



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## SUMMARY OF RIGHTS AND COMPLAINT AND GRIEVANCE PROCEDURES

### RIGHTS

**You have the right to** file a grievance if you feel you have a complaint or grievance relating to your employment and/or training. Your grievance must contain sufficient information for us to determine if it should be heard by the Spokane Area Workforce Development Council (SAWDC) or another agency. You will not be penalized for filing a grievance. This procedure does not prevent you from concurrently filing the same grievance involving the same issue(s) with your employer or other agency(ies).

### FILING A COMPLAINT

**To file a complaint**, contact the SAWDC and notify them that you want to file a grievance. The SAWDC will provide you with the necessary information and assistance to put your grievance in writing. Within ten (10) days of filing the grievance, an informal conference may be held to resolve the matter. If you feel that your complaint is not resolved during the informal conference, you may request a hearing. A hearing will be scheduled within thirty (30) days of filing the grievance. You will be notified in writing of the date, time, and place of hearing. The hearing will be conducted with an impartial hearing officer.

### RIGHTS AT HEARING

**At the hearing you may:**

- Bring witnesses and documentary evidence.
- Question any witness or parties.
- Have records or documents relevant to the issue(s) produced by their custodian when such records or documents are kept in the ordinary course of business; by the WDC; or any person, entity, or organization performing work for the WDC.
- Request a rescheduling of a hearing for good cause.
- Be represented by an attorney or other person of your choice.

### DECISION

A decision will be rendered within sixty (60) days of filing your grievance.

### APPEAL

If you are not satisfied with the final decision, you may appeal the decision to the Assistant Commissioner, WorkSource Standards and Integration Division, Washington State Employment Security Department, PO Box 9046, Olympia, Washington 98507-9046.

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*Signature of Applicant*

*DATE*

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*Signature of Parent, Guardian or Responsible Adult (If Applicant is Under 18 Years Old)*

*DATE*

*This is a summary of the Rights and Complaint and Grievance Procedures. You may request a copy of the complete document from the SAWDC at (509) 625-6210. The Spokane Area Workforce Development Council is an Equal Opportunity Employer/Program and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities (TDDY 1-800-833-6388).*

*(Rev. 6/17/10)*

NOTICE OF RIGHTS TO FILE A DISCRIMINATION COMPLAINT

Equal Opportunity is the Law  
29 CFR Part 37.30

"It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program activity.

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action."