



EQUAL OPPORTUNITY UNDER THE WORKFORCE INVESTMENT ACT



EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal funds to discriminate:

- Against any individual 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 (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;
- 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 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:

- Department of Economic and Workforce Development’s (DEWD) Interim Equal Opportunity Officer – John R. Bailey at 250 Frank H. Ogawa Plaza, 3rd Floor, Oakland, CA 94612 ; or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you start by filing your complain with DEWD you must wait either until DEWD issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing a complaint with the CRC (see address above).

If DEWD does **not** give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may proceed with filing the complaint with the 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 DEWD **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 within 30 days of the date on which you received the Notice of Final Action.

Revised 8/13

APPROVED BY WIB:10/13

I acknowledge receipt of the WIA Equal Opportunity notice and complaint form:

By: _____

Date: _____



EQUAL OPPORTUNITY/NONDISCRIMINATION COMPLAINT PROCESS AND FORM



Do you think that the Oakland Workforce Investment Board (WIB), or one of its contractors, has discriminated against you because of your race, color, religion, sex, national origin, age, disability, political affiliation, or belief? If you do, and you want to file a complaint directly with the City of Oakland, Department of Economic and Workforce Development, WIB, you must file this form within 180 days from the date of the alleged discrimination. Please mail or deliver this form to: John R. Bailey, Executive Director/Interim EO Officer at 250 Frank H. Ogawa Plaza, 3rd Floor, Oakland, CA 94612. Your complaint will be processed in accordance with the policy stated on the reverse side of this Complaint Form.

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| Your Name: | Phone: () |
| Address: | Email Address: |
| Best time to contact you by phone about this complaint: | |
| Date(s) the Alleged Discrimination Occurred: | |
| Please describe in as much detail as you can what happened, who was involved in what happened, and why you think you were discriminated against. Use additional pages if needed and attach any documents that you think my help us better understand your complaint. | |
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| Signature of Person Filling out Form: | Title: |

For EO Officer Use Only

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| Date Received: | Complaint Timely Filed? ___Y ___N |
| Two Copies of Complaint Sent to the State? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Complainant Contacted: | |
| Date Notice of Final Action Mailed to Complainant: | |