
Equal Opportunity Policy

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.

EQUAL OPPORTUNITY OFFICER 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.
- Monitoring of the LWDB staff, program services contractor(s), training providers, and employers.
- 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 Complaint Log and reporting on a quarterly basis to the state.

EQUAL OPPORTUNITY LIAISON is responsible for:

- Submitting complaints of discrimination made by staff or customers of the PA CareerLink® to the State Office of Equal Opportunity.
- 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 State.

COMPLAINANT

Complainants have 180 days to file a formal complaint with the local EO Officer by calling (814) 333-1286 or at 920 Water Street, Suite 32B, Downtown Mall, Meadville, PA 16335. 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

REFERENCE

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

HISTORY

Name	Date	Rev. Level	Description of change	Effective Date
Lori Hall	02/06/2003	A	New policy	
Jim Triplett	11/10/2004	B	Update	
Deb O’Neil	10/03/2005	C	Update	
Deb O’Neil	02/13/2009	D	Update logo/EO Officer	7/01/2009
Deb O’Neil	01/16/2015	E	Update new WIB	2/25/2015
Deb O’Neil	04/12/2017	F	Update language per WIOA	06/09/2017