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| WS 17-13 Reissued |
| December 28, 2017 |
| Equal Opportunity |
| Expires: Continuing |

To: Grant Associates
Employment and Training Centers
BakerRipley
Interfaith of the Woodlands
SER-Jobs for Progress
Dynamic Educational Systems, Inc.
Harris County Department of Education

Lone Star College
Houston Community College
San Jacinto College
Wharton County Junior College
Houston Center for Literacy
College of the Mainland
Brazosport College

From: Mike Temple
David Baggerly
Bobi Cook
Lucretia Hammond

Subject: Equal Opportunity Standards and Guidelines

Purpose

Revise Workforce Solutions Equal Opportunity Standards and Guidelines

Summary of Changes

We have made several additions and updates to the information and requirements in the Equal Opportunity Standards and Guidelines:

1. Clarification of job duties and added requirements for contractor Equal Opportunity Officers (see Section I)
2. Added required training for Equal Opportunity Officers (Section VI)
3. Updates to the bases of discrimination (Section I and V)
4. Updates to requirements for accessible workstations (Section IV)
5. Revisions to many documents. A complete list of revised documents follows at the end of this issuance.

Action

1. Designate an Equal Opportunity Officer who meets requirements.
2. Print updated copies of the Equal Opportunity is the Law notice in both English and Spanish, and replace current copies (including those on the large EO boards in each full-time career office and in the *Service is Our Priority* binders for part-time locations).
3. Save screen reader friendly Equal Opportunity is the Law notice, in both English and Spanish, to each accessible workstation.
4. Update copies of the Orientation to Discrimination Complaint form and Financial Aid Application.
5. Ensure all staff receive required training to understand the Equal Opportunity Standards and Guidelines.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the electronic [Issuance Q&A](#).

Updated Equal Opportunity Documents

[Equal Opportunity Standards and Guidelines](#), revised 12/13/2017

[Orientation to Discrimination Complaint form](#), revised September 2017 (English and Spanish)

[Equal Opportunity is the Law notice](#), revised October 2017 (English and Spanish)

[Screen Reader Friendly Equal Opportunity is the Law notice](#) (English and Spanish)

[Financial Aid Application](#), revised November 2017 (English and Spanish)

[Interpreter Service Desk Aid](#), revised 11/09/2017

[Discrimination Complaint Log Desk Aid](#), revised 11/27/2017

[Section 188 Modified Checklist](#), revised 11/27/2017

[Accessible Workstation Checklist](#), revised 11/27/2017

[Workforce Solutions Complaint form](#), to be revised January 2018