



Program Management Policy

TITLE: Equal Opportunity & Non-Discrimination

POLICY APPROVED BY:

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Approval Date:

September 13, 2016

Effective Date:

July 1, 2016

Revisions:

PURPOSE:

To ensure compliance with equal opportunity and non-discrimination regulations by staff and service providers of the East Cascades Workforce Board (ECWIB).

BACKGROUND:

Workforce Innovation and Opportunity Act (WIOA) services are subject to Equal Opportunity (EO) rules and regulations. Services must be available to eligible participants without regard to status in a protected class – gender, race/ethnicity, nationality, or religious belief.

POLICY:

All applicants must be informed that WIOA service providers are not allowed to discriminate on the basis of any of the protected classes.

Providers are required to post EO posters in a prominent location where applicants and participants gather. Posters will be available in Spanish and English at each service location.

The ECWIB has designate an EO Officer who may be contacted by email at grevience@eastcascadesworks.org; or by phone at (541) 385-9675. Providers are responsible for requesting additional posters if needed.

Programs are required to inform each participant of EO rights and grievance procedures, in accordance with ECWIB policy, at the time of program enrollment. There is an automated information screen in the WorkSource Oregon Management Information System and I-Trac participant data management system, however, if staff enter enrollment data directly into I-Trac this information must be shared by service providers at the time of enrollment.



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EO Monitoring

The ECWIB and state and federal agencies overseeing WIOA funds have appointed EO Officers. At times, there may be state and/or federal EO review or monitoring conducted. Program service providers will be required to provide any and all requested information from program and fiscal records, as well as participant files.

Providers are expected to ensure, and be able to demonstrate, that all practices are compliant with EO regulations including the enrollment of participants, provision of incentives, stipends or supportive services, access to service elements, and any other program components. With this in mind, programs are expected to document fair and equitable provision of services and activities to participants.

Unenrolled Youth Records

In order to track potential disparate impacts of youth selection processes, the Act requires that Equal Opportunity data be collected during the application process. Collection of EO data applies to any individual who submits personal information in response to a request by a service provider for such information. Such a request is implied to applicants in the process of completing and submitting an online application.

Completed applications will be used as the storage and tracking mechanism for Equal Opportunity data on those who apply and are not enrolled in services. Providers will maintain records until they are due to be destroyed.

Publicity

An EO statement must be present on printed materials given publicly and/or to participants. The EO tagline to be used:

ECWIB and (you may insert your program name here or WSO) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities upon request.