

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 (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), 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 or his or her participation in any WIOA 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 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 or electronically as directed on the CRC Web site at www.dol.gov/crc. 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 may file a complaint with CRC before receiving that Notice. 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.

COMPLAINTS INVOLVING VIOLATIONS OF WIOA REGULATIONS

You must file the complaint within one year of the problem unless you are complaining about fraud or criminal activity for which there is no time limit. We will work with you to resolve the problem to your satisfaction. If resolution has not been reached within 30 days, you may request a formal hearing by contacting Worksystems Inc. at 503.478.7300. Worksystems, Inc. will notify you in writing of what steps to take next and the date, time, and location for a hearing to take place within 30 calendar days from the date you made the request. If a violation of the WIOA has occurred, you can change your complaint any time until 10 days before the date of your hearing. A final written determination will be made within 60 calendar days from the date you filed your complaint. The decision of Worksystems, Inc. is final.

If you are not satisfied with the resolution decision, you can appeal to the State of Oregon. This appeal must be submitted to Executive Director, Office of the Higher Education Coordinating Commission, 255 Capitol St. NE, Salem, OR 97310. It must be submitted in writing within 10 days of Worksystems, Inc. decision or within 15 days of the date you should have received the decision. Timelines can be extended if both you and the respondent agree in writing. You may also withdraw the complaint in writing any time during the complaint process.

TO FILE A COMPLAINT

If you decide to file a complaint, complete the Workforce Innovation & Opportunity Act Complaint form or provide the following information in writing:

- 1) Your full name, address, social security number, phone number or message number
- 2) The name and address of person or organization that the complaint is against
- 3) A clear statement of your complaint, what happened, and the date that the problem occurred
- 4) Provision of the Act (WIOA), regulations, grant, agreement, or Equal Opportunity is the Law statement which you believe was violated
- 5) What satisfaction or resolution you are seeking
- 6) Your complaint must be signed. Anonymous complaints cannot be processed

FOR ADDITIONAL INFORMATION OR TO FILE A COMPLAINT, CONTACT:

Name:	Janice Frater
Organization:	Worksystems, Inc.
Address:	1618 SW 1 st Avenue Portland, OR 97201
Phone:	(503) 478-7300