

Oklahoma Employment Security Commission

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Representing the Public

Rev. W. B. Parker, Chairman

Representing Employees

David Hill, Commissioner
DeWayne Goodman, Commissioner

OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE #16-2001

TO: WIA EO OFFICERS

FROM: Terry Watson

DATE: September 28, 2001

SUBJECT: NEW NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY AND PROCEDURES MANUAL

PURPOSE: To provide the Nondiscrimination and Equal Opportunity policies and procedures required by the U.S. Department of Labor, Civil Rights Center and WIA, Section 188.

BACKGROUND: 29 CFR Part 37; IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INVESTMENT ACT OF 1998. The regulations apply to recipients that are federally financed with WIA funding.

MESSAGE: Please refer to these policies when questions or issues arise. Some of these are new policies and some are not. The ***Reissued*** policies are: Americans with Disabilities Act Policy and OESC's/WIA Reasonable Accommodation Policy.

NEW POLICY AND PROCEDURES:

- Section 1. Limited English Proficiency (LEP) Guidance Policy
Language Model Guidance Policy Plan
Guidance and Procedures to Ensure Communication
- Section 2. Conducting self-evaluation of Programs and Facilities
- Section 3. ADA self-evaluation
- Section 4. Software Accessibility Evaluation
Web Page Accessibility Evaluation
Information Technology Equipment Accessibility
- Section 5. Training Plan Checklist for Equal Opportunity Compliance
Accessibility Self –Evaluation for Contractor Compliance
- Section 6. Guidelines for Non-Compliance and Corrective Action and Sanctions Outline
- Section 7. Official Data Collection System to be forwarded at a later date
- Section 8. Discrimination Complaint Policy and Procedures (**Revised: Complaint Procedures with Language clarity & Alternative Dispute Resolution (ADR) Mediation Procedures**)
Sanitized Complaint Information Form and Consent (No OMB No./Right bottom corner.)
- Section 9. WIA EO Implementation Policy.

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ACTION REQUIRED: Keep and use as needed.

The Local officer manager or their Equal Opportunity designee for the local office and the WIA local level designated EO officer that handles complaints should keep this information available.

CONTACT PERSON: Barbara Williams, CRA/State EO Officer, (405) 557-7255

RESCISSIONS: OETI #2-2001 “Revise Discrimination Complaint Processing Procedures.”

BW/BB

