

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

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DATE: JAN 13 2003

DIRECTIVE NO: 03-20

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 Required Posting of What to Do If You Have Experienced Discrimination Poster

Directive 3-14, dated November 13, 2002, transmitted the Equal Opportunity is the Law poster. Also required by Federal regulations (29 CFR 37.30) is the What to Do If You Believe You Have Experienced Discrimination notification.

Enclosed is a poster of the What to Do If You Believe You Have Experienced Discrimination 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.

Directive 1-52 transmitted the City of Los Angeles Equal Opportunity Policy, which discusses the need for communication of the participant's rights. A copy of the What to Do If You Believe You Have Experienced Discrimination notice is to be given to each participant. **A record that the participant has received this notification is to be included in the participant's file.**

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

