



## WASHOE NATIVE TANF PROGRAM

Administered by the Washoe Tribe of Nevada and California

### DISPLACED WORKER GRIEVANCE PROCEDURE

#### Protecting Current Workers from Displacement

In accordance with 45 CFR §286.110, the Washoe Native TANF Program (WNTP) provides assurance and maintains safeguards that participant(s) in approved work activities including Work Experience (WEX) and On-the-Job (OJT) Subsidized employment placements, do not displace regular workers.

*“(a) An adult or minor head-of-household cannot fill a vacant employment position if:*

- 1) Any other individual is on layoff from the same or any substantially equivalent job; or*
- 2) The employer has terminated the employment of any regular job employee or otherwise caused an involuntary reduction in its workforce in order to fill the vacancy with a TANF participant.”*

A WNTP WEX or OJT employee may not be hired or remain working in any position when any other regular employee is on layoff from the same or substantially equivalent job within the same unit of the organization and has recall rights to that position.

Each employer who participates in the placement of an eligible WNTP participant is responsible for posting and making available this “Displaced Worker Grievance Procedure”.

WNTP has an established grievance procedure for resolving complaints for any alleged violation(s) in an effort to protect current workers from being displaced by a WNTP participant.

Workers who believe that their job(s) are being displaced or infringed upon shall present their complaint first to the employer/contractor with authority for the placement. If the employer is unable to resolve the complaint within 10 calendar days, the worker may submit a written complaint to the Washoe Native TANF Program at:

Washoe Native TANF Program  
ATTN: Displacement Grievance  
1246 Waterloo Lane  
Gardnerville, NV 89410

The signed, written complaint shall include:

Worker’s name and contact information  
Employer’s name and address  
Initial date of grievance/complaint made to employer  
Worker’s job title/position  
Date of worker’s discharge/lay off  
Any other relevant information

All grievances/complaints and investigations shall be handled in a confidential manner. Only those directly involved may be contacted for resolution. WNTP will work with the complainant and his/her employer to resolve the issue.

The Washoe Native TANF Program shall issue a response within 30 calendar days of the date the complaint was received.