



Missouri Department of Labor and Industrial Relations  
**ADMINISTRATIVE POLICY MANUAL**



POLICY TITLE <b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>		
POLICY ID: <b>B07-22000</b>		AUTHORIZED BY: <b>Ryan McKenna</b>
ISSUED: <b>January 8, 2009</b>	REVISED: <b>December 22, 2014</b>	PAGE: <b>1 of 3</b>

The Department of Labor and Industrial Relations (DOLIR) is committed to equal opportunity and non-discrimination on the basis of race, color, gender, national origin, age, disability, religion, or political beliefs. It is the full intent of DOLIR to comply with federal and state laws, regulations and guidelines in its employment practices and its services to clients. DOLIR is committed to a Workforce Diversity Plan that will ensure the full utilization of all qualified applicants and employees.

Each supervisor, manager and division director is required to understand, communicate, and enforce this policy. The Department's Workforce Diversity Policy Statement, [MODOL-4428](#), is to be posted in all offices statewide.

Specific questions on employment practices and their relationship to equal employment opportunity may be directed to Human Resources.

- A. **Consulting with Department or Commission Attorneys.** The job responsibilities of attorneys employed as legal counsel for the Department or for the Labor and Industrial Relations Commission require them to represent the Department or the Commission respectively. Employees should not discuss complaints concerning the Department or Commission with attorneys for the Department or the Commission. This is necessary to avoid a conflict of interest.

For more details on the federal regulations 29 CFR Part 31, Effectuation of Title VI of the Civil Rights Act of 1964, 29 CFR Part 37, Implementations of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, and 29 CFR Part 1604, Guidelines on Discrimination Because of Sex, visit:

<http://www.gpo.gov/fdsys/pkg/CFR-2003-title29-vol1/xml/CFR-2003-title29-vol1-part31.xml>

<http://www.gpo.gov/fdsys/pkg/CFR-2007-title29-vol1/xml/CFR-2007-title29-vol1-part37.xml>

<http://www.gpo.gov/fdsys/pkg/CFR-2009-title29-vol4/xml/CFR-2009-title29-vol4-part1604.xml>

- B. **Civil Rights of Participants.** As a recipient of financial assistance from the United States Department of Labor (DOL), the Department of Labor and Industrial Relations is bound by statutes and regulations that prohibit discrimination and mandate equal opportunity. Consequently, all department employees are responsible for providing services without regard to a client's, claimant's, or applicant's race, color, national origin, gender, age, religion, or disability. Among the equal opportunity and non-discrimination laws (along with their implementing regulations) that apply to some or all agencies of DOLIR are:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant



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authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity;

2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination by recipients of federal financial assistance on the basis of race, color and national origin;
3. The Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities by recipients of federal financial assistance;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination by recipients of federal financial assistance on the basis of age;
5. The Equal Pay Act of 1963, as amended, which prohibits discrimination in the payment of wages on the basis of sex;
6. Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin;
7. The Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination in employment on the basis of age; and
8. The Americans with Disabilities Act of 1990, as amended, which prohibits discrimination against qualified individuals with disabilities in employment and by public entities in their provision of services, programs, and activities.

**C. Responsibilities of DOLIR Employees.** In fulfillment of their obligations under equal opportunity and non-discrimination laws, DOLIR employees shall:

1. Not deny, fail to provide, nor provide inferior services to a client, claimant, or applicant because of his or her race, color, gender, national origin, age, disability, religion, or political beliefs;
2. Be familiar with procedures for communicating with clients, claimants, and applicants of limited English-speaking ability or with impaired sensory, manual, or speaking skills;
3. Make reasonable accommodations to the known physical or mental limitations of an otherwise qualified client, claimant, or applicant with a disability; and
4. Advise clients, claimants, or applicants who want to file a complaint alleging discrimination on the basis of race, color, gender, national origin, age, disability, religion, or political beliefs that they are to see the Equal Opportunity Officer or furnish them with a copy of form DL 1-2014a, Complaint Information Form, or the Spanish version, form DL 1-2014b. Complaints may also be filed by writing to the Director, Civil Rights Center, U.S.



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Department of Labor, Room N4123, 200 Constitution Avenue, N.W., Washington, D.C. 20210. The complaint shall be filed not later than 180 days from the date of the alleged discriminatory act.

- D. Form DL 1-2014a, Complaint Information Form.** This form is given to clients, claimants, or applicants who want to file a complaint concerning discrimination on the basis of race, color, gender, national origin, age, disability, religion, or political beliefs. The complaint is to be mailed not later than 180 days from the date of the alleged discrimination to the following address:

THE DIRECTOR, CIVIL RIGHTS CENTER  
US DEPARTMENT OF LABOR  
ROOM N4123  
200 CONSTITUTION AVENUE NW  
WASHINGTON DC 20210

- E. Form DL 1-2014b, Complaint Information Form (Spanish).** This form is given to Spanish speaking clients, claimants or applicants who want to file a complaint and are not sufficiently fluent in English to complete form DL 1-2014a, Complaint Information Form.