

# WORKFORCE SERVICES

sdjobs.org

## EQUAL OPPORTUNITY IS THE LAW

State and federal laws prohibit the South Dakota Department of Labor and Regulation (DLR) from discriminating on the following bases:

- Against any individual in the United States, on the basis of race, color, creed, religion, age, sex, ancestry, political affiliation, or belief, national origin, or disability; and
- Against any beneficiary of programs financially assisted through the DLR 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.

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

- Decisions on who will be admitted, or have access, to any DLR 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.

If you think you have been subjected to discrimination through a DLR financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either

Equal Opportunity Officer  
South Dakota Department of  
Labor and Regulation  
123 W. Missouri Ave.  
Pierre, SD 57501

or

Civil Rights Center (CRC)  
U.S. Department of Labor  
200 Constitution Ave. NW  
Room N-4123  
Washington, D.C. 20210

If you file your complaint with the DLR, you must wait either until the DLR issues a Notice of Final Action, or until 90 days have passed (whichever happens first), before filing a complaint with the Civil Rights Center (CRC).

If the DLR does not give you 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 DLR to issue the Notice before filing a complaint to the 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 DLR). You may request a printed copy of the DLR Grievance Procedures for more details.

If you receive a written Notice of Final Action from the DLR regarding your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint to the CRC. You must file the CRC complaint within 30 days of the date on which you received the Notice of Final Action from the DLR.

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This is to certify that the above information on Equal Opportunity and Non-Discrimination was explained to me and I have received a copy of this notice. Auxiliary aids and services are available upon request to individuals with disabilities. DLR is an Equal Opportunity employer/program.

\_\_\_\_\_  
APPLICANT (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYMENT REPRESENTATIVE (PRINT)

\_\_\_\_\_  
EMPLOYMENT REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN (PRINT)

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE