

Student copy EEO Policy and “Non-Discrimination and Equal Opportunity Requirements

College of Southern Idaho

Workforce Solutions for the Digital Age

Non-Discrimination and Equal Opportunity Requirements for Participants

29 CFR Part 37: Non-Discrimination and Equal Opportunity Requirements

These regulations implement the nondiscrimination and equal opportunity provisions of the Workforce Investment Act. Discrimination is prohibited on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, and citizenship or status as a lawfully admitted immigrant authorized to work in the United States.

Please note, 37.4 defines discrimination on the ground of citizenship as “a denial of participation in programs or activities financially assisted in whole or in part under Title I of WIA to individuals on the basis of their status as citizens or nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, or other immigrants authorized by the Attorney General to work in the United States.” It is the State’s or local area’s responsibility to establish a policy regarding those individuals not lawfully permitted to work in the United States or those not lawfully in the United States.

Equal Opportunity Policy Dissemination (37.29)

The College of Southern Idaho initial and continuing notice that it does not discriminate on any prohibited ground. This notice must be provided to applicants for grant services, participants, applicants for employment and employees, unions or professional organizations that hold collective bargaining or professional agreements with the grantee/subgrantee/contractors under the grant, and members of the public including those with impaired vision or hearing.

Equal Opportunity Notice Content (37.30)

The referenced section provides the wording that must be contained in the EO notice.

Equal Opportunity Notice Communication (37.31)

The EO notice must be posted prominently in reasonable numbers and places; disseminated in internal memoranda and other communications; included in handbooks and manuals; and be made available to each participant and be part of each participant’s file.

EEO Data/Requirements (37.37)

Each recipient must record race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, eligible applicant/registant. Participant, terminee, applicant for employment, and employee. An individual has the right to refuse to provide any part or all of the data. Such a refusal cannot result in a denial of service. The grantee may not furnish the data on behalf of the individual.

CBJT Grant Data Collection

For the purposes of the Community Based Job Training grant data collection for the *Workforce Solutions for the Digital Age* the College of Southern Idaho requests authorization to collect and report the following participant profile data:

1. Enrollment in training program (including training beginning and end dates);
 2. Completion of training (including training completion or withdrawal);
 3. Attainment of an industry/professional certification as a result of training (including credential description, test scores, licensure, attainment of degree or certificate.)
 4. Employment Status Prior to training;
 5. Employment Attainment at exit/completion of training;
 6. Attainment of promotion after completion of training;
 7. Employment during training that received a wage increase in first, second, or third quarter after completing training;
 8. Change of Employment as the result of training;
 9. Unemployment and wage related data;
 10. Gender;
 11. Ethnicity;
 12. Race;
 13. Disability Status;
 14. Veteran Status;
 15. Site Location;
 16. Program;
 17. Educational Goals;
 18. FAFSA data as needed;
 19. Social Security Number (used to capture employment data and award financial aid);
 20. Birth date;
 21. Permanent and Local Addresses;
 22. Phone Number and E-Mail Address; and
 23. Income and Household composition.
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WE BELIEVE IN EQUAL OPPORTUNITY

It is against the law for the College of Southern Idaho as a recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access to any WIA Title I financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I financially assisted program or activity, you may file a complaint within 180 days of the alleged violation with either:

- The College of Southern Idaho's Equal Opportunity Officer, Monty Arrossa; or
- The Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, D.C. 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center. The Grievance form is available with the Dean of Students, Graydon Stanley.

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient.)

If the recipient does not give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

For more information contact:

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