

# CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** December 13, 2019

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 20-12**  
*(Supersedes WDS Directive No. 17-16)*  
**TRANSMITTAL OF TRANSLATED "EQUAL OPPORTUNITY IS THE LAW"  
AND "WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED  
DISCRIMINATION" POSTERS, NOTICES, AND SIGNATURE PAGES**

## EFFECTIVE DATE

This directive is effective upon date of issue.

## PURPOSE

By means of this directive, updated copies of "Equal Opportunity Is The Law" and "What to Do If You Believe You Have Experienced Discrimination" posters are being transmitted. Also included, are signature pages confirming new staff members and participants have received copies of "Equal Opportunity Is The Law" and "What to Do If You Believe You Have Experienced Discrimination" posters. The Equal Opportunity (EO) notices are also provided in the following languages:

Arabic	Portuguese
Chinese (Traditional)	Russian
French	Spanish
French Creole	Tagalog
Korean	Vietnamese

## REQUIRED ACTIONS

"Equal Opportunity is the Law" and the "What to Do If You Believe You Have Experienced Discrimination" posters must be posted prominently throughout each agency. Full-sized copies of the notices must be given to all new staff and participants—the enclosed signature page must be kept in the corresponding participant or staff member's file. If a staff member or participant's primary language is other than English, they should be offered a copy of the statements in their primary language. It should be noted in the participant file, that the participant received a copy of the "EO is the Law" statement and the "What to Do If You Believe You Have Experienced Discrimination" statement in another language (specify which language), as well as English. This should be done on the acknowledgement of receipt of the "EO is the Law" statement and the "What to Do If You Believe You Have Experienced Discrimination" signature form that is included in this directive.

This directive is not retroactive. New signature pages do not need to be obtained for existing participants, or staff, if they already have the previous signature page in their file.

### **PERFORMANCE EVALUATION CRITERIA**

During site visits, Program and EO Compliance Unit monitors will be looking for the updated posters as well as new signature pages in participant and staff files.

### **CONTACT**

If you have any questions or require further information, please contact your assigned Program Monitor or Richard Cheng, EO Compliance Officer at (213) 744-9351; TTY:711 or [Richard.Cheng@lacity.org](mailto:Richard.Cheng@lacity.org).

GR:RC:cg

- Attachments:
1. EO is the Law Signature Page – English
  2. EO is the Law Signature Page – Spanish
  3. EO is the Law Poster – English
  4. EO is the Law Poster – Spanish
  5. What to do Discrimination Poster – English
  6. What to do Discrimination Poster – Spanish
  7. EO is the Law – Arabic
  8. EO is the Law – Chinese
  9. EO is the Law – English
  10. EO is the Law – French
  11. EO is the Law – French Creole
  12. EO is the Law – Korean
  13. EO is the Law – Portuguese
  14. EO is the Law – Russian
  15. EO is the Law – Spanish
  16. EO is the Law – Tagalog
  17. EO is the Law – Vietnamese