



EQUAL OPPORTUNITY

SAWDC Policies and Procedures

POLICY #: G105

Effective Date: November 14, 2011

BACKGROUND:

The Spokane Area Workforce Development Council (SAWDC) is committed to ensuring Equal Opportunity (EO) in all programs and activities provided through WorkSource Spokane and the greater workforce development system of the Spokane Workforce Development Area. This includes compliance with all Equal Opportunity requirements and implementation of policies in the administration and operation of programs and activities, including employment in the administration, operation of programs, and participation in programs and activities.

Programs and activities funded or otherwise financially assisted in whole or in part under the Workforce Investment Act (WIA) of 1998 are subject to federal EO laws and regulations and other federal laws that impact the operations of the State and local level WIA programs. The laws and regulations covering WIA and other programs/activities include, but are not limited to the following:

1. P.L. 105-220, Workforce Investment Act, Section 188 of WIA of 1998
2. Federal Regulations at 29 CFR Part 37, "Implementation of the Nondiscrimination Provisions of the Workforce Investment Act" (issued November 12, 1999); this rule does not add significantly to the responsibilities of WIA recipients. Rather, this generally codifies and consolidates requirements to which WIA recipients are subject under Section 188 of the Act.
3. Title VI of the Civil Rights of 1964, as amended (P.L.88-352) and regulations established by DOL (29 CFR Part 31)
4. Title VI of the Civil Rights Act as amended by the Equal Opportunity Act (P.L.92-261) and the Pregnancy Discrimination Act (P.O.95-555), and the guidelines established by the Equal Employment Opportunity Commission (EEOC).
5. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
6. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of sex in education programs.

Other Federal laws, regulations, guidelines, and directives may also apply and their omissions here is not be construed as exclusions. State Laws, Executive Orders, Regulations, and Guidelines include the following:

1. Washington State Law Against Discrimination (RW 49.60) and regulations established by the Washington State Human Rights Commission; and
2. With respect to the architectural standards for accessibility under Section 504 of the Rehabilitation Act; Washingtonian state Building Code, (RCW 19.27); and the Washington State Rules and Regulations for Barrier Free Design, (W 51.10)

POLICY:

A. Equal Opportunity

The following information will be posted in all facilities:

“It is against the law for this recipient of Federal financial assistance to discriminate 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 (WIA), 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.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA 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 activity. Individuals who think they have been subjected to discrimination under a WIA Title I financially assisted program or activity, may file a complaint within 180 days from the date of the alleged violation with either: the SAWDC Equal Opportunity Officer at SAWDC, 2000 N. Greene St., MS2158, Spokane, WA 99217-5499; or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Complaints filed with the recipient, must wait either until the recipient 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 recipient 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 recipient 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 order words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient 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.”

To demonstrate compliance, every reasonable action will be taken to assure that members of protected groups are given maximum opportunity as:

- Applicants and participants of employment and training services provided by the Act.
- Members of councils and boards formed in conjunction with the Act.
- Applicants for employment and employees in the administration and operation of programs and activities funded by the Act.
- Recipients of procurement contracts for purchase of goods and services.

B. Implementing Equal Opportunity:

An EO program will be maintained which includes the following components:

1. An EO Officer who is responsible for equal opportunity in the administration and operation of programs & activities throughout the SAWDC workforce development system, including WIA programs. The job duties of the EO Officer will in part, include:
 - Coordinating responsibilities under 29 CFR Part 37;
 - Liaison with State/ESD EO Officer and or/designee and CRC;
 - EO monitoring and investigations; coordinating with State EO Officer/designee regarding mediation and investigation;
 - Reporting EO matters directly to top officials;
 - Ensuring implementation of the EO Methods of Administration (MOA) requirements, e.g. training staff, participating in mediation; and
 - Participating in on-going training.

1. All brochures and publications that are distributed to applicants, registrants, eligible applicants/registrants, participants, applicants for employment, employees and employers or the general public will include a statement (also known as an "EO Tagline") which states, *The Spokane Area WDC is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.* If a phone number is noted, a TDD number will be provided.
2. If a TTD phone is not available, the Washington State Telecommunications Relay Services will be used, allowing the hearing-impaired person to call 1-800-833-6388.
3. Where a significant number of the eligible population needs information in a language other than English to be effectively informed of the program, materials will be translated and available. At a minimum, this will include the EO Policy and the EO Complaint Processing Procedures. Considering the reasonableness of the situation (size of program, number of people effected), other program materials and information/services will also be translated to other languages. When a less than significant number of people are affected or requirement for written translation is not reasonable, interpreters will be used to communicate with applicants and participants.
4. Policies, procedures, and practices will be regularly reviewed to identify their effect on members of protected groups. Where appropriate, policies, procedures, and practices will be modified to eliminate any potential adverse effect on protected groups. In addition, if policies, practices, or procedures have resulted in discrimination, corrective action will be taken to correct the effects of past discrimination.
5. Adherence to EO/nondiscrimination requirements and program and architectural accessibility for individuals with disabilities.
6. Each application for financial assistance under Title I of WIA will include the following EO assurance language (29 CFR Part 37.20(a)):

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. The assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program and activity, and to all agreements the grant application makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance."

C. Compliance Monitoring

Programs, services and activities will be monitored by the EO Officer to assure nondiscrimination with respect to staffing, contracting, and program participation.

Complaint logs will be maintained with information regarding the basis of the alleged discrimination, e.g. race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, and/or participation in a WIA Title I financially assisted program or activity. (Refer to WIA Policy # 3450 – Equal Opportunity Complaint Processing Policy and Procedures.)

D. Corrective Action

Prompt corrective actions or sanctions will be applied when violations are found. Corrective actions will be designed to completely address each violation with timeframes that set the minimum time necessary to completely redress the violation. Follow-up monitoring will occur to assure that commitments to take corrective and remedial actions are fulfilled.

Corrective Action would be indicated in the following circumstances:

- The assessment of the circumstances surrounding a complaint and/or grievance, and/or the use of desk audits, on-site review, investigation, or other fact-finding tools in conjunction with the assessment process, reveals barriers to equal opportunity or access.
- The EO Officer or the State/ESD EO Officer's periodic monitoring identifies a technical deficiency, a failure to follow through on written assurance, a barrier to universal access to or disparate impact in programs or services.
- A WIA recipient refuses to implement voluntary corrective action, submit requested data or documentation, or provide access to premises or records during a compliance review.

When the EO Officer identifies the need for corrective action, s/he will recommend to the WDC voluntary correction action(s) and a reasonable minimum timeframe to completely correct each situation for which corrective action is recommended. S/he will notify the State/ESD EO Officer of the situations(s) discovered, the corrective action(s) being implemented, and the timeframe(s) for completion of each.

Corrective Actions should be completed within 45 days from the date of initial notification of the violation.

Sanctions will be considered a last resort. Technical assistance, clarification, and reasonable corrective action opportunities will be offered first, depending on the circumstances. The precise nature of the sanction will be determined by the deliberateness, seriousness, and/or frequency of the violation. In situations where sanctions are applied, the grantee will be notified and will be provided with an opportunity to respond.

Sanctions which may be imposed include, but are not limited to:

- Reduction in funding
- Restriction from bidding competitive or discretionary funds
- Disallowance of costs associated with the particular violation or deficiency
- Termination of future funding.

REFERENCE:

- P.L. 105-220, Workforce Investment Act, Section 188 of WIA, Title I of 1998;
- Federal Regulations at 29 CFR Part 37, "Implementation of the Nondiscrimination Provisions of the Workforce Investment Act" (issued November 12, 1999);
- Title VI of the Civil Rights of 1964, as amended (P.L.88-352) and regulations established by DOL (29 CFR Part 31);
- Title VI of the Civil Rights Act as amended by the Equal Opportunity Act (P.L.92-261) and the Pregnancy Discrimination Act (P.O.95-555), and the guidelines established by the Equal employment Opportunity Commission (EEOC) including:
 - "Guidelines on Sexual Harassment in the Workplace" (29 CFR Part 1604);
 - "Guidelines on Discrimination on the Basis of Religion" (29 CFR Part 1605);
 - "Guidelines on Discrimination on the Basis of National Origin" (29 CFR Part 1606);

- “Guidelines of Employee Selection Procedures” (29 CFR Part 1607);
- Non-discrimination on the Basis of Age in programs receiving federal assistance (45 CFR, Part 90);
- The Rehabilitation Act of 1973 as amended (P.L.92-112) and regulations established by DOL (29 CFR Part 32);
- The Age Discrimination (P.L. 94-135) and, in the absence of DOL regulations, regulations established by the Department of Health, Education and Welfare (HEW) (45 CFR, Part 90);
- The Age Discrimination in Employment Act of 1967, as amended (P.L. 95-256) and regulations established by the EEOC (29 CFR, Parts 1625 and 1627);
- Title IX of Education Amendments of 1972, as amended (Title IX) (20 U.S.C. 1681); (P.L.88-38) and regulations established by DOL (29 CFR, Part 800);
- American with Disabilities Act of 1990, as amended (P.L.101-336);
- The Washington State Law Against Discrimination (RW 49.60) and regulations established by the Washington State Human Rights Commission, including:
 - Pre-Employment Inquiries (WAC 162.2);
 - Employment Discrimination (WAC 162.16);
 - Discrimination on the Basis of Age (WA 162.20);
 - Public Accommodations (WAC 162.26); and
 - Discrimination on the Basis of Sex (WA 162.30)
 - With respect to the architectural standards for accessibility under Section 504 of the Rehabilitation Act; Washingtonian state Building Code, (RCW 19.27); and the Washington State Rules and Regulations for Barrier Free Design, (W 51.10)