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| **WS 19-07 Change 1** |
| **Release Date: 12/09/20** |
| **Effective Date: 12/09/20** |
| **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 includes updated guidance on the required EO Trainings. This issuance is a revision to WS 19-07.

# Summary of Major Changes

Major changes and additions to the Equal Opportunity Standards and Guidelines are summarized below:

1. Added new annual EO Training requirement for all staff to complete and record a total of 4 hours of EO Training.
2. Defined required trainings and included credit hours for each training course.
3. Added additional resources that contain EO webinars, trainings or computer-based modules for EO officers.
4. Added EO Training Requirement Chart. (See Section IV, page 39-40)
5. Employee Acknowledgement of WIOA EO is the Law has been updated to reflect current Board EO Officer (revision date remains October 2017). (See page 41)
6. Revisions to many associated required posters, see **Updated Equal Opportunity Documents** section.

# Action

1. Ensure all staff receive required training to understand and follow the Equal Opportunity Standards and Guidelines.
2. Place SNAP E&T “And Justice for All” Poster on the equal opportunity board in each career office.
3. Ensure that WIOA Equal Opportunity is the Law Poster is posted in English and Spanish with the current Board EO Officer and revision date of 10/17, in both the employee area and the equal opportunity board.
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. Place updated paper copies of the Video Relay Service poster at each accessible workstation and by the TTY machine. Use updated Assistive Technology & Auxiliary Aids document.
6. 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, revised December 2020](https://www.wrksolutions.com/Documents/Staff/EEO/Equal-Opportunity-Standards-and-Guidelines.docx)

[Assistive Technology & Auxiliary Aids, revised December 2020](https://www.wrksolutions.com/Documents/Staff/Workplace-Posters/Assistive-Technology.docx)

[Video Relay Service, revised December 2020](https://www.wrksolutions.com/Documents/Staff/Workplace-Posters/VRS-sign.docx" \o "Video Relay Service" \t "_blank)

[Required Posters Checklists, revised December 2020](https://www.wrksolutions.com/Documents/Staff/Workplace-Posters/Assistive-Technology.docx)

[SNAP E&T Poster "And Justice for All", revised September 2019](https://www.wrksolutions.com/staff-resources/system-resources/required-posters#SNAP)

# Questions

Direct questions through the [Submit a Question](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa) link.