



WS 19-07 Change 3
Release Date: January 28, 2022
Effective Date: January 28, 2022
Equal Opportunity
Expires: Continuing

To: All Contractors

FROM: Mike Temple
Brenda Williams

SUBJECT: Equal Opportunity Standards and Guidelines

Purpose

To update Workforce Solutions Equal Opportunity (EO) Standards and Guidelines. This issuance is an update to WS 19-07 Equal Opportunity Standards and Guidelines Change 2 dated November 3, 2021.

Background

Workforce Solutions upholds the highest standard of equal opportunity and access to service for all its customers.

Workforce Solutions strives to deliver high-quality and valuable service for each of its customers in the most integrated setting appropriate to their needs. As the public workforce system, funded with taxpayer dollars, we adhere to and can provide upon request information concerning the requirements of federal and state equal opportunity, nondiscrimination, and disability laws.

Action

1. Ensure all Workforce Solutions staff review and are aware of the [Equal Opportunity Standards and Guidelines](#).
2. Ensure WIOA Equal Opportunity is the Law Poster is posted in English and Spanish with the current TWC EO Officer and revision date of 03/21, in both the employee area and the Equal Opportunity board.
3. Ensure the updated Braille WIOA EO is the Law notices is available at the Greeter's station.
4. Print/order copies of any required posters that were changed or added and replace current copies (including those in the *Service is Our Priority* binders for part-time locations).
5. Ensure a signed copy of the WIOA EO is the Law notice is in every employee file and included in employee handbooks.

Updated Equal Opportunity Documents

[Equal Opportunity Standards and Guidelines](#) – January 27, 2022

[Equal Opportunity is the Law – English](#) – March 2021

[Equal Opportunity is the Law – Spanish](#) – March 2021

[Screen Reader Friendly Equal Opportunity is the Law – English](#) – March 2021

[Screen Reader Friendly Equal Opportunity is the Law - Spanish](#) – March 2021

[Workforce Solutions Complaint Form – English](#) – October 2021

[Workforce Solutions Complaint Form – Spanish](#) – October 2021

[Orientation to Discrimination Complaint form – English](#) – October 2021

[Orientation to Discrimination Complaint form - Spanish](#) – October 2021

[Required Posters Checklists](#) – October 2021

Questions

Direct questions through the [Submit a Question](#) link.