



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 attending the Principles of Affirmative Action Virtual Workshop? Sign up for one of our upcoming sessions by contacting your Client Relationship Manager. Space is limited.

January 24 - 26, 2023 from 10:00 am - 2:00 pm CT

April 18 - 20, 2023 from 10:00 am - 2:00 pm CT

July 18 - 20, 2023 from 10:00 am - 2:00 pm CT

October 10 - 12, 2023 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