

POLICY #: P-04
Nondiscrimination and Equal Opportunity Requirements and Attachments for Posting

ISSUED: September 20, 2018

REVISED: February 17, 2022

PURPOSE:

To implement the requirements of the Nondiscrimination and Equal Opportunity (EO) provisions of the WIOA, which are contained in section 188 of WIOA. Section 188 prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. In addition, for beneficiaries, applicants, and participants only, WIOA prohibits discrimination because of citizenship status or because of an individual's participation in any WIOA Title I financially assisted program or activity. Lastly, discrimination on the grounds of marital status, veteran status, sexual orientation, gender identity or presentation, ethnicity, genetic information, criminal record, or any other protected status outlined by the State of Oregon, is prohibited.

Clackamas Workforce Partnership will utilize this policy to:

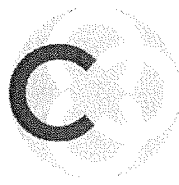
1. Notify subrecipients of federal funds that the required "EO is the Law" language needs to be included on communications (brochures, publications, broadcasts, and websites) for applicants and on recruitment materials for individuals applying to work in the American Job Center system.
2. Notify subrecipients they need to place designated posters with specific EO language regarding processing complaints in all American Job Center locations referenced in the local and regional workforce plans, affiliated sites, partner sites, and specialized centers.
3. Provide subrecipients guidance on matters related to nondiscrimination and equal opportunity requirements.

REFERENCES:

- WIOA Section 188
- 29 CFR Parts 37 & 38

DEFINITIONS:

Complaint: For purposes of this policy, means an allegation of a violation of the nondiscrimination and equal opportunity provisions.



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Recipient: Taken from title 29 CFR Part 37, means any entity to which financial assistance under WIOA Title I is extended, either directly from the Department of Labor (DOL) or through the Governor or another recipient (including any successor, assignee, or transferee of a recipient), but excluding the ultimate beneficiaries of the WIOA Title I-funded program or activity.

POLICY:

Clackamas Workforce Partnership (CWP) is dedicated to a policy of nondiscrimination and committed to a spirit of affirmative action in the administration of programs and the provision of services. In the operation of any program, no person shall be discriminated against or denied benefits as a participant, administrator, or staff person by CWP or its subrecipients on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. In addition, no WIOA Title I participant or beneficiary shall; on the basis of citizenship or status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any WIOA Title I funded program or activity. Lastly, discrimination on the grounds of marital status, veteran status, sexual orientation, gender identity or presentation, ethnicity, genetic information, criminal record, or any other protected status outlined by the State of Oregon, is prohibited.

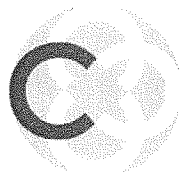
Appropriate efforts shall be made by CWP for outreach in regards to training, placement, and advancement of individuals with disabilities in employment and training programs. Auxiliary aids and services will be made available upon request to persons with disabilities.

CWP Responsibilities:

1. Copy guidelines and reference materials related to Nondiscrimination and Equal Opportunity laws and regulations to subrecipients.
2. Forward to subrecipients information regarding minority owned businesses and organizations serving disabled and minority individuals in their region.
3. Notify the state of Oregon Equal Opportunity Officer and the US Department of Labor Civil Rights Center (CRC) of any lawsuits or administrative enforcement actions alleging WIOA-related discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and for beneficiaries only, citizenship or participation in the WIOA Title I.

Subrecipient Responsibilities:

1. Assure that each applicant receives a copy of the Nondiscrimination/Equal Opportunity is the Law notice in appropriate written format, or appropriate format for individuals



with visual impairments. Record the receipt of nondiscrimination and equal opportunity information in the applicant file.

2. Notify CWP of documented complaints, lawsuits or administrative enforcement action alleging discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and for beneficiaries only, citizenship or participation in WIOA.; or, discrimination based on marital status, veteran status, sexual orientation, gender identity or presentation, ethnicity, genetic information, criminal record, or any other protected status outlined by the State of Oregon.

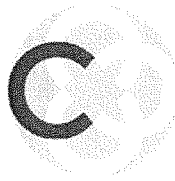
CWP and Subrecipient Responsibilities:

1. Appoint an EO Coordinator that will be responsible managing WIOA contracts and grants.
2. Include an assurance of nondiscrimination/equal opportunity with respect to the operation of WIOA-funded programs or activities on each application for federal financial assistance and WIOA, and procurement contracts.
3. Encourage the provision of equitable services among substantial segments of the WIOA Title I eligible population.
4. Ensure that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program.
5. Conduct an Accessibility Self-Evaluation report annually.
6. Make program services and information available in languages other than English as appropriate and required under 29 CFR 37.35.
7. Provide signage at a primary entrance to each of its facilities. The international symbol for accessibility shall be used at each primary entrance of an accessible facility.
8. Include appropriate below taglines on publications, broadcasts, and other communications about programs and activities funded with WIOA.

1. LONG VERSION

ENGLISH

*WorkSource Oregon is an equal opportunity program and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, national origin, citizenship status, age, disability, political affiliation or belief. The following services are available free of cost, upon request: Auxiliary aids or services, alternate formats, such as Braille, large print, audio CD or tape, oral presentation, and electronic format to individuals with disabilities, and language assistance to individuals with limited English proficiency. To request these services please contact... * (add staff name or title of ADA/EO Representative).*



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SPANISH

*WorkSource Oregon es un programa que respeta la igualdad de oportunidades y provee empleo y servicios al público sin discriminar en base a raza, color, religión, sexo, nacionalidad, estado de ciudadanía, edad, discapacidad, filiación o creencia política. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para las personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con... ***

2. SHORT VERSION

ENGLISH

*WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact (add address or telephone or location)... **

SPANISH

*WorkSource Oregón es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con... ***

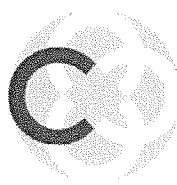
3. MINI VERSION

ENGLISH

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com

SPANISH

WorkSource Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés, a pedido y sin costo. Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas. Obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com



4. MICRO VERSION:

ENGLISH

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance is available to persons with limited English proficiency at no cost.

SPANISH

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Ayudas auxiliares y servicios para personas con discapacidades estará disponible sin costo. Asistencia de idiomas para personas con conocimiento limitado del inglés sin costo alguno.

The above statements should include contact information (see examples below). If not already listed in the document, insert location, name, contact number(s) or other specific contact information, i.e.: "Contact your nearest WorkSource Oregon Center for assistance".

** English contact information:*

- a. ...your local WorkSource Oregon Center for assistance.*
- b. ...your local UI Call Center for assistance.*

*** Spanish contact information:*

- a. ...el Centro WorkSource Oregon más cercano a su área.*
- b. ...el Centro Telefónico del Seguro de Desempleo de su área.*

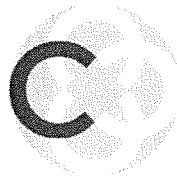
The following reference must appear in-sight of any regular telephone number(s) listed in the document/pub:

English

*TTY/TDD – dial (800) 735-2900 or dial 7-1-1 toll free relay service
Access free online relay service at: www.sprintrelayonline.com*

Spanish

*Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas
Obtenga acceso gratis en Internet por medio del siguiente sitio:
www.sprintrelayonline.com*



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9. Prominently display current EO notices in both English and Spanish at WorkSource Clackamas centers, affiliated sites, partner sites, and specialized centers. The posters will include the name, address, and contact information for the EO Coordinator.
10. Provide an orientation to new employees that include a discussion of nondiscrimination and EO rights and processes.
11. Encourage partnerships with public and private agencies serving disabled and minority persons to encourage referrals to WIOA services.

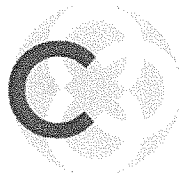
Approved:

David Green, Clackamas Workforce Partnership Chair Pro Tem

Clackamas-Workforce Partnership Board Chair Signature

2/17/22

Date



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ATTACHMENT I 9/20/18

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. Additionally, discrimination on the grounds of marital status, veteran status, sexual orientation, gender identity/presentation, ethnicity, genetic information, criminal record, or any other status protected by the State of Oregon, is prohibited.

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 that 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: 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, DC 20210.

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

FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT:

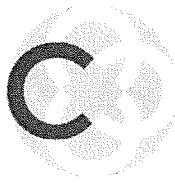
Name: Jan Filgas

Address: 365 Warner Milne Road, Suite 202, Oregon City, OR 97045

Phone: (503) 657-6644

Equal opportunity employer with equal opportunity programs.

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



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ATTACHMENT II

IGUALDAD DE OPORTUNIDADES ES LA LEY

Es contra la ley para este recipiente o agencia de asistencia financiera federal discriminar basado en lo siguiente: Contra cualquier individuo en los Estados Unidos por razones de raza, color, religión, origen nacional, edad, incapacidad, afiliación política o creencia; y contra cualquier beneficiario de programas de asistencia financiera bajo el Título I del Ley de Oportunidad Y Innovación de la Fuerza Laboral.

Workforce Innovation and Opportunity Act WIOA), por razones de ciudadanía/estado legal del beneficiario como un inmigrante legalmente admitido y autorizado para trabajar en los Estados Unidos, o su participación en cualquiera de los programas o actividades de asistencia financiera del Título I WIOA.

El recipiente o agencia no debe de discriminar en ninguna de las siguientes áreas:
Decidiendo quien va a ser admitido, o tener acceso, a cualquier programa o actividad financiados por el Título I del Acta de Inversión en la Fuerza Laboral; o proveyendo oportunidades en, o negociando con, cualquier persona con relación a tal programa o actividad; o haciendo decisiones de empleo en la administración de, o en conexión con, tal programa o actividad.

QUE HACER SI CREE QUE HA EXPERIMENTADO DISCRIMINACION

Si usted cree que ha sido sujeto a discriminación en algún programa o actividad financiados bajo el Título I WIOA, usted puede someter una queja dentro de 180 días desde la fecha en que ocurrió la violación que alega, con cualquiera de los dos:

El(la) Oficial de Igualdad de Oportunidades (Equal Opportunity Officer) del recipiente o agencia (o la persona que el recipiente o agencia ha designado con este propósito); o El (La) Director(a), Centro de Derechos Civiles (Director, Civil Rights Center, CRC), US Department of Labor, 200 Constitution Ave. NW, Room N-4123, Washington, D.C. 20210.

Si usted presenta una queja con el recipiente o agencia, usted debe esperar hasta que el recipiente o agencia le de por escrito un aviso de acción final, o hasta que hayan pasado 90 días (cualquiera que ocurra primero), antes de presentar una queja con el Centro de Derechos Civiles (vea la dirección arriba). ~ Si el recipiente o agencia no le da un aviso de acción final por escrito, dentro de los 90 días desde el día en que usted presentó su queja, usted no debe de esperar hasta que el recipiente o agencia le de el aviso antes de presentar su queja al Centro de Derechos Civiles. Sin embargo, debe presentar su queja al Centro de Derechos Civiles dentro de 30 días después de la fecha límite de 90 días. (en otras palabras, dentro de 120 días después del día en que usted presentó su queja con el recipiente o agencia). ~ Si el recipiente o agencia le da un aviso escrito de acción final de su queja, pero usted no está satisfecho(a) con la decision o resolución, usted puede presentar una queja con el Centro de Derechos Civiles. Usted debe presentar su queja dentro de 30 días desde la fecha en que recibió el aviso de acción final.

PARA OBTENER INFORMACION O PRESENTAR UNA QUEJA, CONTACTE A:

Name: Jan Filgas

Address: 365 Warner Milne Road, Suite 202, Oregon City, OR 97045

Phone: (503) 657-6644

Igualdad en programas y oportunidades de empleo

Equipo y servicios auxiliares para personas con impedimentos estan disponibles al pedirlos