

# Oklahoma Employment Security Commission

Jon Brock, Executive Director



Frank Keating, Governor

**Representing Employers**  
George Ollie, Jr., Commissioner  
Ted Weber, Commissioner

**Representing the Public**  
Rev. W. B. Parker, Chairman

**Representing Employees**  
David Hill, Commissioner  
DeWayne Goodman, Commissioner

## OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE #7-2001

**Date:** January 8, 2001

**To:** WIA Staff, EO Officer

**From:** Eddie Foreman

**SUBJECT:** DEPARTMENT OF LABOR EQUAL OPPORTUNITY "TAG LINE" REQUIREMENT.

**PURPOSE:** A reminder that WIA financially funded programs and activities are required to use the tag line "Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities."

**BACKGROUND:** 29 CFR Part 37; IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WIA OF 1998.

**MESSAGE:** Any brochures, forms, applications, media messages or other materials distributed to the public as information on any program and activities of WIA and this agency should have the following or an abbreviated notice stating "Equal Opportunity Employer/Program" and the statement "Auxiliary aids and services are available upon request to individuals with disabilities." If you list a telephone number, a TDD or TTY number or the local relay service number should also be provided.

Orientations to program participants and beneficiaries, as well as to new employees should include a review of the participant/beneficiary or employees' rights to nondiscrimination and equal opportunity including the right to file a complaint.

**ACTION REQUIRED:** Any new brochures and other written materials including media commercials distributed to the public should have "Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities" on it. **This is not a new requirement this was required by JTPA regulations for JTPA and SESA since 1992 as implemented in 1993.**

**CONTACT:** Barbara Williams, (405) 557-7255

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## OKLAHOMA EMPLOYMENT SECURITY COMMISSION INTEROFFICE COMMUNICATION

**MEMO #:** SOLO-01-03

**DATE:** January 3, 2001

**TO:** DIRECTORS, CHIEFS, DISTRICT & LOCAL OFFICE MANAGERS

**SUBJECT:** DEPARTMENT OF LABOR EQUAL OPPORTUNITY REQUIREMENT.

**PURPOSE:** REVISE DISCRIMINATION COMPLAINT PROCESSING PROCEDURES

**BACKGROUND:** 29 CFR Part 37; IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WIA OF 1998.

**MESSAGE:** A recipient of WIA grant funds shall provide initial and continuing notice that it does not discriminate on any prohibited grounds. If an applicant, claimant, recipient, participant, applicant for employment, employee or members of the public feel they have been victims of discrimination, they shall be notified of their rights to file a complaint.

**ACTION REQUIRED:** Disseminate and train your staff on these procedures and ensure they are aware of the person designated to handle discrimination complaints in your local area. LWIB should also provide a copy to service providers/trainers.

**CONTACT PERSON:** Barbara Williams, Civil Rights Administrator and State Designated WIA EO Officer, (405) 557-7255.

**RESCISSION:** 1991 issued Discrimination Complaint Processing Procedures-No Memo# and Oklahoma Employment and Training Issuance (OETI) #9-98.

Barbara Williams, CRA  
State WIA EO Officer