

WORKFORCE SERVICES

sdjobs.org

EQUAL OPPORTUNITY IS THE LAW

EQUAL OPPORTUNITY COMPLAINT

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 their 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
SD Department of Labor and Regulation
123 W. Missouri Ave.
Pierre, SD 57501
[DLR Equal Opportunity](#)

or

Civil Rights Center (CRC)
US Department of Labor
200 Constitution Ave. NW, Room N-4123
Washington, DC 20210
[US DOL CRC](#)

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

If DLR 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 DLR to issue the Notice before filing a complaint to 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 DLR regarding your complaint but 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 from DLR.

OTHER GRIEVANCES

To share concerns regarding the decision of a DLR staff member, which is not discriminatory in nature, an individual will contact the manager within 15 days of the decision. The manager will then provide a solution or explanation within 15 calendar days. If the individual wants to rebuke the manager's decision or finds it difficult to discuss the problem with the manager, they may proceed directly to the Director of Workforce Development, as discussed in the next paragraph.

To rebuke the manager's decision, written justification and any supporting documentation should be provided to the Director of Workforce Development within 15 days from the manager's response. If a written appeal is not received by the Director of Workforce Development within 15 calendar days of the manager's decision, the manager's decision is final.

Mail to:

Director of Workforce Development
Department of Labor and Regulation
123 W. Missouri Ave., Pierre, SD 57501

The Director of Workforce Development will make a final determination in writing within 15 days of receipt of the letter. If additional time is required for the manager or Director of Workforce Development to provide a meaningful response, the individual will be notified of the anticipated response date.

CERTIFICATION

This is to certify that the above information on Equal Opportunity and procedure for other grievances 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

*PARENT/GUARDIAN (if applicant is under 18)

SIGNATURE

DATE

*Services are not withheld in the absence of a Parent/Guardian signature on this form.

This document explains state and federal law regarding equal opportunity and discrimination as it relates to the Workforce Innovation and Opportunity Act (WIOA) programs. This document also contains information on how to file a complaint if you think you have been subjected to discrimination by the DLR.

Print your name, provide a signature, and date the form.