



Principles of Affirmative Action Virtual Workshop

Executed properly, affirmative action programs should be used as strategic management tools to provide equal opportunity for female and minority employees while not excluding males and non-minority employees. As a strategic part of doing business, the analyses and processes should assist in removing any barriers that might exist for promotions and career-building opportunities as well as provide opportunities for individuals seeking employment.

Developing a diverse group of employees adds fresh, new ideas, knowledge, skill-sets and experience levels, while creating opportunities that may not have existed historically for the protected classes.

Affirmative action programs should assist in establishing a methodology and process to examine all employment decisions whereby focused good faith efforts, and outreach and recruiting can provide opportunities across all employment classifications.

Utilizing the program as a strategic business tool will eliminate the antiquated and mistaken concept of quotas, preferential treatment for females and minorities in hiring and promotional situations, set-asides, and selection decisions made for minimally qualified individuals.

Interested in learning about the fundamentals of an affirmative action program? Attend our Principles of Affirmative Action Virtual Workshop. Sign up for one of our upcoming sessions by contacting your Client Relationship Manager. Space is limited.

January 23 - 25, 2024 from 10:00 am - 2:00 pm CT

April 16 - 18, 2024 from 10:00 am - 2:00 pm CT

July 16 - 18, 2024 from 10:00 am - 2:00 pm CT

October 15 - 17, 2024 from 10:00 am - 2:00 pm CT

This workshop is SHRM and HRCI credit approved



Workshop Agenda:

AFFIRMATIVE ACTION BASICS

OFCCP overview
OFCCP regions
Shared enforcement responsibilities
Affirmative action definition
Contractor vs. subcontractor
Types of Contracts
Laws enforced by the OFCCP?

EXECUTIVE ORDER 11246

EO overview
Contracts covered under EO 11246
Where are employees counted in affirmative action programs?
Location vs. functional AAPs
When must affirmative action programs be prepared?
Where are AAPs housed?

STATISTICAL REPORTS

Work Force Analysis
Job Group Analysis
Internal Availability
Census Codes and Job Titles
Reasonable Recruitment Labor Area Distributions
Incumbency vs. Availability
Placement Goals
Goal Attainment

INTERNET APPLICANT

Internet applicant definition
Recordkeeping requirements
Common applicant data issues
Dispositioning applicants

Risks with bad data

ADVERSE IMPACT

What is adverse impact?

Calculating adverse impact

Hire analysis

Promotion analysis

Termination analysis

Step analysis

Test validity

COMPENSATION

Minimum Wage for Federal Contractors (EO 13658)

Pay Transparency (EO 13665)

Directive 307

Compensation review

Types of data quality issues

Preparing for an OFCCP audit

Best practices

NARRATIVE COMPONENT (EO 11246)

Designation of Responsibility

Identification of Problem Areas

Action-Oriented Programs

Internal Auditing and Reporting System

Sex Discrimination Guidelines

Religion/National Origin Guidelines

External dissemination

Record retention

Electronic record keeping

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES (Section 503 of the Rehabilitation Act)

ADAAA

Section 503 of the Rehabilitation Act coverage

Definition of disability

Reasonable accommodations

Web accessibility

Confidentiality

Self-identification

National Utilization Goal

Identification of Problem Areas

Action-oriented Programs

Section 503 reviews

AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS (VEVRAA)

VEVRAA requirements

VEVRAA coverage

Definition of protected veterans

VEVRAA OFCCP review

Job listing requirement

VETS-4212

Hiring benchmark

Self-identification

NARRATIVE COMPONENT/PROTECTED VETERANS & INDIVIDUALS WITH DISABILITIES

EEO policy statement

Availability of AAP

Physical and mental qualifications

Audit and reporting

Review of personnel activity

Self-audit of regulatory components

Harassment

Training

Data collection

EO clause

EEO tagline

Recordkeeping

Outreach and recruitment