

PENINSULA COUNCIL FOR WORKFORCE DEVELOPMENT/FEDERAL DIVISION WIA GRIEVANCE PROCEDURE NOTIFICATION

Pursuant to The Workforce Investment Act (WIA) of 1998 (Public Law 105-220) and State WIA Policy 02-01 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 PCFWD'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 Subcontractor'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, DC 20210

General

- A. All time limits will be strictly adhered to unless it is not possible due to schedule limitations. The PCFWD's 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 Ms. Shannon Trochuck, 757-826-3327. If you have any questions, please discuss them with your counselor first and Ms. Trochuck 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)