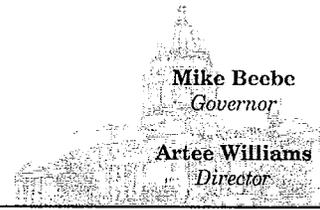


**DISSEMINATION OF EO POLICY  
COMMUNICATION AND PROCEDURES**



**MEMORANDUM**

**To:** All Local Workforce Investment Area Chief Elected Officials, Local Workforce Investment Board Chairs, and Arkansas Workforce Center Operators and Partners  
**From:** Artee Williams, Director  
**Date:** November 30, 2010  
**RE:** Notice and Communications – “Equal Opportunity Is the Law”

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1. Purpose: To provide information on how to disseminate information on “Equal Opportunity Is the Law” notice.
2. General Information:
  - (a) Each recipient must provide initial and continuing notice that it does not discriminate on any prohibited ground. This notice **must** be provided to:
    - (1.) Registrants, applicants, and eligible applicants/registrants;
    - (2.) Participants;
    - (3.) Applicants for employment and employees;
    - (4.) Union or professional organizations that hold collective bargaining or professional agreements with the recipient;
    - (5.) Subrecipients that receive WIA Title I funds from the recipient; and
    - (6.) Members of the public, including those with impaired vision of hearing;
  - (b) As provided in Section 37.9, the recipient must take appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others. (See: Attachment 1 – EO Poster, to be posted in a prominent place, and Attachment 2 – EO Certification, for client’s signature)

**PROCEDURES FOR DISSEMINATING**  
**THE EQUAL OPPORTUNITY IS THE LAW NOTICE**

<u>Group</u>	<u>Procedures</u>
Employees	<p><u>Newly hired employees</u> will receive a copy of the Notice in the employee induction package with a certification to be signed and returned to the personnel official for placement in their personnel file.</p> <p><u>Other employees</u> will be made aware of the Notice through posting, where they can readily view the contents.</p>
Participants	Signed certification placed in folder.
Applicants	Signed certification and yes or not keyed into computer.

AW:dl

**EQUAL OPPORTUNITY IS THE LAW**

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/her participation in any WIA Title I – financially 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 or activity.

**What To Do If You Believe  
You Have Experience Discrimination**

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

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

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

If you file your complaint with recipient, you 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 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 the 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 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 complaint within 30 days of the date on which you received the Notice of Final Action.

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I certify that I have been furnished a copy of the Equal Opportunity Is The Law Notice, and that the Notice has been discussed in detail with me.

\_\_\_\_\_  
APPLICANT/PARTICIPANT/EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE