



POLICY

CATEGORY:	Board Administration	No1.0.112.02
TITLE:	Discrimination Complaint Procedure	
SUPERSEDES:	1.0.112.01 dated October 31, 2014	
EFFECTIVE:	February 21, 2019	
BOARD APPROVAL:	February 21, 2019	
DATE OF LAST REVIEW:	Dec. 18, 2018	

I. PURPOSE:

To provide information on the complaint processing procedures as required under 29 CFR §38.69-84 for individuals who allege unlawful discrimination under the *Workforce Innovation and Opportunity Act of 2014*, section 188 Nondiscrimination..

II. DEFINITIONS:

Board – Coastal Bend Workforce Development Board

Forms of Prohibited Discrimination under the Workforce Innovation and Opportunity Act (WIOA), which are contained in section 188 of WIOA (29 U.S.C. 3248). Section 188 prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity. Retaliation for opposing unlawful discrimination is also prohibited.

Equal Opportunity (EO) Officer – Administers Equal Employment Opportunity (EEO) policies and procedures in accordance with applicable laws.

Contracted Service Provider (Contractor) – Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms and conditions of the contract.

United. States. Commission on Civil Rights (CRC) – An independent federal agency that addresses civil rights issues and discrimination complaints.

III. POLICY STATEMENT:

Any person who believes the Board or a recipient who receives federal financial assistance from or through the Board has subjected him or her or any specific class of individuals to unlawful discrimination may file a complaint of discrimination.

IV. PROCEDURES:

Individuals who believe that the Texas Workforce Commission (TWC) or recipients who receive federal financial assistance from or through TWC has subjected them or

any specific class of individuals to unlawful discrimination may file a complaint of discrimination. Complaints are processed as outlined in these procedures.

All procedures are set forth in *WD Letter 18-07, Change 1 issued 09/20/2018, and entitled "Discrimination Complaint Procedures" and are attached.*

V. RELATED POLICY INFORMATION:

Workforce Innovation and Opportunity Act (WIOA), Section 188 and Code of Federal Regulations (C.F.R.), 29 C.F.R. 38.

WD Letter 18-07, Change 2 issued 01/30/2019, and entitled "Discrimination Complaint Procedures"

VI. RESPONSIBILITIES:

President/CEO – Responsible for the Board’s adherence to all applicable laws and rules with respect to this policy.

EO Officer – Responsible for ensuring Board and contractors are trained to comply with this policy; coordinating the recipient’s obligations and compliance activities under the nondiscrimination and equal opportunity provisions of WIOA; and providing oversight and monitoring of adherence and compliance with this policy.

Contractors – Must ensure staff is apprised of and complies with the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

Discrimination Complaint Form (EO-13 or EO-13S)

VIII. DISTRIBUTION:

Board of Directors Board Staff Contracted Service Provider Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date