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POLICY TRANSMITTAL NO. 07-23

DATE: JUNE 18, 2007

OFFICE FOR CIVIL RIGHTS

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LEGISLATIVE RELATIONS AND  
POLICY

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-43, Table of Contents; and 2-43-1.

EXPLANATION: OKDHS:2-43-1 is revised to remove language regarding rude treatment and add language regarding discrimination or harassment based on race, color, sex, age, disability, religion, national origin, or political opinion or affiliation.

Original signed on 4-20-07

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William Drapala, Administrator  
Office for Civil Rights

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Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

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WF # 07-A (NAP)

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## **INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

### **REMOVE**

OKDHS:2-43, Table of Contents

OKDHS:2-43-1

### **INSERT**

OKDHS:2-43, Table of Contents, 1 page only, revised 6-25-07

OKDHS:2-43-1, 1 page only, revised 6-25-07

**SUBCHAPTER 43. OFFICE FOR CIVIL RIGHTS**

Section

OKDHS:2-43-1. Purpose and scope of the procedure for complaints alleging discrimination

OKDHS:2-43-2. Sexual harassment defined



**OKDHS:2-43-1. Purpose and scope of the procedure for complaints alleging discrimination**

The Oklahoma Department of Human Services (OKDHS) does not discriminate based on race, color, sex, age, disability, religion, national origin, or political opinion or affiliation. The OKDHS Director designated the Office for Civil Rights (OCR) to handle all complaints of discrimination covered under Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. [OAC 340:1-11-4(b)] OKDHS does not allow its employees or vendors to discriminate in the delivery of services to clients or in employment opportunities.

(1) Any applicant for OKDHS employment or employee who believes he or she was subjected to discrimination or harassment based on race, color, sex, age, disability, religion, national origin, or political opinion or affiliation may file a complaint with the OKDHS OCR, elect to use the OKDHS grievance procedure [OKDHS:2-1-150 through 2-1-163], or both if applicable.

(2) Filing a complaint or grievance does not constitute filing an appeal with any of the agencies listed in (A) through (C) of this paragraph. Use of the complaint or grievance procedure does not prevent an employee from filing a complaint, as applicable, with the:

(A) Oklahoma Human Rights Commission;

(B) Federal Equal Employment Opportunity Commission; or

(C) Oklahoma Merit Protection Commission.

(3) Any OKDHS client or applicant for services who believes he or she was subjected to discrimination or harassment based on race, color, sex, age, disability, religion, national origin, or political opinion or affiliation may file a complaint:

(A) with the OKDHS OCR, elect to use the OKDHS grievance procedure [OAC 340:2-3-55], or both if applicable;

(B) regarding food stamps, with the United States Department of Agriculture Director, Office of Civil Rights, Whitten Building Room 226, 1400 Independence Avenue, SW, Washington D.C. 20250-9410;

(C) regarding Title VI programs, with the United States Department of Health and Human Services, Office for Civil Rights, 1301 Young Street, #1169, Dallas, Texas, 75202;

(D) with the Oklahoma Human Rights Commission; or

(E) with all of the options listed in (A) through (D) of this paragraph, if applicable.