

## DWS Civil Rights / Equal Opportunity Training

July 5, 2005

Contact / Email	Effective Date
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<b>Services Impacted:</b> ALL DWS Employees	
<p><b>Summary:</b> DWS is legally mandated to provide civil rights/equal opportunity training to all DWS employees. DWS Civil Rights/Equal Opportunity Training is a new introductory course that is designed to meet that requirement and provides employees with critical information about regulations, policies, and procedures governing Civil Rights and Equal Opportunity. DWS employees must know the civil rights/equal opportunity protections afforded by law to DWS customers and themselves. In addition, employees must understand and utilize DWS procedures for filing complaints of discrimination. The procedures and regulations outlined in this course apply to all DWS customers and employees.</p> <p>As a web-based course, this training is intended to be completed by employees on an individual basis. New employees should complete this course sometime within the first 30 days of employment. The training is approximately 1½ hours in length, and incumbent employees should complete the course by <b>October 1, 2005</b>. All incumbent employees will then be required to review only Module Two of this course every three years beginning in 2008.</p> <p>Employees can access DWS Civil Rights/Equal Opportunity Training from the DWS Course Catalog at: <a href="https://dws.utah.gov/training/102152course/htmContent/dwsdefault.asp">https://dws.utah.gov/training/102152course/htmContent/dwsdefault.asp</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"><li>○ This web-based training allows DWS to provide all employees with consistent standardized training on Civil Rights/Equal Opportunity regulations and procedures.</li><li>○ Each DWS Supervisor is responsible for ensuring that their employees complete this training as indicated.</li><li>○ Employees completing the DWS Civil Rights/Equal Opportunity Training will be able to:<ul style="list-style-type: none"><li>● Utilize civil Rights/equal opportunity legislation that directly affects DWS customers and employees.</li><li>● Explain the relationship between the Workforce Investment Act and DWS Discrimination Complaint procedures.</li><li>● Implement DWS Complaint - Discrimination and Complaint - Employment Service Procedures for customers.</li><li>● Follow the procedures for filing internal employee civil rights/equal opportunity complaints.</li><li>● Access and use DWS tools and resources pertaining to civil rights/discrimination issues for employees and customers.</li></ul></li></ul>	