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| **WS 17-13** |
| **September 6, 2017** |
| **Equal Opportunity** |
| **Expires: Continuing** |

To: All Contractors except Early Education

From: Mike Temple

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Subject: Equal Opportunity Standards and Guidelines

Purpose

This issuance distributes an updated Workforce Solutions’ Equal Opportunity Standards and Guidelines. This issuance replaces Issuance WS 16-09.

Background

These Equal Opportunity Standards and Guidelines establish local procedures and are not intended to supersede any other applicable laws, regulations, or organizationally specific requirements. Workforce Solutions’ contractor procedures must contain at a minimum these same mandates and can provide additional protections.

The Equal Opportunity Standards and Guidelinesprovide guidance on:

* Standards for administering Equal Opportunity
* Serving customers with limited English proficiency
* Handling disability related inquiries
* Providing accommodations
* Processing discrimination complaints
* Equal Opportunity training requirements

Action

* Ensure your organization has written procedures in place that implement the Equal Opportunity Standards and Guidelines, as well as all other contractual requirements.
* Ensure all staff understand the standards and guidelines contained in this issuance.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the electronic [Issuance Q&A](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa).

Attachments
[Equal Opportunity Standards and Guidelines](http://www.wrksolutions.com/Documents/Staff/EEO/Equal-Opportunity-Standards-and-Guidelines.docx), revised 9/05/2017