

AFFIRMATIVE ACTION PLANNING

1

OBJECTIVES

- ◆ Develop the Narrative Components of an Affirmative Action Plan
- ◆ Identify the Relevant Available Labor Market
- ◆ Conduct an Incumbency to Availability Analysis
- ◆ Establish Goals
- ◆ Conduct an Analysis of Employment Actions

2

AFFIRMATIVE ACTION

- ◆ A management tool designed to ensure equal employment opportunity (EEO). This includes:
 - Management actions, policies, and procedures designed to achieve EEO.
 - Systematic efforts to prevent, detect and promptly eliminate discrimination.
 - Recruitment & outreach measures.

3

AFFIRMATIVE ACTION; EQUAL EMPLOYMENT OPPORTUNITY

Section 110.112, F.S. and 60L-33 F.A.C.

- ◆ Requires the head of each executive agency to develop and implement an affirmative action plan.
- ◆ Requires executive agencies to establish annual goals for ensuring full utilization of groups underrepresented in its workforce as compared to the relevant labor market.
- ◆ Requires appointment of an Equal Employment Opportunity Officer.
- ◆ Requires agencies to provide DMS/HRM Office with an annual update on their AA efforts.

4

AA PLAN COMPONENTS

- ◆ Cover Page
- ◆ Table of Contents
- ◆ Organizational Profile
- ◆ Affirmation of EEO Policy
- ◆ Responsibility for Implementation
- ◆ Dissemination of EEO Policy
- ◆ Identification of Problem Areas
- ◆ Action-Oriented Programs
- ◆ Internal Audit and Reporting System
- ◆ Statistical Analyses

5

COVER PAGE

- ◆ Name of Agency
- ◆ Title of Document "Affirmative Action Plan"
- ◆ Effective Dates/Time Period of Data
- ◆ Effective Dates/Time Period of Plan
- ◆ Name, title, address and phone number of agency head
- ◆ Name, title, address and phone number of EEO Officer
- ◆ Name, title, address and phone number of person who prepared the plan
- ◆ Signature of the agency head and EEO Officer with a statement indicating the agency head has reviewed and approved the plan.

6

Florida Department of Commerce
 Affirmative Action Plan
 4550 West Tennessee Street
 Tallahassee, FL 32303

Data Year: July 1, 2006 – June 30, 2007
 Plan Year: July 1, 2007 – June 30, 2008

Plan Completed by: Jane Doe, Human Resource Analyst (850) 425-5557

EEO Officer: John Public, Director of Administration (850) 425-6532

Agency Head: William Marks, Secretary, Department of Commerce, (850) 425-3479

I have reviewed and approved this Affirmative Action Plan and will ensure that all necessary and appropriate steps are taken to ensure that this agency does provide equal employment opportunity to all employees and applicants.

Secretary's Signature _____

7

TABLE OF CONTENTS

- ◆ List of the major sections in the Affirmative Action Plan (AAP) reflecting the starting page number of each section.

8

ORGANIZATIONAL PROFILE

- ◆ Display of the Agency's Organizational Structure.
 - Graphical chart;
 - Text; or
 - Spreadsheet
- ◆ Display must identify each organizational unit and show their relationship to other units.
 - Organizational Unit: Agency, Region, District, Division, Bureau, etc.

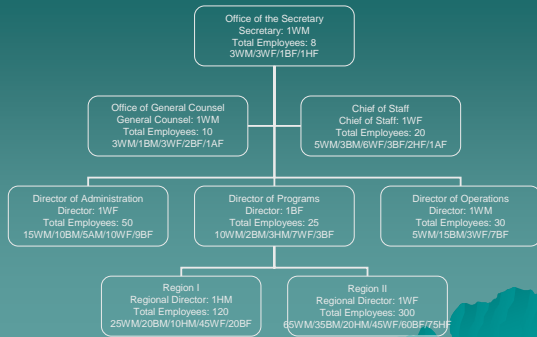
9

ORGANIZATIONAL PROFILE

- ◆ For each Organizational Unit include:
 - Name of Unit
 - Job title, gender, race/ethnicity of the unit supervisor
 - Total Number of Male and Female incumbents
 - Total Number of Males and Females in each EEO group (White, Black, Hispanic, Asians/Pacific Islanders, and American Indians/Alaskan Natives)

10

DEPARTMENT OF FAMILY SERVICES



11

AFFIRMATION OF EEO POLICY

- ◆ Narrative Statement of Agency's Commitment to Equal Employment Opportunity.
 - Statement to include a description of how employees file a complaint of discrimination.
- ◆ Statement can be in the form of a policy issued, signed and dated by the agency head.

12

RESPONSIBILITY FOR IMPLEMENTATION

- ◆ Ultimate accountability for directing and implementing the AAP rests with the agency head or the agency's executive director.
- ◆ He/she should designate the specific individual(s) responsible for implementation. Generally this responsibility rests with the:
 - Equal Employment Opportunity Officer
 - Directors and Department Heads
 - Managers and Supervisors

13

DUTIES OF EEO OFFICER

- ◆ Determine Annual Goals
- ◆ Assist in the Identification and Development of Effective Solutions for AA/EEO problems
- ◆ Monitor Agency Compliance
 - Includes the Design and Implementation of a periodic audit and reporting system
- ◆ Provide Consultation to Managers regarding progress, deficiencies and appropriate corrective action.

14

DUTIES OF DIRECTORS AND DEPARTMENT HEAD

- ◆ Assist in identifying problem areas, formulating solutions and setting unit goals and objectives.
- ◆ Periodically audit training programs, hiring and promotion patterns to remove unnecessary impediments.
- ◆ Ensure that managers, supervisors and other employees within their Division understand and comply with the agency's EEO Policies.

15

DUTIES OF MANAGERS AND SUPERVISORS

- ◆ Take steps to foster and maintain a work environment conducive to achieving equal employment opportunities and a workplace free from discrimination.
- ◆ Afford an opportunity and encourage minority and women employees to participate in all agency sponsored activities, training, etc.

16

DISSEMINATION OF EEO POLICY EXAMPLES

- ◆ INTERNAL
 - Published in Employee Handbook
 - Posted on Employee Bulletin Boards
 - Displayed on Agency Intranet Site
- ◆ EXTERNAL
 - Published in Job advertisements (An Equal Employment Opportunity Employer/Affirmative Action Employer)
 - Published in Recruiting materials
 - Displayed on Agency's Public Internet Site
 - Included in Contracts

17

IDENTIFICATION OF PROBLEM AREAS

- ◆ In-depth analysis of personnel policies and practices to identify any impediments to equal employment opportunity.
- ◆ Typically identified by organizational unit and job category.
- ◆ Some areas to evaluate:
 - Selection/Promotion/Transfer Procedures
 - Recruitment Process
 - Workforce Utilization
 - Personnel Actions (Hire, Promotion, Termination, Discipline, etc.)
 - Applicant Flow
 - Training Programs

18

IDENTIFICATION OF PROBLEM AREAS EXAMPLES

1. High termination rate for black females located in Region 1, EEO job category 2.
2. A significantly higher percentage of minorities are being underutilized in EEO job category 4 compared to non-minorities. Concerned that agencies higher FBAT passing score requirement may be eliminating minorities from the selection process.
3. Impact Ratio Analysis for hires revealed underutilization of women in EEO job category 2. Concerned that inadequate recruiting may be the cause of low female applicant flow rate.

19

ACTION ORIENTED PROGRAMS

- ◆ Designed to eliminate identified problems and to attain established goals and objectives.
- ◆ Must be sufficient to ensure that each of the agency's objectives and the overall intent of EEO are achieved and produce measurable results.

20

SPECIFIC ACTION-ORIENTED PROGRAMS

- ◆ Program is one that indicates what the action is, who will accomplish it, how it will be accomplished and when it will be accomplished

21

RESULTS-ORIENTED PROGRAMS

- ◆ Program is tailored in such a way that proper execution will result either in an increase in minority group or female representation in a job category, if vacancies occur; or
- ◆ There will be clear documentation that the agency took sufficient action to constitute "good faith effort".

22

ACTION ORIENTED PROGRAMS EXAMPLES

- ◆ The Office of Human Resources will coordinate with the job placement office at each of the predominately minority or female colleges within the state to conduct recruitment fairs during the Fall and Spring terms.
- ◆ Effective July 1, 2007, supervisors/managers will begin working with their servicing Human Resource Office to post all job advertisements in local minority news media.
- ◆ Disseminate information on job opportunities to organizations representing minorities, women and employment development.

23

INTERNAL AUDIT AND REPORTING SYSTEM

- ◆ Purpose of Internal Audit and Reporting System
 - Measure the effectiveness of agency's programs
 - Determine the degree to which the agency's goals and objectives have been obtained
 - Identify the need for remedial action

24

AUDIT AND REPORTING ACTIVITIES EXAMPLES

- ◆ Monitoring records of all personnel activities to include hires, transfers, promotions, terminations, discipline, and training to ensure your nondiscriminatory policy is being applied.
- ◆ Requires internal reporting by organizational units on a scheduled basis as to the degree to which EEO objectives are being met.
- ◆ Review results with all levels of management.
- ◆ Advise top management of program effectiveness and make recommendations to improve unsatisfactory performance.

25

STATISTICAL ANALYSES

- ◆ Analysis of Prior Year's Goals
- ◆ Availability Analysis
- ◆ Compare Incumbency to Availability
- ◆ Establish Placement Goals
- ◆ Analysis of Employment Actions

26

JOB GROUPS AND EEO GROUPS

Job Groups (Categories)

- ◆ 01 Officials/Administrators
- ◆ 02 Professionals
- ◆ 03 Technicians
- ◆ 04 Protective Services
- ◆ 05 Paraprofessionals
- ◆ 06 Administrative Support
- ◆ 07 Skilled Craft
- ◆ 08 Service Maintenance

EEO (Race/Ethnic) Groups

- ◆ White (non-Hispanic)
- ◆ Black or African American (non-Hispanic)
- ◆ Hispanic
- ◆ Asian (non-Hispanic)
- ◆ Native Hawaiian/Other Pacific Islander (non-Hispanic)
- ◆ American Indian/Alaskan Native (non-Hispanic)
- ◆ 2 or more races (non-Hispanic)

27

ANALYSIS OF PRIOR YEAR'S GOALS

- ◆ Evaluation of progress made toward reaching the prior year's goals.
- ◆ Assists in designing programs for the current AAP year and helps identify job groups for which additional "good faith efforts" must be directed.

28

AVAILABILITY ANALYSIS

- ◆ Purpose is to identify the relevant labor market by determining how many minorities and females are available for employment in each job group.
 - It should consist of people with the required minimum qualifications for the jobs that live in the geographic area from which applicants apply or are recruited.

29

2000 AVAILABLE LABOR MARKET ANALYSIS (LEON COUNTY)

Category	Total	White Alone, Not Hispanic	Black Alone, Not Hispanic	AIAN Alone, Not Hispanic	Asian Alone, Not Hispanic	NHOPI Alone, Not Hispanic	2+ Races, Not Hispanic	Hispanic
Total Employed/Persons	Total	136,558	85,646	33,023	364	2,399	32	1,481
		100.0%	62.8%	24.2%	0.3%	1.8%	0%	1.1%
	Male	67,857	48,945	14,400	196	1,289	32	740
		49.7%	57.1%	43.6%	0.5%	5.4%	0%	5.0%
	Female	68,701	46,101	18,623	168	1,110	0	741
		50.3%	53.9%	56.4%	0.5%	4.6%	0%	5.1%
1 - Officials & Administrators	Total	13,793	11,026	2,133	24	225	0	97
		100.0%	79.9%	15.5%	0.2%	1.6%	0%	0.7%
	Male	8,153	6,698	1,011	24	148	0	48
		59.1%	48.6%	47.3%	0.2%	6.5%	0%	3.6%
	Female	5,640	4,328	1,122	0	77	0	49
		40.9%	31.4%	52.7%	0%	3.4%	0%	3.1%
2 - Professionals	Total	38,401	29,009	6,732	104	1,043	0	389
		100.0%	75.5%	17.5%	0.3%	2.7%	0%	1.0%
	Male	17,478	13,763	2,324	29	592	0	222
		45.5%	35.0%	34.5%	0.1%	3.4%	0%	5.8%
	Female	20,923	15,246	4,408	75	451	0	167
		54.5%	39.7%	65.5%	0.2%	4.3%	0%	4.2%
3 - Technicians	Total	5,519	3,878	1,209	18	207	0	38
		100.0%	70.3%	21.9%	0.3%	3.8%	0%	0.7%
	Male	2,697	1,981	597	0	114	0	35
		48.9%	35.5%	49.3%	0%	5.4%	0%	1.4%
	Female	2,822	1,917	702	18	93	0	3
		51.1%	34.7%	57.0%	0.3%	4.4%	0%	0.3%

30

INCUMBENCY TO AVAILABILITY ANALYSIS

- ◆ Compares the actual percentage of minorities and females within the workforce with their calculated availability.
- ◆ Analytical Methods:
 - Any Difference Rule
 - Whole Person Rule
 - 80% Rule
 - Two Standard Deviations Analysis

31

ANY DIFFERENCE vs. WHOLE PERSON RULE

- ◆ Any Difference Rule – The number of females or minorities in a EEO group is less than the expected number based on availability.
- ◆ Whole Person Rule – Availability exceeds employment by one or more persons.

32

OFFICIALS & ADMINISTRATORS

	TOTAL EMPLOYEES	BLACK	HISPANIC	ASIAN	INDIAN	AM INDIAN/ ALK NATIVE	2+ Races	TOTAL MINORITY	FEMALE
# Employees	18	3	0	3	1	0	2	9	4
% Employees	100.0	16.7	0.0	16.7	5.6	1.0	10.1	50.0	22.2
% Available	-	6.0	11.4	2.6	0.5	2.0	1.5	24.0	53.1
Any Difference		NO	YES	NO	NO	YES	NO	NO	YES
% Underutilized			11.4			1.0			30.9
1 Person Equals			5.6			5.6			5.6
More than 1 Person Under?			YES			NO			YES

Calculating what 1 person equates to as a percentage

Divide the total # of employees in the job group into 1: $1/18 = 5.6\%$

33

80% RULE

(a.k.a. 4/5ths Rule, Impact Ratio Analysis, Disparate Impact Testing)

Steps

1. Calculate Expected # Based on % of Availability in EEO Group

Total # Employees in Job Group x % of Availability in EEO Group

2. Calculate 80% of Availability

80% x # Expected in EEO Group (Result from Step 1)

- Compare the 80% availability figure to the # of employees utilized in the EEO group being examined. If the 80% figure is greater than current utilization in the EEO group, underutilization exists.

34

TWO STANDARD DEVIATIONS ANALYSIS

n= Total # of employees in job group
p= Availability % in EEO group
O= observed # utilized
E= expected # utilized (np)

Steps:

1. Calculate standard deviation $SD = \sqrt{np(1-p)}$

2. Calculate # of standard deviations from the Mean (the expected result)
E-O/SD

(This step determines statistical significance, which is the # of SD by which Observed differs from Expected results)

- When the # of standard deviations exceeds +/- 2 the result is underutilization.

35

ARE WOMEN BEING UNDERUTILIZED?

Total # in job group [=200] Utilization of females in job group [=31]
Female availability % [=20%]

80% Rule	Two Standard Deviations
<ol style="list-style-type: none"> 1. 200 x 20% = 40 employees 2. 80% x 40 = 32 employees <ul style="list-style-type: none"> • Current utilization of Females is 31, which is less than 32. Therefore females are underutilized. 	<ol style="list-style-type: none"> 1. $SD = \sqrt{(200) \times (.20)(1-.20)}$ $\sqrt{(40)(.80)} = \sqrt{32} = 5.66$ 2. $40 - 31/5.66 = 1.59$ <ul style="list-style-type: none"> • 1.59 is less than +/- 2; therefore females are not underutilized.

36

RULE OF NINES

N = # of employees in job group [30 employees]

P = % availability of EEO group [20% Hispanic]

Q = 1-P

Rule of Nines: $N \times P \times Q$

$30 \times .20 \times (1-.20) =$

$6 \times .8 = 4.8$

– When the final product (in this case 4.8) is less than 9, the 2 SD analysis may not be used to calculate underutilization.

37

PLACEMENT GOALS

- ◆ Placement goals are established where underutilization exists for either minorities or women.
- ◆ Goals are objectives or targets that are reasonably attainable through “good faith efforts”.
- ◆ Quotas, set-asides and preferences are illegal because these methods are contrary to EEO laws.

38

ESTABLISHING GOALS

- ◆ The placement goal must at least be equal to availability.
- ◆ Setting goals as a placement rate vs. a headcount target.
 - Headcount targets are stagnant figures which cannot compensate for unexpected growth or decline in the workforce.
 - Placement rates are a % of the workforce and the availability number adjusts accordingly when there is an unexpected growth or decline in the workforce.

39

ANALYSIS OF EMPLOYMENT ACTIONS

- ◆ Assists in the identification of problem areas through an in-depth analysis of employment processes to determine if there are any selection disparities.
- ◆ Employment Actions:
 - Hires
 - Promotions
 - Terminations/Layoffs
 - Discipline
- ◆ Analytical Methods:
 - Impact Ratio Analysis (80% Rule)
 - Two Standard Deviations Analysis

40

IMPACT RATIO ANALYSIS

(a.k.a. 80% Rule, 4/5ths Rule, Disparate Impact Testing)

Steps for "Positive Actions"

1. Calculate Selection Rate for each EEO group

$$\text{Selection Rate} = \frac{\# \text{ Selected}}{\# \text{ in Applicant Pool}}$$

2. $\text{IRA} = \frac{\text{Less Favorably Treated Group Selection Rate}}{\text{Most Favorably Treated Group Selection Rate}}$

(Most Favorably Treated = Highest Selection Rate)

- ◆ If the resulting ratio is less than 80%, a violation of the rule has occurred.

41

IMPACT RATIO ANALYSIS

(a.k.a. 80% Rule, 4/5ths Rule, Disparate Impact Testing)

Steps for "Negative Actions"

1. Calculate Selection Rate for each EEO group

$$\text{Selection Rate} = \frac{\# \text{ Affected}}{\# \text{ in Incumbent Pool}}$$

2. $\text{IRA} = \frac{\text{Most Favorably Treated Group Selection Rate}}{\text{Less Favorably Treated Group Selection Rate}}$

(Most Favorably Treated = Lowest Selection Rate)

- ◆ If the resulting ratio is less than 80%, a violation of the rule has occurred.

42

TWO STANDARD DEVIATIONS ANALYSIS

SD=Standard Deviation
 n=Total # of employees positively/adversely affected (i.e. hired, promoted, terminated, etc.)
 p= % of protected group in the applicant or incumbent pool
 1-p= % of group not protected in applicant or incumbent pool
 O= observed # employees in protected group positively/adversely affected
 E = expected # of persons in protected group positively/adversely affected = (np)

Steps:

1. $SD = \sqrt{np(1-p)}$
2. Number of SD from the Mean (the expected result) $E-O/SD$
 This step determines statistical significance, which is the number of SD by which Observed differs from Expected results.

43

HIRE IMPACT RATIO ANALYSIS

GENDER	APPLICANT POOL	HIRED	SELECTION RATE
Women	85	9	10.59%
Men	40	9	22.5%
TOTAL	125	18	

80 % RULE

$$\frac{10.59}{22.5} = 47.07\%$$

- Women are selected at a rate less than 80% than that of men, **resulting in adverse impact.**

STANDARD DEVIATIONS RULE

$$1. SD = \sqrt{18(85/125)(1-.68)} =$$

$$\sqrt{18(.68)(.32)} = \sqrt{3.92} = 1.98$$

$$2. \frac{(18 \times .68) - 9}{1.98} = \frac{3.24}{1.98} = 1.64$$

- Since the result is less than +/- 2 there is **no adverse impact.**

44

PROMOTION IMPACT RATIO ANALYSIS

MALES	APPLICANT POOL	PROMOTED	SELECTION RATE
HISPANIC	35	1	2.86%
WHITE	20	5	25%
TOTAL	55	6	

80 % RULE

$$\frac{2.86\%}{25\%} = 11.4\%$$

- Hispanics are selected at a rate less than 80% than that of whites, **resulting in adverse impact.**

STANDARD DEVIATIONS RULE

$$1. SD = \sqrt{6(35/55)(1-.64)} =$$

$$\sqrt{6(.64)(.36)} = \sqrt{1.38} = 1.18$$

$$2. \frac{(6 \times .64) - 1}{1.18} = \frac{2.84}{1.18} = 2.41$$

- Since the result is more than +/- 2, there is **adverse impact.**

45

DISCIPLINE IMPACT RATIO ANALYSIS

MALES	INCUMBENT POOL	DISCIPLINED	SELECTION RATE
BLACK	375	25	6.67%
WHITE	525	25	4.76%
TOTAL	900	50	

80 % RULE

$$\frac{4.76\%}{6.67\%} = 71.4\%$$

- Since the comparison ratio is less than 80%, blacks are being **adversely impacted**.

STANDARD DEVIATIONS RULE

$$SD = \sqrt{50(375/900)(1-.42)} = \sqrt{50(.42)(.58)} = \sqrt{12.18} = 3.49$$

$$\frac{(50 \times .42) - 25}{3.49} = \frac{-4}{3.49} = -1.15$$

- Since the standard deviation is less than +/- 2 there is **no adverse impact**.

46

TERMINATION IMPACT RATIO ANALYSIS

MALES	INCUMBENT POOL	TERMINATIONS	SELECTION RATE
BLACK	40	35	87.50%
WHITE	85	15	17.65%
TOTAL	125	50	

80 % RULE

$$\frac{17.65\%}{87.50\%} = 20.1\%$$

- Since the comparison ratio is significantly less than 80%, blacks are being **adversely impacted**.

STANDARD DEVIATIONS RULE

$$SD = \sqrt{50(40/125)(1-.32)} = \sqrt{50(.32)(.68)} = \sqrt{10.88} = 3.30$$

$$\frac{(50 \times .32) - 35}{3.30} = \frac{-19}{3.30} = -5.76$$

- Since the result is more than +/- 2 there is **adverse impact**.

47

FEDERAL LAWS REQUIRING AFFIRMATIVE ACTION

- ◆ Executive Order 11246, as amended
- ◆ Section 503 of the Rehabilitation Act of 1973, as amended (29 USC 793)
- ◆ Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended (38 USC 4212)
- ◆ Jobs for Veterans Act of 2002

48

FEDERAL REGULATIONS ON AFFIRMATIVE ACTION PLANS

- ◆ Title 41 CFR, Part 60-1; Obligations of Contractors and Subcontractors
- ◆ Title 41 CFR, Part 60-2; Affirmative Action Programs for Minorities and Women
- ◆ Title 41 CFR, Part 60-3; Uniform Guidelines on Employee Selection Procedures

49

FEDERAL REGULATIONS ON AFFIRMATIVE ACTION PLANS

- ◆ Title 41 CFR, Part 60-250; Affirmative Action and Nondiscrimination for Special Disabled Veterans and Veterans of the Vietnam Era
- ◆ Title 41 CFR, Part 60-300; Affirmative Action and Nondiscrimination for Disabled Veterans, Recently Separated Veterans, Other Protected Veterans, and Armed Forces Service Medal Veterans.
- ◆ Title 41 CFR, Part 60-741; Affirmative Action and Nondiscrimination for Individuals with Disabilities

50

DISCLAIMER

- ◆ Information in the slides that follow do not encompass all reporting requirements. Each State agency must review its federal contracts and financial assistance requirements for compliance and reporting obligations of the federal agency it deals with.

51

AFFIRMATIVE ACTION PLANS FOR MINORITIES AND WOMEN

(UNDER TITLE 41 CFR, PART 60-1 AND 60-2)

- ◆ Each non-construction (supply and service) contractor or subcontractor who has 50 or more employees and:
 - Has a federal contract of \$50,000 or more; or
 - Has Government bills of lading totaling \$50,000 or more; or
 - Serves as a depository of government funds; or
 - Issues U.S. savings bonds/notes.

52

AFFIRMATIVE ACTION PLANS FOR MINORITIES AND WOMEN

- ◆ Additional Federal Required Components:
 - Job Group Analysis Required
 - ◆ Use three prong test for job groupings: Similar Job Content, Wage Rates and Opportunities
 - 2 Factor Availability Analysis
 - ◆ % of minorities or women with the requisite skills in the reasonable recruitment area.
 - ◆ % of minorities or women among those promotable, transferable, and trainable within the organization.

53

AFFIRMATIVE ACTION PLANS FOR MINORITIES AND WOMEN

- ◆ State Components Not Required in Federal AAP
 - Affirmation of Policy
 - Dissemination of Policy
 - Analysis of Prior Year's Goals

54

AFFIRMATIVE ACTION PLANS FOR INDIVIDUALS WITH DISABILITIES

- ◆ AAP for the Disabled required for a Government Contractor or Subcontractor with 50 or more employees with a contract of \$50,000 or more.
- ◆ AA Program requirement cited under Title 41 CFR, Part 60-741.40.

55

AFFIRMATIVE ACTION PLANS FOR VETERANS

- ◆ AAP for Veterans is required for a Government Contractor or Subcontractor with 50 or more employees with a contract of \$100,000 or more.
- ◆ This is a new coverage requirement under the Jobs for Veterans' Act of 2002 and Title 41 CFR, Part 60-300.40, effective September 7, 2007.
- ◆ The coverage requirement is applicable to contracts entered into on or after December 1, 2003. Prior to this new regulation the threshold amount was a contract of \$25,000 or more under 41 CFR, Part 60-250

56

Department of Justice EEOP Short Form

- ◆ Provisions of the Safe Streets Act, Victims of Crime Act, and Juvenile Justice and Delinquency Prevention Act require an EEOP Short Form be submitted to the Office of Civil Rights by State and Local Governments:
 - with 50 or more employees; and
 - which received grants or subgrants of \$25,000 or more

57

RESOURCES

- ◆ Department of Labor, Office of Federal Contract Compliance Programs
 - <http://www.dol.gov/esa/ofccp/index.htm>
- ◆ Code of Federal Regulations
 - <http://www.gpoaccess.gov/fr/index.html>
- ◆ EEO Short Form
 - <http://www.ojp.usdoj.gov/ocr/>
- ◆ U.S. Census Bureau and State of Florida Data Centers
 - <http://www.census.gov/>
 - <http://www.census.gov/sdc/www/flsdc.html>

58

Presenter

Marian Deadwiley, SPHR
Human Resource Consultant
Division of Human Resource Management
Department of Management Services
marian.deadwiley@dms.myflorida.com
(850) 488-3923 (850) 922-6642 (Fax)

59
