



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

1222 10th Street, Suite 115, Woodward, OK 73801

Workforce Innovation and Opportunity Act

After Hours Business Accommodation

in WOWDA One-Stop Centers

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub-recipients /Subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis 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, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.



“Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

Purpose

Western Oklahoma Workforce Development Board (WOWDB) provides this guidance to provide services after business hours of One-Stop Centers

Effective Date

WOWDB approved and effective 10.25.17, Updated 06.27.2023

*** This document shall supersede and replace all prior versions and understandings, oral or written, of the After-Hours Business Accommodation Policy.**

NOTE: All WOWDB Policies and attachments are available for download at:

<https://wowdb.org/about-us/policies/>

Policy

Most services to clients/customers are provided during normal working business hours:

Monday – Friday, 8:00 am-5:00 pm

In order to provide maximum access to partner program services at times that meet participant needs, some services may be offered at other times to accommodate the schedules of working individuals. If these services cannot be administered utilizing other means, such as technology, and requires staff to work after business hours, that staff is to contact their supervisor and follow their agency's procedures for working after hours. The goal is to offer access to services by a staff member or an appropriate direct linkage while ensuring the safety and welfare of workers and without creating an undue hardship on the operation of the center. In the event an accommodation of hours cannot be made for the customer/client, the center manager/lead can notify the one-stop operator.

Authorization for Clarifications and Additions

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of this policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

History

- 10.25.17 – Policy approved by WOWDB
- 01.14.21 – Policy formatted to match other WOWDB policies to include: Cover Page, Table of Contents, Purpose, Effective Date, Authorization for Clarifications and Additions, History, Header and Attachment ZZ Vital Service and Information Notice.
- 04.06.21 – Updated Vital Service and Information Notice (Attachment ZZ) to reflect new Equal Opportunity Officer (EOO) designated 03.17.21 by the Executive Committee and notified by WOWDB Administrative Assistant on 04.06.21.
- 06.27.2023 Reviewed and update to ensure accessibility with policy and all attachments. Update formatting as part of improved accessibility. Removed the table of contents. Updated with new EO Information.

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Vital Service and Information Notice

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Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss, please call Oklahoma Relay at 711-(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

If English is not your preferred language, please contact Equal Opportunity (EO) Officers:

Local EO Officer –

Venita McGuire
Local Equal Opportunity Officer
Western Oklahoma Workforce Development
Board
1222 10th St., Suite 115, Woodward, OK 73801
580.256.8553 extension #2
eoofficer@wowdb.org

State EO Officer -

Karla Jackson
State Equal Opportunity Officer
Oklahoma Office of Workforce Development
900 N. Stiles Ave.
Oklahoma City, OK 73104
Tel: 405.208.9620
TTY: 711 or 800-722-0353
Email: eoofficer@okcommerce.gov

English

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Marshallese

MEĻĻĒ KO RELUKKUN AORŌK! Ilo pepa kein epād kōmejele ko elap aer aorōk ikkijen jimwe, eddo im marōn ko am. Ellukun aorōk bwe kwōn jelā im mejele kōn kōmejele kein. Kim naj jipañ eok kōn mejele kein ilo ukook ak kajin eo kwōj kōnaan, im ejjelok wōnāān (free). Kūr tok nōmba in talpoon in (580) 256-8553 ilo extension 0# ñan jipañ ko ikkijen ukook in kōmejele ko ilo pepa kein

Spanish

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