied with the final action on the complaint, he/she may file a complaint directly with the Civil Rights Center, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210; however, the complaint must be filed within 30 days of the 90-day deadline.

Complainants shall receive initial written notice acknowledging receipt of the complaint and will be provided notice that the complainant has the right to be represented in the complaint process.

Complainants shall be provided a written statement concerning the acceptance or rejection of each issue in the complaint for investigation and the reasons for each rejection. A fact-finding period of the complaint will be conducted during which attempts to resolve the complaint, including any alternative dispute resolutions, if applicable.

The complaint must include the following information:

- Complainant’s name, mailing address, email address or other means of contact
- Identity of the individual against whom the complaint is being made
- Description of the complainant’s allegations
- Written or electronic signature of the complainant or his/her representative

V. REFERENCES

- Title VI of the Civil Rights Act of 1964

- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments Act of 1972
- Section 188 of the Workforce Innovation and Opportunity Act
- USDOL regulations at 29 CFR Part 38

VI. Effective Date: January 1, 2019 – Update responsibilities of EO Office and EO Liaisons.

(Previous revisions: July 1, 2017 - Update language per WIOA)

VII. Inquiries:

Please direct all inquiries to Linda Franco, Workforce System Coordinator, Workforce Solutions for North Central PA at (814) 245-1835 or lfranco@ncwdb.org.

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

Equal Opportunity Employer Program