



Northcentral
TECHNICAL COLLEGE

Real Life. Real Learning.

Affirmative Action and Equal Opportunity Information



Developed by: Northcentral Technical College Equal Opportunity Officer

Northcentral Technical College is an Equal Opportunity/Access Employer and Educator

Introduction

Northcentral Technical College's Affirmative Action/ Equal Opportunity Officer has compiled pertinent information concerning affirmative action and equal opportunity and how it relates to your employment with the College. There are four separate sections: Policy Information, Equal Opportunity/Affirmative Action Law, Resources and Related Training and Professional Development.

This information provided in this handout is just a summary of information and is meant to provide employees with a resource for equal opportunity action issues. Please contact the Affirmative Action/Equal Opportunity Officer if you have questions about the information provided in this handout.

Affirmative Action Policy Statement

Policy 223

The Northcentral Technical College District seeks to reach and maintain employment and enrollment levels for employees and students which is at parity. In order to accomplish this goal, Affirmative Action is required for women, racial/ethnic groups, and persons with disabilities throughout the District in job categories and educational programs.

Employment:

Affirmative action will be implemented in all employment practices including, but not limited to: recruitment, hiring, transfers, promotions, training, layoffs, terminations, retention, certification, testing, and committee appointments.

Education:

The NTC District is committed to eliminating existing discrimination or the effects of past discrimination. No person shall be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any education program or activity.

Vendors:

The District certifies that vendors and suppliers of services do not discriminate and that the policy of the District will be to encourage purchase of services and/or products from women, minority, and disabled business owners.

Responsibility:

The President is responsible for developing and implementing the Affirmative Action Plan and monitoring compliance. Responsibilities include developing a written Affirmative Action Plan, monitoring internal and external communication procedures, collecting and analyzing employment and enrollment data, identifying problem areas, setting goals and timetables, developing and implementing programs to eliminate discriminatory practices, designing and implementing an internal monitoring system, and submitting compliance plans and reports to the Wisconsin Technical College System (WTCS) Affirmative Action Officer.

Authority and Implementation:

Authority to design and implement the Affirmative Action Program is delegated by the District President to the District Affirmative Action Officer. Middle Leadership and staff are responsible for implementation of the Affirmative Action Program. Managerial/supervisory and staff performance systems or standards shall include an Affirmative Action component.

Compliance:

Actions taken under this policy will comply with Titles VI and VII or the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, the Civil Rights Restoration Act of 1987, other appropriate laws and executive orders and/or administrative directives and codes including the Office for Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B)

Contact Person:

Any questions concerning Affirmative Action should be directed to District Affirmative Action Officer, 1000 W. Campus Drive, Wausau, WI 54401; telephone 715/803.1064. This person also serves as the District's Title IX, Sex Equity, Section 504, and Americans with Disabilities Act Coordinator. Copies of the District Policy and related procedures for resolving complaints may be obtained from the District's Affirmative Action Officer.

Equal Opportunity Education and Employment Policy

Policy 233

No person may be denied admission to, participation in, employment at, the benefits of, or be discriminated against in any service, program, course, or facility of the Northcentral Technical College District because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, service in the armed forces, genetic testing, or use or non-use of lawful products off the District premises during non-working or non-class hours.

All District services will be provided in a non-discriminatory manner and in a climate which is conducive to, and supportive of, cultural and ethnic diversity.

The President has established procedures which:

1. Encourage a complainant to file a complaint with the President (or his designee) as soon as possible after, but no later than 300 days after the alleged violation.
2. Provide periods within which the complainant and the President must act for each procedural step leading to the issuance of a final decision and for appeal of the final decision to the District Board.
3. Provide criteria for determining whether discrimination has occurred.
4. Provide remedies and sanctions for violation of this policy.

Accommodations for Disabled:

Reasonable accommodations and physical accessibility will be provided for students, employees and visitors.

Religious Accommodations:

In response to a student's, or an employee's request, reasonable accommodations will be provided for religious observances and practices. Please refer to Policy 234 regarding religious accommodations for students.

Harassment:

Employees, students, and visitors of the Northcentral Technical College District shall be allowed to function in an atmosphere which is free from harassment on the basis of political affiliation,

age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, service in the armed forces, genetic testing, or use or non-use of lawful products off the college premises during non-working or non-class hours.

Harassment, based upon the above mentioned personal attributes, is an unlawful practice and is prohibited. In this context, harassment is defined as verbal and/or physical conduct which prevents or impairs an individual's fair and unbiased access to employment or educational opportunities and benefits.

The NTC District will not tolerate the harassment, including sexual harassment, of any employee, student or visitor by supervisory personnel, staff members, students or visitors. Individuals who engage in harassment are subject to disciplinary action by the District up to and including expulsion or termination of employment. Visitors who engage in harassment may be removed from the facility.

Sexual Harassment:

Sexual harassment, discrimination on the basis of sex, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature and constitutes harassment when the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment.

Retaliation

The District prohibits and will not tolerate any harassment or retaliation against a person who files a report or against any person identified as a witness or otherwise involved in the report. The District will take immediate disciplinary action against any person engaging in this behavior.

Compliance:

Actions taken under this policy will comply with Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment law, and other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of

Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B).

Reporting Violations:

Any person who believes that he/she has been discriminated against and/or harassed in violation of this policy, or has any questions concerning accommodations or discrimination is urged to contact:

Affirmative Action Officer
Northcentral Technical College
1000 W. Campus Drive, Wausau, WI 54401
Telephone: 715.803.1064

This person also serves as the District's Title IX, Sex Equity, Section 504, and Americans with Disabilities Act Coordinator. The Affirmative Action Officer reports to the Human Resources Team Leader, College President, and/or District Board as appropriate, when dealing with discrimination and/or harassment complaints.

Copies of the District Policy and Administrative Procedure for filing/resolving complaints are posted on appropriate bulletin boards and may be obtained from the District's Affirmative Action Officer.

Designated Contact Persons:

In an effort to make reporting complaints as accessible as possible, Attachment A lists alternative people who are designated to handle discrimination and/or harassment complaints. In the event that the Affirmative Action Officer is not available, or that you may feel more comfortable speaking to another person, any of these people may be contacted.

Revised: September 11, 2009, September 18, 2008, January 22, 2008, August 7, 2007, January 30, 2007, October 27, 2006, September 25, 2006, June 22, 2004, April 1, 2004, August 23, 1999

Replaces Policy 4110, 5010, 225

Attachment A

Designated Contact Person		
Location	Contact Person	Phone Number: 715-675-3331 Ext. ****
All Locations	Karen Brzezinski Director of Human Resources	Ext. 1755
Alternative High School	Wendy Peterson Associate Dean of K-12 & Alternative High School	Ext. 1752
East Campus (Antigo)	Larry Kind Dean of East & Southeast Campuses	Ext. 7705
ESL and Goal Outreach	Rachelle Phakitthong Dean	Ext. 1872
Health Related Clinical Sites	Sharon Frazier Dean	Ext. 1341
Center for Student Success	Jessica Gaffney Director, Student Success Center	Ext. 1195
Main Campus (Wausau)	Karen Brzezinski Director of Human Resources	Ext. 1755
North Campus (Phillips)	Dean of North Campus	Ext. 7513 or 715/339-4555
Southeast Campus (Wittenberg)	Larry Kind Dean of East & Southeast Campuses	Ext. 7304 or 715/623-7601
Southwest Campus (Spencer)	Randy Oaklief, Dean West & Southwest Campuses	Ext. 7808 or 715/659-5120
West Campus (Medford)	Randy Oaklief Dean of West & Southwest Campuses	Ext. 7005 or 715/748-3603

***Wisconsin Relay for Deaf and Hard of Hearing Persons:

V/TRS 1-800-947-3529

715-675-6341

Procedure for Resolving Discrimination and Harassment Complaints

Policy 233PR1

Because discrimination and harassment, a form of discrimination, are illegal practices, and because these actions can cause serious harm to the productivity, efficiency, and stability of all activities taking place at, or sponsored by, Northcentral Technical College, the District will take specific steps to investigate and eliminate discrimination and harassment. Complaints may be reported either formally or informally.

Discrimination shall mean any difference in treatment in any service, program, course, or facility of the Northcentral Technical College District because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, services in the armed forces, genetic testing, or use or non-use of lawful products off the District premises during non-working or non-class hours.

Informal Procedure:

1. *Reporting Complaints:* A person who believes he or she has been the victim of discrimination or harassment should feel free to discuss his or her concerns with the Affirmative Action Officer. The intent of the meeting is to provide a confidential way for the alleged victim to express his or her concerns and to discuss possible methods of resolving the conflict. No official action will be taken without the alleged victim's consent.
2. *Who to Contact:* A meeting may be scheduled with the Affirmative Action Officer by stopping by, calling, or writing:

Affirmative Action Officer
Northcentral Technical College
1000 W. Campus Drive
Wausau, WI 54401
Phone: 715.803.1064

Her office is located in Room B127, on the Wausau Campus. If she is not in when calling to schedule a meeting, the person answering the phone can schedule an appointment. The person requesting the meeting will not be required to give his or her name for the purpose of scheduling the meeting.

Formal Procedure:

1. *Reporting Complaints:* Whenever a student, employee or visitor (hereinafter referred to as the complainant) has reason to believe he or she has been subjected to a discriminatory or harassing environment at the District or at a District sponsored event, the complainant shall report such incidents by completing the following steps:
 - A. Reports must be made in writing and include a factual description of the incident(s) during which the alleged discrimination/harassment occurred. Whenever possible, the Discrimination/Harassment Report Form should be used to provide the information requested.
 - B. Reports must be filed with 300 calendar days from the date of the incident; however, a more immediate reporting of the incident will facilitate a prompt and thorough investigation of the facts and circumstances involved.
 - C. Reports are to be sent directly to the District Affirmative Action Officer at the following address:

Affirmative Action Officer
Northcentral Technical College
1000 W. Campus Drive
Wausau, WI 54401
Phone: 715.803.1064

The filing of a report with the District Affirmative Action Officer does not restrict a person's right to seek redress through avenues outside the District.

The District prohibits and will not tolerate any harassment or retaliation against a person who files a report or against any person identified as a witness or otherwise involved in the report. The District will take immediate disciplinary action against any person engaging in this behavior.

Employees discriminating against students will be subject to discipline under appropriate District employment policies and, as applicable, collective bargaining agreements. Students discriminating against another student will be subject to discipline under the applicable student code of conduct. The District will take other necessary corrective action to remedy any instances where discrimination is determined to have occurred.

2. *Notification:* The Affirmative Action Officer shall notify the person(s) against whom a complaint has been filed (hereinafter referred to as respondent) and forward a copy of the complaint to such respondent(s).
3. *Preliminary Review:* Within ten (10) working or school days of the receipt of the written complaint, the District Affirmative Action Officer shall initiate the following, as needed:

- A. Notify the President in writing that a complaint has been filed. This notification will not disclose details or identities of the persons involved.
- B. Establish individual meetings with complainant(s), respondent(s), and witness(es).
- C. Establish group meetings with persons involved.
- D. If the complaint is resolved as a result of the above meetings, a written statement will be forwarded to both the complainant(s) and respondent(s). The President will be notified that the complaint has been resolved.
- E. If the complaint is not resolved, the Affirmative Action Officer will inform the President that a review committee will be established. The review committee will be appointed within ten (10) working or school days.

4. *Review Committee:*

- A. A review committee for complaints shall be selected from the Equity Committee.
- B. The Affirmative Action Officer, as a non-voting member, will serve as the chair of this committee.
- C. The committee shall consist of three (3) voting members selected randomly from the list of Equity Committee Members as follows:
 - 1. At least one (1) member from each gender.
 - 2. No more than one member from each employee category.
 - 3. A committee member may be replaced prior to the hearing date if the complainant or the respondent provides written justification for excluding a selected member. A committee member may also provide written justification for excluding himself or herself. Written justification must be provided to the Affirmative Action Officer.
- D. The Review Committee shall serve as the President's hearing panel, the function of which shall be to review complaints, study the testimony, and make recommendations to the President.

5. *Review Committee Procedures:*

- A. The Review Committee shall convene within ten (10) working or school days of the notice of appointment.
- B. The committee should consider whether or not special guidelines or ground rules need to be established for its review. In general, the process should be

only as formal as the allegations under review are severe. In extreme situations, a review could affect the careers of the people involved as well as the District's reputation. At all times the committee needs to address its responsibilities with sensitivity, confidentiality, and an awareness of these considerations.

- C. The committee should identify any people it would like to interview and advise them in writing of the date, time, and location at which the interview will take place, and of any guidelines or ground rules which may be used during the interview.
 - D. The committee shall hear testimony and study the evidence presented.
 - E. The committee shall make recommendations to the President as soon as possible, but not later than twenty (20) working or school days after the completion of the hearing.
6. *Decision:* The President shall review the recommendations and render a decision within twenty (20) working or school days from receipt of the Review Committee's recommendation. Notice of the action will be sent to the principal parties involved and the District Affirmative Action Officer. In the event that disciplinary action is taken against a District employee or student, notice of such action shall be disclosed to the complaining party on a confidential basis.
7. *Appeal:* Within ten (10) working or school days following notification of the action taken by the President, either of the principal parties involved may file an appeal with the District Board. The appeal must be made in writing and include a brief statement of the reasons why the decision should be reviewed.

The appeal will be placed on the agenda of the next regularly scheduled Board meeting. The District Board shall render a decision within thirty (30) working or school days after hearing the appeal.

Notice of the action taken by the District Board will be sent to the principal parties involved, the President, the District Board, and the District Affirmative Action Officer. In the event disciplinary action is taken against a District employee or student, notice of such action shall be disclosed to the complaining party on a confidential basis.

If the decision of the District Board does not resolve the complaint, the employee, student, or visitor may seek other avenues of redress outside the District.

8. *Restrictions:* No action relating to enrollment and/or employment can be taken for or against a person until the complaint of discrimination/harassment has been resolved, unless such action is deemed necessary to the well-being of the person(s) involved in the action or to the function of the District.
9. *Rights of the Individual:*
- A. Any employee, student, or visitor has the right to file complaints due to an alleged discrimination or harassment which is in violation of the Districts *Equal*

Opportunity Employment and Education Policy or Policy Prohibiting Harassment of District Employees, Students and Visitors.

- B. All complaints of discrimination shall be investigated and a report filed with the President by the Affirmative Action Officer.
- C. Either party(ies) to a complaint shall have the right to call witnesses.
- D. No rights or benefits of an employee or student shall be denied because of a filed complaint.
- E. Nothing in these procedures shall preclude an employee's, student's, or visitor's rights to seek other avenues of redress outside of the District.

Discrimination/Harassment Report Form

Name of Person(s) filing report: _____

Home Address: _____

Phone: _____

Are you a student, an employee, or a visitor? _____

What is your job title, program, or relationship with the College? _____

Where did the alleged incidents take place? _____

Please provide a detailed description of the incident. Include: date(s), time(s), names of people involved, witnesses, quotes, and any other information which would be helpful in investigating the incident. Please use the back of this form or attach other pages if necessary.

Signature(s)

Date

PLEASE COMPLETE, SIGN, AND RETURN TO:

Affirmative Action Officer
Northcentral Technical College
1000 W. Campus Dr.
Wausau, WI 54401
Phone: 715.803.1064
Email: lang@ntc.edu

EQUAL OPPORTUNITY OFFICER

Northcentral Technical College District Board has appointed an Equal Opportunity Officer who has the responsibility for developing, coordinating, and monitoring all of the College's compliance activities. Questions should be directed to the Equal Opportunity Officer at 1000 W. Campus Dr., Wausau, WI 54401. The Equal Opportunity Officer is to make recommendations for the district Equal Opportunity/Affirmative Action Plan, evaluate performance with plan, review District requirement and selection procedures, assist in Equal Opportunities studies, prepare Equal Opportunities reports for the District's President, recommend Equal Opportunities in-service programs, and identifies Equal Opportunity resource materials. Progress is communicated through Northcentral Technical College's Affirmative Action/Equal Opportunity five year plan and annual updates.

RESOURCES

NTC's Resources

Equal Opportunity Officer	715.803.1064
Student Success Office	715.675.3331, ext. 1195
Minority Coordinator/Advisor	715.675.3331, ext. 1788
Wisconsin Relay for Deaf and Hard of Hearing	800.947.3529 or 715.675.6341

External Resources

Wisconsin Technical College System
WTCS System Reports Home Page
<http://systemattic.wtcsystem.edu/reports/>

Marathon & Lincoln County

Marathon County Department of Social Services
400 East Thomas Street
Wausau WI 54403
715.261.7500 (Phone)
715.261.7510 (Fax)
Email: socialservices@mail.co.marathon.wi.us

Marathon County Literacy Council
300 N. 1st St.
Wausau, WI 54403
715-261-7292 (Phone)
715-261-7232 (Fax)
Email: MCliteracy@co.marathon.wi.u

Marathon County United Way
137 River Drive
Wausau, WI 54403
(715) 848-2927 (Phone)
(715) 848-2929 (Fax)
Email: uway@unitedwaymc.org

The **Provider Resource Directory** from United Way. This resource guide will help you learn about local services and put you in touch with programs that can help you figure out your options. Whether your needs are material, emotional, educational or recreation, there is probably someone who can help.

Provider Resource Directory: www.unitedwaymc.org/211.htm

Division of Vocational Rehabilitation
Marathon County Job Center
364 Grand Avenue
Wausau, WI 54403
715-261-7760 (Voice)
800-469-0917 (Toll Free)
888-701-1249 (TTY)
715-261-7761 (FAX)

Clark County

Division of Vocational Rehabilitation
Barron County Job Center
331 South Main Street, Suite 6
Rice Lake, WI 54868
715-234-6806 (Voice)
800-228-2587 (Toll Free)
888-877-5939 (TTY)
715-234-7821 (FAX)

Langlade County

Division of Vocational Rehabilitation
Northern Advantage Job Center
100 West Keenan Street
Rhineland, WI 54501
715-365-1500 (Voice)
800-662-5330 (Toll Free)
715-365-2602 (FAX)
866-392-2908 (TTY)

United Way of Langlade County

PO Box 594
Antigo, WI 54409-0594
(715) 623-7696 (Phone)

Menominee County

Division of Vocational Rehabilitation
Brown County Job Center
701 Cherry Street
Green Bay, WI 54301-9437
920-448-6760 (Voice)
866-223-5678 (TTY)
800-228-2637 (Toll Free)
920-448-5266 (FAX)

Portage County

Division of Vocational Rehabilitation
Wisconsin Job Center - Wisconsin Rapids
320 West Grand Avenue, Suite 102
Wisconsin Rapids, WI 54495
715-422-5050 (Voice)
866-392-3092 (TTY)
800-228-1903 (Toll Free)
715-422-5054 (FAX)

Price County

Division of Vocational Rehabilitation
Wisconsin Job Center - Superior
1805 North 14th Street
Superior, WI 54880
715-392-7896 (Voice)
888-877-5939 (TTY)
800-228-2513 (Toll Free)
715-392-7873 (FAX)

Shawano County

Division of Vocational Rehabilitation
Shawano County Job Center
607 East Elizabeth Street
Shawano, WI 54166
715-526-4757 (Voice)
866-223-5678 (TTY)
800-228-2637 (Toll Free)
715-448-5266 (FAX)

Taylor County

Division of Vocational Rehabilitation

Wisconsin Job Center - Medford

624 East College Street

Medford, WI 54451

715-748-6120 (Voice)

888-877-5939 (TTY)

888-387-3879 (Toll Free)

715-748-5606 (FAX)

United Way of Taylor County, Inc.

PO Box 85

Medford, WI 54451-0085

(715) 748-3000 (Phone)

RELATED PROFESSIONAL DEVELOPMENT

Northcentral Technical College sponsors opportunities for staff to experience and expand their awareness and understanding of diversity. Opportunities include regularly scheduled courses, workshops and seminars that address diversity topics. Some examples of topics and activities include:

Reflections on Teaching and Learning:

- Student retention and persistence
- making online teaching and learning accessible to the special needs population
- Student early warning system referral process
- Teaching to diverse learning styles
- Preventing Sexual Harassment - sexual harassment training

Professional Development Days and Certification Offerings:

- Preventing Sexual Harassment Training - general and targeted for audience
- Educational Diversity
- The ABC's of the EEOC – Overview of Federal EEO Statutes and Selected Workplace Issues

In-Service Topics and Speakers such as:

- James T. Harris
- Fast Horse
- What is Diversity at NTC?
- Dealing with Diverse Customers – Kim Waltz & Michael Klemp-North
- Not Until You Know My Story – Carrie Gibson & Anthony Curry

Lunch and Learn Topics and Presenters:

- Staff experiences in Brazil, Thailand, Germany and others
- Celebration of Hispanic Heritage Month – Melinda Kolbeck

Skillsoft (online or electronic courses and simulations)

- Changing Corporate Culture
- The Reasons Why Diversity Matters
- Valuing Diversity
- Workplace Diversity Awareness

Scheduling and registration detail is available on NTC's LMS system. Please contact Organizational Development for more information.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY LAW

Civil Rights Act of 1991: Provides monetary damages in cases of intentional employment discrimination (EEOC website - <http://www.eeoc.gov/>)

Title VI (of the 1964 Civil Rights Act): Prohibits employers with 15 or more employees (this law applies to federal, state and local employers) from discriminating on the basis of race, color, sex, religion or national origin. Employers may not use these conditions as a basis for refusing to hire an otherwise qualified applicant, for terminating employment of an individual or to hire or otherwise discriminate against any individual with respect to the individual's compensation, terms, conditions or privileges of employment because of race, color, relation, sex or national origin. It is also illegal to limit, segregate or classify employees or applicants in any way that would tend to deprive them of employment opportunities or otherwise adversely affect their status as employees. (EEOC website - <http://www.eeoc.gov/>)

Title VII (of the 1964 Civil Rights Act): Prohibits employment discrimination based on race, color, religion, sex or national origin. This law covers all private employers, state and local governments and educational institutions that employ 15 or more individuals and is enforced by the U.S. Equal Employment Opportunity Commission (EEOC). (EEOC website - <http://www.eeoc.gov/>)

Americans with Disabilities Act of 1990: Prohibits employment discrimination against qualified individuals with disabilities in the private sector and in state and local governments. This law covers all private employers, state and local governments and educational institutions that employ 15 or more individuals and is enforced by the U.S. Equal employment Commission (EEOC). (EEOC website - <http://www.eeoc.gov/>)

Age Discrimination in Employment Act of 1967 (ADEA): Protects individuals who are 40 years of age or older. This law covers all private employers with 20 or more employees, state and local governments (including school districts), employment agencies and labor organizations and is enforced by the U.S. Equal employment Commission (EEOC). (EEOC website - <http://www.eeoc.gov/>)

Equal Pay Act (of 1963): Protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. This Act covers all employers who are covered by the Fair labor Standards Act (virtually all employers are subject to the provisions of this Act; it is enforced by the U.S. Equal Employment Commission (EEOC). (EEOC website - <http://www.eeoc.gov/>)

Civil Rights Restoration Act (of 1987): Specifies that an institution which receives federal financial assistance is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability or age in a program or activity which does not directly benefit from such assistance. (http://ilo.law.cornell.edu/public/english/employment/gems/eo/law/usa/1_crta.htm)

Title IX of the 1972 Education Amendments: States that no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. (<http://www.maec.org/annotate.html>)

Section 504 of the 1973 Rehabilitation Act: States that no qualified individual with a disability in the U.S. shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the US Postal Service. Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have Section 504 regulations covering entities that receive Federal aid. This Act is enforced by the U.S. Department of Labor. (<http://www.usdoj.gov/crt/ada/cguide/htm#anchor65610>)

Executive Order 11246: Protects employees of covered Federal contractors and subcontractors from employment discrimination because of race, color, religion, sex and national origin. It also requires that certain employers take affirmative action to ensure that all qualified applicants and employees receive equal employment opportunity. Executive Order 11246 is enforced by the Employment Standards Administration's office of Federal Contract compliance Programs (OFCCP). Affirmative action, or positive measures, must be taken by covered employers to recruit and advance qualified minorities and women for jobs in which they are underutilized relative to their availability. Employers are required to take all necessary actions to ensure that no one attempts to intimidate or discriminate against an individual for filing a complaint or participating in a proceeding under EO 11246. (<http://www.elinfont.com/11246sum.php>)

Section 503 of the Rehabilitation Act of 1973: Requires affirmative action and prohibits employment discrimination by Federal government contractors and subcontractors with contracts of more than \$10,000. This Act is enforced by the U.S. Department of labor. (<http://www.usdoj.gov/crt/ada/cguide.htm#anchor65610>)

Section 508 of the Rehabilitation Act of 1973: Establishes requirements for electronic and information technology developed, maintained, procured or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public. This Act is enforced by the U.S. Department of Labor. (<http://www.usdoj.gov/crt/ada/cguide.htm#anchor65610>)

Wisconsin Statutes 111.31 - 111.395: Provides that it is unlawful for employers, employment agencies, labor unions and licensing agencies to discriminate against employees and job applicants because of any of the following: age, ancestry, arrest records, color, conviction records, creed, disability, genetic testing, honesty testing, marital status, membership in the national guard, state defense force or any reserve component of the military forces of the US or Wisconsin, national origin, pregnancy or childbirth, race sex, sexual orientation, use or nonuse of lawful products off the employer's premises during nonworking hours. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint or for opposing discrimination in the workplace. (DWD website)

Equal Employment Opportunity Commission (EEOC): The EEOC has five commissioners and a General Counsel appointed by the President and confirmed by the Senate. Commissioners are appointed for five-year, staggered terms. The term of the General Counsel is four years. The President designates a Chair and a Vice Chair. The Chair is the chief executive officer of the Commission. The five-member Commission makes equal employment opportunity policy and approves most litigation. The General Counsel is responsible for conducting EEOC enforcement litigation under Title VII of the Civil Rights Act of 1964 (Title VII), the Equal Pay Act (EPA), the Age Discrimination in Employment Act (ADEA), and the Americans with Disabilities Act (ADA). (<http://www.eeoc.gov/abouteeoc/commission.html>)

EEOC's representatives are available to assist you between 7:00 a.m. and 8:00 p.m. Eastern Time. An automated system with answers to frequently asked questions is available on a 24-hour basis. You can reach EEOC:

By phone:

1-800-669-4000

If you have a TTY device for hearing impaired:

TTY number is 1-800-669-6820

By Email:

Please include your zip code and/or city and state so that your email will be sent to the appropriate office.

info@eeoc.gov

By mail or fax:

Please contact the appropriate field office:

[EEOC Field Office List and Jurisdictional Map](#)

EEOC Headquarters is located at:

U.S. Equal Employment Opportunity Commission
131 M Street, NE
Washington, DC 20507
Phone: (202) 663-4900
TTY: (202) 663-4494

[Relocation of EEOC Headquarters and Washington Field Office](#)

Department of workforce Development (DWD): The Wisconsin Department of Workforce Development (DWD) is the state agency charged with building and strengthening Wisconsin's workforce. DWD offers a wide variety of employment programs and services, accessible at the state's 78 job centers, including: securing jobs for the disabled, assisting former welfare recipients to transition to work, linking youth with jobs of tomorrow, protecting and enforcing worker's rights, processing unemployment claims and ensuring worker's compensation claims are paid in accordance with the law. (DWD website)

Contact information is available at their website (depending on type of service you need assistance with): <http://www.dwd.state.wi.us/>