



WS 20-03, Change 4
Release Date: June 30, 2023
Effective Date: Immediately
Required Posters
Expires: Continuing

To: All Contractors

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Subject: Required Posters

Purpose

This Issuance provides guidance on updated posters required throughout the Workforce Solutions system. This issuance replaces WS 20-03 Required Posters Change 3.

Background

Various agencies including but not limited to the Department of Labor, Texas Workforce Commission, and Workforce Solutions, require workplace compliance posters to be displayed. We attempt to bring all these requirements together in one easy to access location. Please note that information may change on the original source site; this compilation is not intended to supersede any other requirements.

Summary

The new version of the Equal Opportunity is the Law poster available, with a new TWC EO Officer designation. This poster will replace the current EO is the Law notice.

The following [required posters](#) have been updated to reflect current revision dates:

- [Required Posters Checklist](#), revised 06/2023
- [Required Posters PowerPoint](#), revised 06/2023
- [WIOA Equal Opportunity is the Law \(Spanish\)](#), revised 05/2023
- [Screen Reader Friendly Equal Opportunity is the Law Notice \(Spanish\)](#), revised 05/2023
- [Workforce Solutions Complaint Form \(Spanish\)](#), revised 05/2023
- [Equal Opportunity Employee Acknowledgement Form](#), revised 05/2023

Action

1. Review the Required Posters Checklists and refer to each program tab for posting requirements and location.
2. Ensure the most recent version of Equal Opportunity is the Law poster and Workforce Solutions Complaint Form is available and posted in the designated location(s) including on EO Poster Boards in available languages (English and Spanish).
3. Ensure the most recent version of the Equal Opportunity is the Law Poster and Workforce Solutions Complaint Form (English and Spanish) is available in EO Binders, displayed in classrooms, or updated accordingly in any other handbooks.
4. Newly hired staff must sign the new version of the Equal Opportunity Employee Acknowledgement Form, and all staff must sign the new version at the beginning of upcoming program year.
5. No action or updates needed to the Orientation to Discrimination Complaint Form. Please continue to use the current version October 2021.

Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Board staff through workforcepolicy@wrksolutions.net.