

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

DATE: **MAR 28 2002**

TO: All City of Los Angeles WIA Contractors

FROM: Ann Giagni, Director
Workforce Development Division

SUBJECT: **DIRECTIVE NO. 02-47**
**SANCTIONS FOR FAILURE TO COMPLY WITH EQUAL EMPLOYMENT
OPPORTUNITY (EEO) NONDISCRIMINATION PROVISIONS UNDER THE
WORKFORCE INVESTMENT ACT**

The purpose of this Directive is to transmit the City's policy on noncompliance with Equal Employment Opportunity (EEO) requirements as defined in Section 37.54(2)(vii) of 29 CFR and Section 37.94(2) of 29 CFR.

Section 37.54(2)(vii) of 29 CFR requires, in part, that the Local Workforce Investment Area's (LWIA's) Methods of Administration (MOA) include procedures for obtaining prompt corrective action, or as necessary, apply sanctions when noncompliance with Equal Employment Opportunity (EEO) Nondiscrimination Provisions is found.

Section 37.94 of 29 CFR requires that the LWIA's discrimination complaint processing procedures include "A Letter of Findings, Notice to Show Cause, or Initial Determination" that include the specific steps that must be taken within a stated period of time. These steps must specify, in part, the actions to end and/or redress the violations of nondiscrimination and equal opportunity provisions of WIA.

On February 26, 2002, the Workforce Investment Board, Executive Committee approved the EEO policies contained in this directive.

Sanctions and Corrective Action for Noncompliance with EEO Requirements

1. A notice to correct shall be issued to the contractor for noncompliance with EEO nondiscrimination provisions. A time frame will be set for corrective action, depending on the nature of the correction required. The notice to correct shall take the form of a "Letter of Findings, Notice to Show Cause, or Initial Determination", as appropriate.
2. Immediately, upon failure to make the required correction by the deadline, the Workforce Development Division (WDD) shall notify the Financial Management Division (FMD) to stop payment until the corrective action is complete.
3. **If there are repeated violations of EEO nondiscrimination provisions by a contractor, each contractor will be assessed on an individual basis in terms of sanctions to be imposed, up to and including termination of contract.**

Should you have any questions, please call your WDD Analyst.

AG:LA:LM:JL:ES

