

# 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, 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), 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. The recipient must 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; 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 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:



MICHAEL WOLOSON  
FINGER LAKES WORKFORCE INVESTMENT BOARD, INC.  
41 LEWIS STREET, SUITE 104  
GENEVA NY 14456  
TELEPHONE: 315-789-3131  
E-MAIL: FLWIBMW@ROCHESTER.RR.COM

Omoye Cooper, Director  
Division of Equal Opportunity Development  
New York State Department of Labor  
State Office Campus, Building 12, Room 540  
Albany, New York 12240

PHONE: (518) 457-1984 - (TDD)  
(TDD) 1-800-662-1220  
(VOICE) 1-800-421-1220

or you may file a complaint directly with:

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

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 do not have to wait for the recipient 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 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.

FINGER LAKES WORKFORCE INVESTMENT AREA  
STEPS IN RESOLVING WIA-RELATED COMPLAINTS/GRIEVANCES AND AFFIRMATIVE ACTION

Workforce Investment Act (WIA) participants are entitled to the right of issuing and having resolved complaints relating to their participation in the programs offered under the Workforce Investment Act (WIA). All complaints/grievances must be filed within 180 days of the alleged WIA related occurrence. If you have a Workforce Investment Act related COMPLAINT, here are the steps available:

I. Informal Conference

Immediately discuss any problems, complaints, etc., with your Workforce Development Specialist, Worksite Supervisor, Employer or Instructor. Typically most complaints are resolved through open discussions. If the type of complaint/grievance is of a nature that cannot be resolved in this stage or if it was not informally resolved, then an Informal Resolution will be used.

II. Informal Resolution

At this stage, it is necessary that you obtain a form entitled "Notice of Complaint (SDA 105.1) from your County Workforce Development Office or One Stop Center. Complete this form and return it to the County Workforce Development or One Stop Center Equal Opportunity Officer.

The Equal Opportunity Officer will schedule an Informal Resolution Conference within five (5) days after receiving the Notice with you and other persons whom the Equal Opportunity Officer believes should be present.

Within fifteen (15) days after the Informal Resolution Conference, the Equal Opportunity Officer will issue an Informal Resolution Conference Report (WIA 105.2) to all parties which will include a section on the recommended disposition of the complaint/grievance.

III. Formal Hearing or Mediation

If any of the parties in an Informal Resolution Conference believes that the disposition of the complaint/grievance is not appropriate, they may request the complaint to be resolved through mediation or they may continue with a Formal Investigation. This request must be made in writing, and must be received within ten (10) days after receipt of the Informal Resolution Conference Report.

Within the ten (10) days after receipt of the request for Mediation or formal investigation, the Finger Lakes Workforce Investment Board Equal Opportunity Officer will schedule mediation or a formal hearing. Within sixty (60) days after, the Equal Opportunity Officer schedules mediation or the formal hearing, the equal opportunity officer will issue his/her findings and recommendations for the complaint grievance.

V. Appeal

If you do not receive a decision within sixty (60) days of filing a complaint or if any party believes that the findings and recommendations are unsatisfactory, they may appeal to the Governor and to the United States Department of Labor. Information relating to the procedures will be provided by the Finger Lakes Workforce Investment Board.

To identify your local Workforce Investment Act Equal Opportunity Officer, contact the Finger Lakes Workforce Investment Board at 41 Lewis Street, Suite 104, Geneva, New York 14456. The telephone number is (315) 789 - 3131.

AFFIRMATIVE ACTION

Workforce Investment Act participants are entitled to the right of issuing and having resolved complaints relating to matters involving equal opportunity/affirmative action. If you believe you have been discriminated against due to race, color, religion, sex, national origin, age, political affiliation or belief, citizenship or participation in WIA, you can file a complaint directly to the Director, Civil Rights Center (CRC), United States Department of Labor, 200 Constitution Avenue, NY, Room H-4123, Washington, DC 20210.

Complaints based upon disabilities will be addressed through the Workforce Investment Act Related Complaints/Grievance Procedure described above. Affirmative Action Complaints must be filed within 180 days of the alleged occurrence.

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This is my copy of: Steps in Resolving WIA-Related Complaints/Grievances and Affirmative Action

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SIGNATURE

\_\_\_\_\_  
DATE

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NY#