

**MONTEREY COUNTY
Workforce Development Board (WDB)**

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) POLICY STATEMENT

The Monterey County Workforce Development Board (WDB), in accordance with the Workforce Innovation and Opportunity Act (WIOA) non-discrimination and equal opportunity provisions cited in Title VI of the Civil Rights Act of 1964, Section 188 of the WIOA, and California Government Code § 12920, 12940, and 12949 expressly prohibits discrimination against all individuals in the United States on the basis of race, color, ancestry, religion, gender, national origin, veteran status, medical condition(s), age (40 or older), disability, political affiliation or belief, sexual orientation, marital status, or against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity. In addition, sexual harassment is against the law and is grounds for filing a discrimination complaint.

The Equal Employment Opportunity and Affirmative Action (EEO/AA) Complaint Officer of the Monterey County Human Resources Department is responsible for coordinating efforts to address EEO/AA Complaints. Violations of this policy may be processed through complaint procedures available online at: [http://www.montereycountywdb.org/policies/policies/MCWDB-Policy-2005-10-\(Rev%209-2015\).pdf](http://www.montereycountywdb.org/policies/policies/MCWDB-Policy-2005-10-(Rev%209-2015).pdf).

I certify that I understand the information contained above.

(Signature of Customer)

(Date)

COMPLAINT PROCEDURES

As an applicant or participant of a WIOA financially assisted program, you have the right to appeal any issue of eligibility and/or program participation. Complaints may originate from, but are not exclusive to, program eligibility, service provision, and/or support services. Complaints submitted for resolution should follow the sequence delineated below with achievement of successful resolution at the lowest possible level of authority:

1. Program Case Management
2. Program Supervisor
3. Program Manager, Program Analyst or Program Coordinator, as applicable to services

If there is no resolution during the above process a formal complaint may be filed in accordance with the WDB Complaint Procedures available online at: [http://www.montereycountywdb.org/policies/policies/MCWDB-Policy-2005-10-\(Rev%209-2015\).pdf](http://www.montereycountywdb.org/policies/policies/MCWDB-Policy-2005-10-(Rev%209-2015).pdf).

You have the right to ask for and receive help in filing the formal complaint. It must be filed in writing to: Attn: Executive Director, Monterey County Workforce Development Board, P.O. Box 2448, Salinas, CA 93902.

I understand my rights as a WIOA applicant or participant to file a complaint.

(Signature of Customer)

(Date)