

WORKFORCE SERVICES

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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.

APPEAL RIGHTS

If you disagree with a program determination, you have the right to appeal the determination. The appeal must be in writing. You may file your written appeal by mailing the appeal letter to: Appeal Section, RA Division, P.O. Box 4730, Aberdeen, SD 57402-4730. Or you may fax the appeal to 605.626.2322. Your appeal must be filed within 15 days after the date the determination was mailed to you. Be sure to include your name, Social Security number, and explain the reason for your appeal.

PLEASE NOTE: DLR cannot accept an appeal over the phone or by e-mail.

