



Administrative Policy #1007 Equal Opportunity

Date Issued: 03/30/2015 Date Effective: 03/30/2015 Date of Last Revision: 02/07/2018

I. Purpose

West Central Job Partnership (WCJP) is firmly committed to selecting and employing the best and most qualified person for the available position without discrimination of any kind. WCJP will retain all rights and privileges with regard to employee selection procedures not prohibited by law.

II. Background

WCJP is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, physical disability, political affiliation, or any other non-merit basis. The affirmative action program is designed to ensure adequate employment opportunities for women and minorities, including but not limited to employee selection, promotion, training and development, compensation, termination and disciplinary action.

III. Roles and Responsibilities

The Chief Financial Officer (CFO) will designate an Equal Opportunity (EO) Officer who has the primary responsibility for staying abreast of federal, state, and local EO regulations and guidelines, and informing proper agency officials of changes and trends. The EO Officer reports directly to the CFO. Complaints based upon inequity or unfairness in the implementation or management of the manual should be addressed to the CFO. Discrimination in any form should be reported to the EO Officer for a prompt response.

Each agency supervisor, coordinator, case manager, manager and executive is responsible for the enforcement of EO and AA policies and practices. Any complaints or charges of discrimination made by employees to their supervisor, coordinator, case manager, or manager should be referred immediately to the EO Officer. Supervisors, coordinators, case managers, managers and executives are responsible for being aware of current legal and regulatory developments in this area.

WCJP, as the grant recipient and fiscal agent for financial assistance received from Federal and State agencies, is required to comply with various nondiscrimination laws and regulations. These include, but are not limited to, [Section 188 of the Workforce Innovation and Opportunity Act](#), [Title VI of the Civil Rights Act of 1964](#), [Section 504 of the Rehabilitation Act of 1973](#), and [Title IX of the Education Amendments of 1972](#). Other regulations to be followed include [29 CFR Part 29](#), and [29 CFR Part 30](#) for Apprenticeship Programs; [29 CFR Part 31](#), [29 CFR Part 32](#), [29 CFR Part 33](#), [29 CFR Part 35](#), and [29 CFR Part 36](#) for Nondiscrimination in programs funded through the Department of Labor; and [29 CFR Part 38](#) for Workforce Innovation and Opportunity Act (WIOA) Programs.