



Effective 1/17/08

Area 20 EEO Policy 1

EQUAL OPPORTUNITY IS THE LAW

It is against the law for Area 20 to discriminate against any individual in the United States, on the following 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), nor 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. Area 20 shall 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. Section 188 of the Workforce Investment Act of 1998 prohibits any individual from being excluded from participation in, denied the benefits of; subjected to discrimination under or denied employment in any organization or program receiving WIA financial assistance on the basis of race, color, religion, national origin, sex, political affiliation or belief, age, disability, or (for beneficiaries only) citizenship status, as a lawfully admitted immigrant authorized to work in the United States or WIA participant status.

This policy and the procedures issued hereunder apply to participants in WIA-funded programs and activities who bring complaints of discrimination against any employee of Area 20 or subcontractor receiving USDOL financial assistance. Any participant who believes that she or he has been discriminated against on any of the basis covered under section 188 of the Act may file a complaint in accordance with the procedures described as follows.

FILING A PROGRAMATIC COMPLAINT

The statute of limitations for filing a programmatic complaint is **ONE YEAR**; however, it is recommended that a written complaint be filed within **10 DAYS** of the alleged occurrence. Programmatic complaints are those that allege unfair treatment but do not charge that it is due to unlawful discrimination. Area 20 shall be available to provide assistance to the complainant. Within 10 days after filing a complaint, an informal conference will be held. If the complaint is not resolved, the complainant will be notified in writing of his or her right to request a hearing. Within 16 days from the date the complaint was filed, the complainant has the opportunity to request a hearing. Any amendments to the original complaint must be submitted in writing at that time.

Fairfield County Jobs One-Stop
239 West Main Street
Lancaster, Ohio 43130
(740) 689-2494

Pickaway County Jobs One-Stop
1080 U.S. Route 22 West
Circleville, Ohio 43113
(740) 420-7339

Ross County Jobs One-Stop
150 East Second Street
Chillicothe, Ohio 45601
(740) 779-2946



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If the complaint is not resolved then a hearing will be conducted within 30 days after the complaint is filed. The complainant shall be advised, in writing, of all procedural rights. Within 60 days after the filing of the complaint, a final written decision shall be rendered by the Hearing Officer, and mailed to the complainant (certified mail - return receipt requested). The decision shall include, but shall not be limited to the following:

1. The reason(s) for the decision.
2. A statement as to whether or not the local area complaint procedure, as specified in the WIA Complaint Procedure Manual, has been properly followed
3. Notice of the right to request a review at the state recipient level (ODJFS Bureau of Civil Rights) when any party disagrees with any aspect of the Hearing Officer's decision.

STATE LEVEL REVIEW OF THE DECISION

The parties have 10 days after the receipt of the Hearing Officer's decision or 10 days from the date on which the decision should have been received to request a review with the:

**Ohio Department of Job and Family Services Bureau of Civil Rights
150 East Gay Street, 18th floor
Columbus, Ohio 43215
(614) 644-2703 Ohio Relay Service: 1-800-750-0750.**

The Hearing Officer may uphold the local area level decision in whole or in part, or provide a hearing and a final written decision within 30 days from the date of receipt of the request for review. Conforming with delegated authority, this Hearing Officer's decision serves as *the Governor's* final decision. The Secretary of Labor investigates allegations arising through these grievance procedures when: (1) A state level decision has not been reached within 60 days of receipt of the grievance or complaint or within 60 days of receipt of the request for appeal of a local level grievance and either party appeals to the Secretary; or (2) A decision relating to a grievance or complaint has been reached and the party to which such decision is adverse appeals to the Secretary. Appeals must be submitted by certified mail, return receipt requested, to

**U.S. Department of Labor,
Office of the Secretary,
Attention: ASET,
Washington, DC 20210.**

A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator and the opposing party. Regardless of the basis for a complaint (programmatic or discrimination), a copy of each complaint **MUST BE FORWARDED** to the ODJFS Bureau of Civil Rights within 10 days of the date of the filing.



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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: Area 20's Equal Opportunity Officer (or the person whom Area 20 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 Area 20, you must wait either until Area 20 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 Area 20 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 Area 20 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 Area 20). If Area 20 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.

FILING A FRAUD, ABUSE OR CRIMINAL ACTIVITY REPORT

All information and complaints alleging fraud, abuse or criminal activity shall be reported directly and immediately to the

**U.S. Department of Labor
Office of Inspector General
200 Constitution Avenue, N.W.
Washington, DC 20210.**