

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-07: Policy on Non-discrimination and Equal Opportunity

Effective date: July 1, 2015
(Original effective date: April 11, 2011)

SUBJECT: Policy/Procedures for Non-discrimination and Equal Opportunity

PURPOSE AND REFERENCE:

The purpose of this policy is to comply with the non-discrimination and equal opportunity requirements of the Workforce Innovation and Opportunity Act (WIOA), the regulatory requirements of the Americans with Disabilities Act (ADA), Federal Title VI of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended. This policy supplements the currently existing and documented policies and procedures of the Human Services Agency of Ventura County.

POLICY:

Neither the Workforce Development Board as recipient of federal funds nor its subcontractors will discriminate against disabled persons in any case involving:

- Registration for services
- Reasonable accommodations
- Written procedures
- The accessibility of programs
- Employment practices

This statement involves the following positive protections:

- No pre-employment inquiries irrelevant to the job in question
- The secure storage of individuals' disability/medical information
- The right to choose participation in a non-disability program, that is, programs that are integrated, or accessible to all

Notice and Communications (Procedures)

- Information about accessible services and non-discrimination notices in English and Spanish are provided at all offices and at all sites accessible to clients. Notices are available in the appropriate formats.
- The agendas of all public meetings and of all training sessions contain a statement providing for participation by persons with disabilities.
- Appropriate services and/or auxiliary aids for the vision- or speech-impaired are provided.

Staff Training (Procedures)

To promote awareness in the Job and Career Centers of issues involving disability, civil rights, confidentiality, ethics, conflict management, work place diversity and accommodations for accessibility, the administrative staff of the WDB will do the following:

- Make provision, no less than once a year, at one or more locations and in conjunction with the Office of Integrity Assurance of the Human Services Agency, for a training session based on an established curriculum. This training session is mandatory for the WIOA-funded staff of all Job and Career Centers, and it will be available to any Job and Career Center staff member deemed appropriate by the relevant Job and Career Center Director.
- Require attendance at this session or sessions of a representative of all current WIOA program contractors.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.