



## **Grievance Policy**

If you think there has been a violation of WIA Title I, regulations, grants or other agreements under WIA and it is not an Equal Opportunity Discrimination complaint, you may file a grievance /complaint at any time within one year of the alleged violation. The complaint must be in writing and filed with the Technical Employment Training President of Operations.

An informal resolution process will be attempted. If the complaint is not resolved, a hearing will be held within 30 days of the filing of the written complaint. No later than 60 days after the filing of the complaint, the Vice President of Operations shall mail a written decision to both parties.

If you do not receive a decision within 60 days, or receive an adverse decision, or if there has been an incident of restraint, coercion or reprisal as the result of filing the grievance or complaint, you have the right to file an appeal with the State of California Employment Development Department within 10 days.

You may receive technical assistance on this process upon request.

### **Technical Employment Training**

President

Virginia Martinez

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