

CITY OF LOS ANGELES  
CALIFORNIA

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GENERAL MANAGER

COMMUNITY DEVELOPMENT  
DEPARTMENT

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JAMES K. HAHN  
MAYOR

DATE: **NOV 13 2002**

DIRECTIVE NO: 03-14

TO: Full Service WorkSource Centers; Satellite WorkSource Centers; WIA Youth Contractors, Leads and Joints; Youth Opportunities Movement

FROM: Ann Giagni, Director  
Workforce Development Division

RE: Transmittal of Equal Opportunity is the Law poster and Required Posting of Equal Opportunity is the Law Poster

In April, 2001, Directive 01-52 transmitted the City of Los Angeles Local Workforce Investment Area (LWIA) EEO/Nondiscrimination policy. On page 8 of the policy, posting and distribution of the Equal Opportunity of the Law statement is discussed. A copy of the Equal Opportunity is the Law statement was included at the back of the packet. A copy of directive 01-52 is enclosed for your reference.

Enclosed is a poster of Equal Opportunity is the Law statement. This poster **must** be posted in a prominent location, where participants can easily see it. Please be sure this poster is not obscured during normal operating hours; e.g. on a wall that would be obscured by an open door.

Please note that on page 8 of the policy it is stated that the Equal Opportunity is the Law statement is to be distributed to each participant, and **included in the participant's file, along with the complaint procedures.**

It is the responsibility of the lead and joint contractors to ensure that subcontractors also follow these procedures.

This policy is to be implemented immediately.

For further information on this policy, please contact Maureen Brown at (213) 485-2996.

Enclosures

