

Equal Employment Opportunity Policy

Effective January 20, 2022, Contact Update 4/20/23



Serving the Wisconsin counties of
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520 N Broadway Ste 320 | Green Bay, WI 54303
(920) 617-1384 | www.BayAreaWDB.org

Purpose

The Bay Area WDB is subject to Federal, State, and local anti-discrimination laws. The Bay Area WDB operates as an Equal Opportunity Employer. Further, the Bay Area WDB expects each employee to show courtesy and professionalism and prevent legal liability against the Bay Area WDB and themselves by practicing active non-discrimination and avoiding even the perception of any prejudice in all interactions, services, and contacts with co-workers, customers, and the public.

It is a policy of the Bay Area WDB not to discriminate based on a person's age, race, religion, disability, marital status, sex, national origin/ancestry, sexual orientation, or any other category protected by Federal Statute or local laws in its business activities or employment practices. All employees are required to have proof of identity and authorization to work. The Organization is committed to providing a work environment free from discrimination.

To ensure compliance with all applicable Federal, State, and local laws, regulations, and ordinances regarding Equal Opportunity and non-discrimination in employment and service delivery, Bay Area WDB Executive Director, Vickie Patterson, has been designated Bay Area WDB's Equal Opportunity Officer (EEO). Any perceived discrimination issues regarding employment should be discussed with the Executive Director/EEO and can be reached at (920) 492-0196 or via email at vpatterson@bayareawdb.org.

Procedure

The EEO is responsible for overseeing the administration of the EEO Policy and may act as necessary to carry out this policy.

The Organization is responsible for ensuring that it does not illegally discriminate, harass, or retaliate in any policy, practice, or procedure based on any non-merit factor as outlined in federal and state laws and regulations.

The Program Operations Manager will administer the Organization's applicant tracking system and compile data for required EEOC reports, ensuring the Organization meets all EEOC-related requirements, including confirming appropriate notices are posted on the bulletin boards of the various programs and sites. This information may also be used to ensure that employment-related decisions are made in compliance with federal and state non-discrimination laws and this policy.

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Bay Area WDB, serving WIOA Title I, is an Equal Opportunity Service Provider and Employer.

Interpretation and translation services are available free of charge by contacting our EO Officer at (920) 617-1384 or info@bayareawdb.org.

Deaf, hard of hearing or speech-impaired callers can reach us through the Wisconsin Relay Service at 7-1-1.

All employees are responsible for creating and maintaining a work environment free of discrimination and harassment.

The Bay Area WDB is committed, and required by law, to act if it learns of discrimination, harassment, or retaliation in violation of the Organization’s EEO Policy, whether the aggrieved employee files a complaint or not.

An employee, applicant, or volunteer can file a discrimination, harassment, or retaliation complaint with the EEO. (If circumstances are such that the complainant would be more comfortable initially communicating with an alternate person, the contact information for the Chair of the Board of Directors is located at www.bayareawdb.org/governance.) In either case, the EEO/Chair is responsible for promptly responding to, reporting, and/or investigating any suspected acts of unlawful discrimination, harassment, and retaliation in violation of the Organization’s EEO Policy. At the conclusion of the investigation, the complainant will be promptly informed whether the allegations are founded, unsubstantiated or unfounded.

The EEO is also responsible for reporting suspected or founded unlawful discrimination, harassment, and retaliation to the Bay Area Workforce Development Board of Directors Chair.

Contacts

The following are local, state, and federal Equal Employment Opportunity contacts:

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| Local | Vickie Patterson
Executive Director and Equal Opportunity Officer
Bay Area Workforce Development Board
520 N Broadway, Suite 320 Green Bay, WI 54303
Phone: (920) 492-0196 TTY/TDD Toll-free: 7-1-1
Email: vpatterson@bayareawdb.org |
| State | DWD-DET Equal Opportunity Officer
Wisconsin Department of Workforce Development
Division of Employment and Training
201 E Washington Ave., Room E100, PO Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-6860 TTY/TDD Toll-free: 7-1-1
Email: deteocontact@dwd.wisconsin.gov |
| Federal | Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210
or electronically as directed on the CRC website at www.dol.gov/crc |

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If a formal complaint is filed, the complainant must wait either until the recipient issues a written Notice of Final Action or until ninety (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 ninety (90) days of the day on which the complaint was filed, the complainant does not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, a CRC complaint must be filed within thirty (30) days of the ninety (90) day deadline (in other words, within one hundred twenty (120) days after the day on which the initial complaint was filed with the recipient). If the recipient does provide a written Notice of Final Action but the complainant is dissatisfied with the decision or resolution, the complainant may file a complaint with CRC. The CRC complaint must be filed within thirty (30) days of the date on which the Notice of Final Action is received.

Complaint Process

If you believe you have been harmed by a violation of the Workforce Innovation and Opportunity Act or regulations of a *WIOA Title I program or an American Job Center (One-Stop) partner program*, you have the right to file a program complaint as well as request information and assistance with filing a complaint.

If you think that you have been subjected to discrimination under a WIOA-funded program or activity or that of a One-Stop partner program, you may file a discrimination complaint as well as request information and assistance with filing a complaint.

Complaints are accepted from registrants, program applicants, program participants, subcontractors, service providers, employees, applicants for employment and interested parties. For more information, please download the [Bay Area WDB Guide to Resolution of Grievances & Complaints](#) located at the bottom of our website's home page, www.bayareawdb.org.

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