NORTEC
POLICY STATEMENT
EQUAL OPPORTUNITY AND NONDISCRIMINATION

Last Updated: March 12, 2026

GENERAL POLICY

It shall be the policy of NoRTEC (Northern Rural Training and Employment Consortium) to foster and ensure equal opportunity and nondiscrimination in the operation of Workforce Innovation and Opportunity Act (WIOA) programs and activities. Law and Executive Orders pertaining thereto include, but are not limited to:

- Civil Rights Act of 1964 (Public Law 88-352) Titles VI and VII
- Education Amendments of 1972 (Public Law 92-318) Title IX
- Rehabilitation Act of 1973 (Public Law 93-112) Title V, Section 504
- Age Discrimination Act of 1985 (Public Law 94-135)
- Americans with Disabilities Act of 1990 (Public Law 101-336)
- Workforce Innovation and Opportunity Act (Public Law 113-128) Sections 121(b), 183(c), and 188
- Title 20 *Code of Federal Regulations* (CFR) Section 658.400
- Title 28 CFR Part 35, Subpart A
- Title 29 CFR Parts 31, 32, 34, 38, and 1690-1691
- Title 41 CRF Part 101-19, Subpart 101-19.6
- Title 45 CFR Part 90, Subpart D, Section 90.43(c)(3)
- Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (LEP)
- *Fair Employment and Housing Act,* Government Code, Section 12900-12996
- *Dymally-Alatorre Bilingual Services Act* (DABSA), Government Code, Section 7290-7299.8

Programs shall be open to all qualified individuals. No one shall be excluded from participation, denied benefits, subjected to discrimination or denied gainful employment because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity) national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

WIOA applicants, participants and staff shall be free to file complaints and participate in hearings, investigations or compliance reviews without the threat of intimidation, coercion or discrimination.

Programs shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

Efforts shall be made to develop programs which contribute to occupational development, upward mobility, development of new careers and that overcome sex stereotyping in occupations tradition to the other sex.

Fair employment practices shall be maintained in recruiting, hiring, transferring, promoting, training and compensating all staff. These same principles shall apply to layoffs and terminations.

NoRTEC and subrecipient offices and AJCC sites shall be designed to accommodate the needs of physically and mentally disabled individuals, as appropriate:

- AJCCs providing intake, assessment, and referral shall be accessible.
- WIOA participants and staff may request medically necessary accommodations by putting their request in writing and submitting it to their point of contact in the NoRTEC AJCC system. All requests shall be reviewed and responded to by the EO Officer and/or Executive Staff of NoRTEC or its subrecipients, as appropriate.
- Programs and activities shall be conducted in the most integrated setting appropriate for qualified disabled individuals.
- Programs and services, when viewed in their entirety, shall be accessible.

Efforts should be made to utilize minority and female owned enterprises when procuring goods and services for NoRTEC WIOA programs, as appropriate.

Program documents shall provide information and services in the various languages of their constituents when the local entity serves a "substantial number" of non-English speaking individuals. The determination of what constitutes a "substantial number" of non-English speaking individuals in the service area of a NoRTEC AJCC shall be determined by NoRTEC's EO Officer.

To coordinate equal opportunity and related activities, including the provision of assistance with the filing of a discrimination complaint, NoRTEC designates the following individual to serve as NoRTEC's Equal Opportunity (EO) Officer:

NoRTEC
Compliance Officer
11 Ilahee Lane
Chico, CA 95973
Phone: (530)892-9600
Email: compliance@ncen.org

CA Relay 7-1-1
English Voice (800) 735-2922/English TTY (800)735-2929
Spanish Voice/TTY (800) 855-3000
English and Spanish Speech to Speech (800)-854-7784

Copies of this policy, or a summary thereof, shall be given/made available to all WIOA applicants, participants, subrecipients and the general public.

COMPLAINT PROCESS

The following procedures apply to complaints regarding discrimination as set forth in the General Policy section above[1].

The Director of the Civil Rights Center (CRC) accepts discrimination complaints on the basis of race, color or national origin (including limited English proficiency), age, disability, gender, sexual orientation, religion, political affiliation or belief, retaliation, citizenship and sexual harassment.

Discrimination complaints must be filed with the CRC within 180 days from the date of the alleged violation with either:

NoRTEC
Equal Opportunity Officer
11 Ilahee Lane
Chico, CA 95973
(530)892-9600
compliance@ncen.org

or

The Director, Civil Rights Center (CRC)
US Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, DC 20210
Fax: (202) 693-6505 ATTENTION: Office of External Enforcement (limit of 15 pages)
Email: CRCExternalComplaints@dol.gov

Complaints shall be filed in writing and:

1. Be signed by the complainant or her/his representative;
2. Contain the complainant's name, address and telephone number;
3. Identify who or which agency allegedly discriminated against the complainant; and
4. Describe the complainant's allegation in sufficient details to allow NoRTEC or the CRC, as applicable, to determine whether:
   - NoRTEC or the CRC has jurisdiction over the complaint;
   - The complaint was filed timely; and
   - The complaint has apparent merit (i.e., whether the allegations, if true, would violate any of the nondiscrimination and equal opportunity provision of WIOA).

If the initial complaint is filed with NoRTEC, NoRTEC shall issue a *Notice of Final Action* within 90 days after the complaint is received. If, during the 90-day period, NoRTEC issues a decision that is not acceptable to the complainant, the complainant or her/his representative may file a

[1] Complaints not specific to discrimination must follow the procedure set forth in NoRTEC's *Complaint Resolution Procedure*. This procedure may be found at: http://ncen.org/images/documents/policies/Complaint-Resolution-Procedure.pdf

complaint with the CRC within 30 days after the date on which the complainant receives the notice.

If the 90 days expire and the complainant does not receive a *Notice of final Action* from NoRTEC or NoRTEC fails to issue a *Notice of Final Action,* the complainant or her/his representative may, within 30 days of the expiration of the 90-day period, file a complaint with the CRC. These complaints shall be filed with:

The Director, Civil Rights Center (CRC)
US Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, DC 20210
Fax: (202) 693-6505 ATTENTION: Office of External Enforcement (limit of 15 pages)
Email: CRCExternalComplaints@dol.gov

DOCUMENTATION OF COMPLIANCE

A summary of this policy shall be posted in a conspicuous place, easily accessible to the public, in NoRTEC and each subrecipient's office.

NoRTEC and each of its subrecipients will maintain a special Equal Opportunity Nondiscrimination file, which will contain the following material, as appropriate:

1. A copy of this policy.
2. Copies of the annually completed Compliance Monitoring Checklist[2] issued by NoRTEC for each year WIOA funding received.
3. Documentation of efforts made to implement corrective action with respect to any problems noted in the Compliance Monitoring Checklist to include a list of interested persons consulted, a description of the areas examined and problems identified, and a description of any remedial steps taken.
4. A copy of each request for disability related accommodations, the response to each request, any action taken, the rationale for any action or inaction in response to each request, the identification of the requester and respondent in each case, and corresponding dates.
5. Copies of recruitment materials, program brochures, and other publications containing statements regarding EO Policy.
6. Brief descriptions of any programs or activities undertaken to overcome sex stereotyping in occupations traditional for the other sex, to include identification of successful efforts.
7. In the NoRTEC Administrative Office, copies (or dated statements, as appropriate) of any requests for assistance or other action taken to coordinate equal opportunity and related activities, resolve complaints, disseminate information, etc., with appropriate identifying information.

[2] http://ncen.org/images/documents/policies/EEO-Compliance-Monitoring-Checklist.pdf

Each participant file shall contain an acknowledgement by the participant of the receipt of this policy or a summary thereof, and an understanding of their rights and the process for filing a discrimination complaint.

CORRECTIVE ACTION/SANCTIONS

In the performance of programs and activities funded under WIOA, NoRTEC and each of its subrecipients will fully comply with the Equal Opportunity and Nondiscrimination provisions of the WIOA and all applicable regulations, policies, procedures, and amendments issued pursuant thereto.

NoRTEC and each of its subrecipients will take prompt corrective action against known violations of the Equal Opportunity and Nondiscrimination provision of the WIOA.

In the event of a *Letter of Findings, Notice to Show Cause, or Initial Determination* is issued by the Civil Rights Commission (CRC) to the NoRTEC Administrative Entity or to a NoRTEC subrecipient pursuant to Title 29 CFR Sections 38.62-38.97, the following are corrective action steps the NoRTEC Administrative Entity or the NoRTEC subrecipient must take within a stated period of time, as specific by CRC, to achieve voluntary compliance:

1. Actions to end and/or redress the violation of the nondiscrimination and equal opportunity provision of WIOA or Title 29 CFR Section 38.90;
2. Make whole relief where discrimination has been identified, including, as appropriate, back pay (which may not accrue from a date more than two years before the filing of the complaint or initiation of a compliance review) or other monetary relief[3], hire or reinstatement, retroactive seniority, promotion, benefits or other services discriminately denied; and
3. Such other remedial or affirmative relief as the CRC Director deems necessary, including, but not limited to, outreach, recruitment, and training designed to ensure equal opportunity.

If the NoRTEC Administrative Entity or a NoRTEC subrecipient receives a finding of noncompliance, the following sections of Title 29 CFR Part 38 may be referred to for detailed information:

1. Final Determinations, Sections 38.86- 38.100
2. Breaches of Conciliation Agreements, Sections 38.98-38.100
3. Subpart E-Federal Procedures for Effecting Compliance, Sections 38.110 - 38.115

[3] Note: Monetary relief may NOT be paid from federal funds.