

Catawba WIA Instruction Number: PY00-010

TO: All PY'00 WIA Contractors

ISSUANCE DATE: April 10, 2001

EFFECTIVE DATE: Immediately

SUBJECT: Grievance and Complaint Procedures

PURPOSE: The purpose of this instruction is to transmit the grievance and complaint procedures.

POLICY: Section 188 (a)(2) of the Act states in part that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

ACTION: Except for complaints alleging a violation of section 188 (a) (1) (2) (3) (4) and (5), contractors and services providers may use their own grievance/complaint procedures; however, those procedures must, at a minimum, conform to the grievance/complaint procedures attached hereto. Contractors and service providers shall ensure that employees, applicants and participants are informed of their rights as outlined under the established procedures.

Employers, including private-for-profit employers of participants under the Act, may operate their own complaint system or may utilize the grievance system established by the subrecipient. Employers shall inform participants of the complaint procedures they are to follow.

CONTRACT: Any questions regarding this matter should be directed to me at (803) 327-9041.

Robert A. Barber
LWIA Administrator

Attachment