

PENINSULA COUNCIL FOR WORKFORCE DEVELOPMENT WIA GRIEVANCE PROCEDURE NOTIFICATION

Pursuant to The Workforce Investment Act (WIA) of 1998 (Public Law 105-220) and Virginia Employment Commission Policy #10, all WIA program participants have a right to file a grievance. Grounds for a grievance involve individual discrimination based on race, color, religion, sex, national origin, age, disability, and political affiliation or belief during employment in the administration of, or in connection with, any WIA-funded program or activity.

If a participant thinks that he/she has been subjected to discrimination under a WIA-funded program or activity, a complaint can be filed within 180 days from the date of the alleged violation with the Local Workforce Investment Area's (LWIA) Equal Employment Opportunity (EEO) Officer, or the participant may file a complaint directly with the Civil Rights Center (CRC).

Subcontractors will make every effort to resolve complaints at their level. If a resolution cannot be achieved, the complaint has the option of contacting the LWIA's EEO Officer or going directly to the Director, Civil Rights Center in Washington, D.C.

Procedure If a participant believes that he/she has a complaint regarding a violation of his/her civil rights, he/she can take the following steps:

- Step 1:** Go to the LWIA's EEO within 180 days of the alleged violation and bring the problem to that organization's attention. The LWIA has 90 days to respond.

- Step 2:** If the LWIA does not respond within 90 days, the participant can immediately file the complaint directly with the CRC.

- Step 3:** If the LWIA responds within the 90 day limit and the participant is not satisfied with the resolution of the complaint, he/she can file directly with the Director of Civil Rights Center. This latter filing to the CRC must be completed within 30 days of the date you receive notice of the contractor's proposed resolution.

- Step 4:** If the participant chooses, he/she may by-pass the LWIA and go directly to the CRC. The filing must be done within 180 days from the date of the alleged violation. Address of the CRC is shown below:

Director
Civil Rights Center (CRC)
U. S. Department of Labor
200 Constitution Avenue
Room N-4123
Washington, D.C. 20210

General

- A. All time limits will be strictly adhered to unless it is not possible due to schedule limitations. The Peninsula Council for Workforce Development's (PCFWD) Executive Vice President and Chief Operating Officer will approve/disapprove any requests for extension based on the facts of the case.
- B. A copy of this procedure will be given to each participant enrolled in WIA activities.
- C. The PCFWD's EEO Officer is Mr. Gary Butler, 757-826-3327. If you have any questions, please discuss them with your counselor first and Mr. Butler later if the participant needs additional information.
- D. The participant is requested to sign below to indicate that he/she has read and understands the information contained in this procedure. The counselor is required to counter sign that the participant has read and understands these grievance procedures.

(Participant's Signature)

(Date)

(Counselor's Signature)

(Date)



WELCOME to the local Workforce Investment Act Program

Let me tell you something about YOUR CIVIL RIGHTS UNDER FEDERAL LAW.

Local Workforce Investment Area #14 has required all Subcontractors that no one enrolled in the Workforce Investment Act Program will be discriminated against because of race, color, sex, national origin, disability, religion, and age.

This means:

- That no benefits or services may be denied you because of your race, color, or the country in which you or your parents were born;
- That you may not be segregated or treated any differently from other enrollees because of your race, color, sex, national origin, disability, sexual orientation or status as a parent, while you are being registered, interviewed, counseled, or tested; or while you are working or attending classes as part of the project; and
- That you must be provided an equal chance to use all facilities available on the project.

If you feel that you have been denied any of these opportunities, you may write to Mr. Gary Butler, EO Officer, PCFWD, 11820 Fountain Way, Suite 301, Newport News, Virginia 23606-4478.

The Civil Rights Act of 1964 guarantees you the right to make a complaint within 180 days of an alleged act of discrimination. You should not in any way be penalized for writing to the Peninsula Council for Workforce Development or talking to your employer. All complaints will be handled promptly.

Sincerely,

A handwritten signature in black ink that reads "W. H. Mann, Jr." in a cursive style.

William H. Mann, Jr.
Executive Vice President & COO

Participant's Signature

Date