

AFFIRMATIVE ACTION PLAN FORMAT

COVER PAGE

Company Name _____

Company Address _____

Telephone No.: _____

FAX No.: _____

E-mail Address: _____

Web Site Address: _____

Date Submitted: _____

Date Name of EEO officer

Date Name of Company CEO

This Affirmative Action Plan is submitted for:

State Contract Number _____

Awarding Agency _____

Contract Value _____

M/W/DIS/BE Value _____

For Official Use Only Date Approved: _____

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SECTION 1

Affirmative Action/Equal Employment Opportunity Policy Statement

Point of Statutory and/or Regulatory Reference: Conn. Gen. Stat. Sections 4a-60(a)(1), 4a-60a(a)(1); 46a-68c, 46a-68d Contract Compliance Regulations Section 46a-68j-27(1)

Contractors shall create a policy statement that includes, but is not limited to, the following information:

- A. Identify the individual assigned affirmative action responsibilities;*
- B. Affirm the Contractor's commitment to achieve equal employment opportunity through affirmative action for certain defined protected classes of persons;*
- C. Pledge the Contractor's best good faith efforts to attain the objectives of the plan [Sec 46a-68j-27(1)].*

This policy statement must be signed and dated by the company CEO or President.

On the next page is an EXAMPLE of an Affirmative Action/Equal Employment Opportunity Policy Statement that illustrates what could be included in your Policy Statement. This is a sample only. DO NOT USE THIS AS A FILL-IN-THE-BLANKS FORM.

SAMPLE

**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT**

XYZ COMPANY

It is the policy and practice of XYZ Company to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

XYZ Company is an affirmative action/equal opportunity employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, learning disability, present or past history of mental disorder, or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of the protected classes identified as being Black, Hispanic, Asian American, Native American Indian, Women and Persons With Disabilities. XYZ Company will implement, monitor and enforce this affirmative action policy statement and program in conjunction with all applicable Federal and State laws, regulations and executive orders.

In order to implement our affirmative action program, XYZ Company will develop written strategies and plans designed to correct any deficiencies identified. Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program.

Ultimate responsibility for this affirmative action program will be with the Chief Executive Officer. The day-to-day duties for the plan will be coordinated by Ima D. Trainer, who is hereby designated the Equal Employment Opportunity/Affirmative Action Officer for XYZ Company.

I have expressly advised Ima D. Trainer of his legal responsibilities as Equal Employment Opportunity/Affirmative Action Officer pursuant to the Contract Compliance Regulations Section 46a-68j-27(4).

This affirmative action plan has my total support. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

June 1, 2005
Date

I. N. Charge
Chief Executive Officer

**SECTION 2:
Information Provided to Employees/Work Force**

Point of Statutory and/or Regulatory Reference: Conn. Gen. Stat. Section 4a-60(a)(3);
Contract Compliance Regulations Section 46a-68j-27(2)

The policy statement and a summary of the objectives of the plan shall be posted and otherwise made known to all workers. The plan shall indicate what steps the contractor undertook to make information on the plan available to its workforce [Sec. 46a-68j-27(2)].

An employer, employment agency or labor organization is required to post notices regarding statutory provisions, as the commission shall provide [C.G.S. Sec. 46a-54(13)]

An employer with three or more employees is required to post in a prominent and accessible location a notice concerning the illegality of sexual harassment and the remedies available to victims of sexual harassment [C.G.S. § 46a- 54(15)]

1. Describe in your AAP the specific actions your company takes to communicate its equal employment opportunity policies and affirmative action hiring commitments to your workers.

2. Indicate in your AAP that your company is in compliance with posting requirements prohibiting discrimination. Please include a copy of the poster(s).

3. Please indicate in your AAP whether the company is in compliance with the Sexual Harassment posting requirement. Include a copy of the sexual harassment poster your company has posted or will post and indicate the locations where these posters are posted.

Further information, including the required Sexual Harassment Is Illegal policy poster, regarding these provisions can be found at the CHRO website www.state.ct.us/chro under the heading "Our Regulations."

SECTION 3

Information Provided to the Public

Point of Statutory and/or Regulatory Reference: Conn. Gen. Stat. Section 4a-60(a)(2), (3), 4a-60a(a)(2); Contract Compliance Regulations Sections 46a-68j-23(9), 46a-68j-27(3)

The contractor shall, in all advertisements and business with the public, indicate that it is an affirmative action/equal opportunity employer. The plan shall include information on what steps the contractor undertook to advise the public concerning its affirmative action requirements; [Sec. 46a-68j-27(3)]

This section of the AAP should describe the actions the Company takes to inform prospective employees and subcontractors, employment recruitment resources, vendors, and the public about the Company's commitment to equal employment opportunity and affirmative action.

State contractors must include the following statement in all employment recruiting notices:

"Affirmative Action/Equal Opportunity Employer"

Contractors should include a statement in the AAP indicating they are complying with this requirement. To demonstrate compliance, include copies of advertisements, correspondence, letterhead, or any other relevant materials used by the company.

SECTION 4

Duties of Designated Equal Opportunity/Affirmative Action Officer

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(4)

The contractor shall designate affirmative action responsibilities to an affirmative action officer. In addition to his/her other duties, the affirmative action officer shall:

- A. Develop, implement and monitor progress on the contractor's affirmative action plan;*
- B. Acquaint workers with their specific responsibilities under the plan;*
- C. Initiate and maintain contact with unions, recruiting sources and organizations serving members of protected groups concerning the achievement of affirmative action requirements;*
- D. Conduct meetings and orientation sessions, as necessary, to advise workers and management of the goals of the plan. [Sec. 46a-68j-27(4)].*

This section of the Affirmative Action Plan should identify who in the Company has the day-to-day responsibility to implement the Company's Equal Opportunity/Affirmative Action Program, and list the specific duties that this person will undertake regarding this responsibility. The person assigned to be the Equal Employment Opportunity/Affirmative Action Officer should have sufficient authority within the Company to carry out these tasks and be formally appointed to the position by a written directive of the Company Chief Executive Officer.

SECTION 5

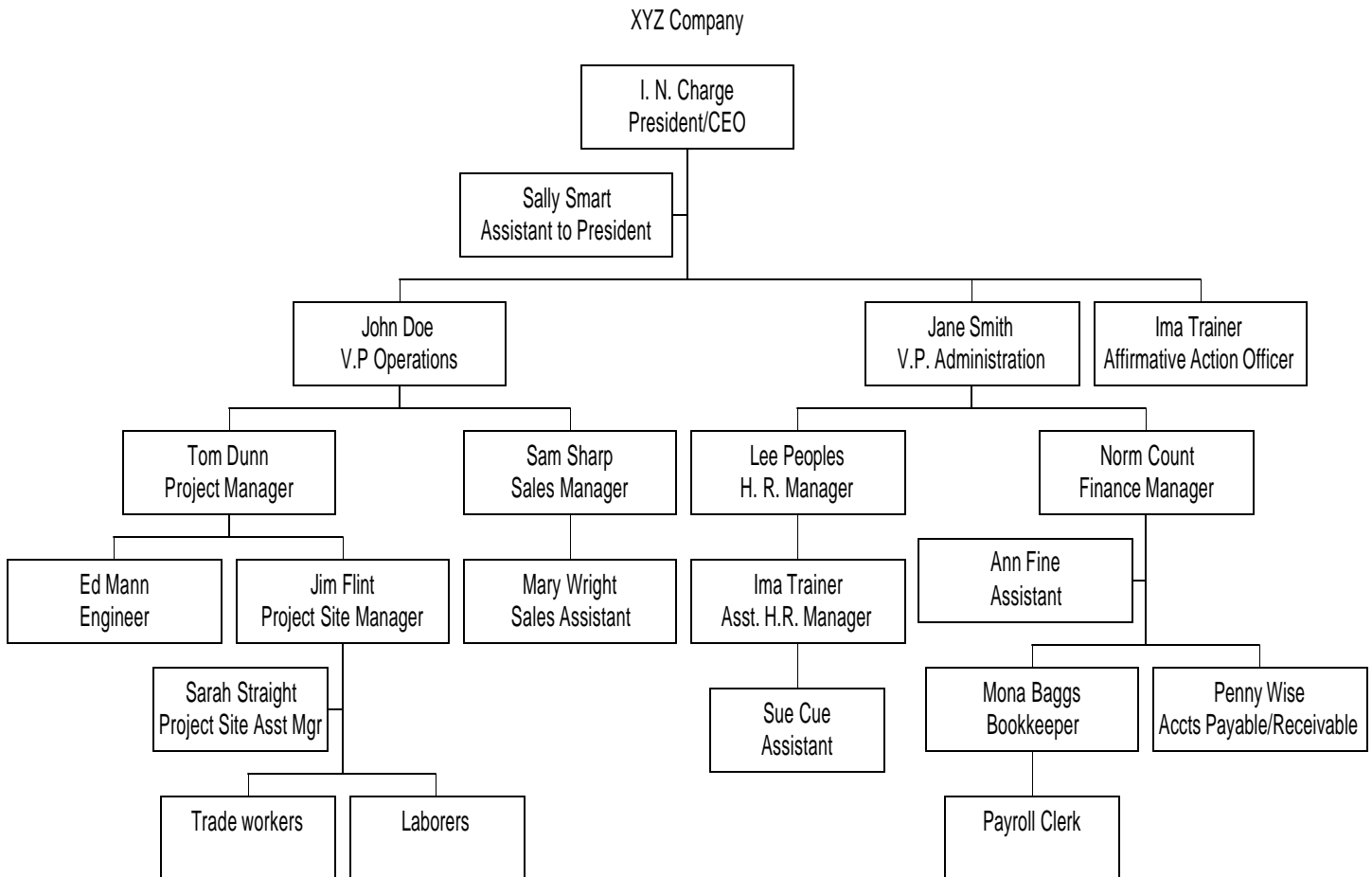
Organizational Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(5)

The Contractor shall list each job title as it appears in collective bargaining agreements, job specifications or payroll records, ranked from the lowest to the highest paid. Job titles shall be listed by department or other organizational unit. For lines of progression, the plan shall indicate the order of jobs through which a worker may advance. Job titles without a line of progression shall be listed separately [Sec 46a-68j-27(5)].

In addition to the list of job titles, ranked lowest to highest paid and grouped by department or function, the contractor may submit an organizational chart illustrating lines of progression and reporting relationships.

[INSERT ORGANIZATION CHART]



SECTION 6

Work Force Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(6)

For each job title identified in the organizational analysis, the plan shall report:

- A) the total number of incumbents (employees);*
- B) the total number of male and female incumbents;*
- C) the total number of male and female incumbents in each of the following groups:*
 - i. whites;*
 - ii. blacks;*
 - iii. Hispanics;*
 - iv. Others [Sec. 46a-68j-27(6)].*

Contractors should use form **Company Employment Statistics Report** (on the next page) to report this information. If additional pages are needed, duplicate the **Company Employment Statistics Report (CONTINUED)** page.

NOTE: Use job titles listed in **Section 5 Organizational Analysis** to complete the **Occupation or Job Title Column** (first column).

To calculate the **% of Female** column divide the number of females in each job title by the total number of employees (add male and female) in that job title and multiply by 100.

To calculate **Subtotal Minority Males** add the number of males listed under Black, Hispanic, or Other Races for each job title.

To calculate **% of Minority Males** divide the subtotal minority males in a job title by the total number of employees (add male and female) in that job title and multiply by 100.

COMPANY EMPLOYMENT STATISTICS REPORT
STATE OF CONNECTICUT
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP CODE
COMPANY OFFICIAL	TITLE	TELEPHONE NO.
PROJECT #	LOCATION	DATE

This form should report the number of employees on your payroll on date of submission.

OCCUPATION OR JOB TITLE	TOTAL # OF EMPLOYEES		% OF FEMALE	TOTAL WHITE EMPLOYEES		TOTAL BLACK EMPLOYEES		TOTAL HISPANIC EMPLOYEES		OTHER RACE EMPLOYEES		SUBTOTAL MINORITY MALES	% OF MINORITY MALES
	M	F		M	F	M	F	M	F	M	F		

COMPANY EMPLOYMENT STATISTICS REPORT (CONTINUED)

COMPANY NAME _____

PROJECT # _____

OCCUPATION OR JOB TITLE	TOTAL # OF EMPLOYEES		PERCENT FEMALE	TOTAL WHITE EMPLOYEES		TOTAL BLACK EMPLOYEES		TOTAL HISPANIC EMPLOYEES		OTHER RACE EMPLOYEES		SUBTOTAL MINORITY MALES	% OF MINORITY MALES
	M	F		M	F	M	F	M	F	M	F		

SECTION 7

Availability and Utilization Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(7); 46a-68j-27(8); 46a-68j-27(9)

Availability Analysis: As a preparatory step to determining whether minorities and females are fairly utilized in the work force, the contractor shall:

A) conduct an analysis which:

- i. examines the job content of each job title;*
- ii. identifies a relevant labor market area for each job title;*
- iii. matches each job title to the most similar job title in the data source consulted; [Sec. 46a-68j-27(7)]*

B) calculate the availability of the groups identified in the preceding Section 6 Work Force Analysis from:

- i. employment figures in the relevant labor market area;*
- ii. unemployment figures in the relevant labor market area;*
- iii. the availability of promotable and transferable persons in the contractor's work force;*
- iv. the availability of persons having requisite skills in an area in which the contractor can reasonably recruit; [Sec. 46a-68j-27(7)].*

Utilization Analysis: To determine whether minorities and females are fully and fairly utilized, the plan shall compare the representation of these groups in the work force, taken from Sec. 46a-68j-27(6), with the availability of such persons for employment, calculated in Sec. 46a-68j-27(7). To determine the expected number of minorities and females, the contractor shall multiply the total number of workers in a job title by the representation of each group listed in Sec. 46a-68j-27(6)(C), with the availability of each group expressed as a decimal. Comparison of the resulting figure to the figures obtained from Sec. 46a-68j-27(6) will yield a conclusion that a group in the work force is over utilized, under utilized or at parity when compared to the availability of minorities and females for employment. The plan shall set forth the results of all computations and conclusions on the utilization of minorities and females in the work force [Sec. 46a-68j-27(8)].

Goals and Timetables: For each instance of under utilization in the work force, the contractor shall set goals to increase the representation of minorities and females among its workers. Goals shall not be rigid quotas which must be met at any cost, but shall be significant, measurable and attainable objectives with timetables for completion. In establishing the length of timetables, the contractor shall consider the anticipated expansion, contraction and turnover of the work force and the results which may reasonably be expected from putting forth every good faith effort to make the affirmative action plan an effective instrument for achieving equal employment opportunity [Sec. 46a-68j-27(9)].

SECTION 7

Availability and Utilization Analysis (Continued)

To Complete Part A: For most jobs, Contractors can consider the local job market as appropriate. To simplify this identification refer to the map of Connecticut Metropolitan Statistical Areas (on page 14) to identify the Metropolitan Statistical Area (MSA or PMSA) in which the project is located. If the project is located in an area not included in a PMSA or MSA, the Contractor should select Balance of State for the local job market.

Record this information on Availability Worksheet on page 18.

To Complete Part B: Contractors should provide the following information on the **Availability Worksheet on page 18.**

1. List all job titles (from Section 6) that will work at the Project worksite.
2. Determine how many employees in each job title will work at the Project worksite.
3. Using the “Definition of Job Categories” (on pages 16-17) decide into which category each job title can be grouped. (Not all Job Categories will be used for every project worksite).
4. Add the number of employees in each **category**.

Job Title	# of Employees	Job Category
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To complete this section, the Contractor should use the Worksheet on the page 18.

SECTION 7

Availability Analysis and Utilization (Continued)

To Complete Utilization Analysis: (Contractors with less than 25 employees are not required to complete this section). By comparing the percentages from column 3 with percentages in column 6 and percentages from column 5 with percentages in column 7 for each job category, the Contractor can determine if the workforce is at parity or if there is underutilization (the company's percentages are lower than the area percentages) or over-utilization (the company's percentages are higher than the area percentages).

Contractor should discuss the differences between the company percentages and the Connecticut area percentages, explaining any significant differences.

Goals and Timetables: For Job Categories in which there is a significant difference, Contractors should discuss actions that the company may take to move toward greater parity within their workforce. For example, the Contractor may discuss a strategy that involves hiring employees from underutilized groups if or when there are hiring opportunities on this project.

DESCRIPTION OF JOB CATEGORIES

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, cost estimators, management analysts, labor relations specialists, and budget, credit, and financial analysts.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are

also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

AVAILABILITY WORKSHEET

PROJECT # _____

PART A: Circle the project location identified in Part A:

- | | |
|------------------------|---------------------------------|
| Bridgeport PMSA | New London/Norwich CT-RI MSA |
| Danbury PMSA | Stamford/Norwalk PMSA |
| New Haven/Meriden PMSA | Waterbury PMSA |
| Hartford MSA | Balance of State of Connecticut |
-

PART B: Record the information for this section on the following chart. You may need to refer to Section 6. You will need to refer to the **“Connecticut Occupational Statistics 2000”** charts following this worksheet (pages 19-20).

JOB CATEGORIES	PROJECT STATISTICS (employees on site)					CT SITE STATISTICS (Insert PMSA/MSA)	
	TOTAL EMPL	TOTAL MNRTY MALE	% MM	TOTAL FEM	% F	% MINORITY MALE*	% FEMALE*

Column Number **1** **2** **3** **4** **5** **6** **7**

TOTAL EMPL = TOTAL EMPLOYEES ON SITE IN THE CATEGORY
 TOTAL MNRTY MALE = TOTAL MINORITY MALES IN THE CATEGORY ON SITE
 %MM = PERCENT OF MINORITY MALES IN CATEGORY ON SITE
 TOTAL FEM = TOTAL FEMALES IN CATEGORY ON SITE
 % F = PERCENT OF FEMALES IN CATEGORY ON SITE

* % MINORITY MALE AND % FEMALE = Statistics from **“Connecticut Occupational Statistics 2000”** charts (pages 19-20) for the location of the Project.

**CONNECTICUT OCCUPATIONAL STATISTICS
PRIMARY METROPOLITAN STATISTICAL AREAS AND
METROPOLITAN STATISTICAL AREAS**

OCCUPATION CATEGORIES	BRIDGEPORT PMSA		DANBURY PMSA		NEW HAVEN/ MERIDEN PMSA		HARTFORD MSA	
	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers
Management	6.5%	36.7%	4.5%	30.4%	6.9%	35.5%	5.4%	36.9%
Business & Financial Operations	6.4%	51.2%	3.3%	44.7%	4.9%	52.6%	4.8%	54.8%
Computer Specialists	14.6%	30.3%	14.2%	25.8%	13.7%	29.5%	9.3%	33.0%
Architecture & Engineering	11.6%	9.3%	7.4%	11.1%	11.4%	12.4%	10.1%	11.6%
Building & Grounds Cleaning & Maintenance	27.4%	34.1%	22.9%	32.9%	24.0%	33.3%	21.1%	31.3%
Office & Administrative Support	7.0%	76.1%	3.2%	77.2%	6.5%	74.2%	6.1%	74.5%
Construction & Extraction	22.7%	1.4%	18.1%	2.6%	17.9%	3.1%	13.7%	2.1%
Installation, Maintenance & Repair	22.6%	4.1%	10.7%	3.8%	14.9%	5.1%	14.1%	4.4%
Material Moving Workers	31.8%	24.2%	24.1%	18.2%	35.7%	23.7%	25.8%	20.2%

**CONNECTICUT OCCUPATIONAL STATISTICS
PRIMARY METROPOLITAN STATISTICAL AREAS AND
METROPOLITAN STATISTICAL AREAS**

OCCUPATION CATEGORIES	NEW LONDON/ NORWICH CT-RI MSA		STAMFORD/ NORWALK PMSA		WATERBURY PMSA		BALANCE OF STATE*	
	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers
Management	3.8%	37.3%	7.4%	33.7%	3.6%	35.2%	3.1%	37.9
Business & Financial Operations	2.6%	54.0%	6.5%	42.5%	2.8%	44.4%	2.0%	55.3%
Computer Specialists	5.9%	28.4%	19.9%	31.4%	14.8%	24.5%	7.0%	30.2%
Architecture & Engineering	5.9%	11.7%	13.8%	15.8%	9.1%	8.4%	3.6%	14.0%
Building & Grounds Cleaning & Maintenance	14.4%	36.7%	38.4%	38.1%	18.6%	30.8%	6.4%	32.6%
Office & Administrative Support	2.7%	75.7%	8.2%	74.2%	5.1%	73.6%	2.0%	76.5%
Construction & Extraction	7.4%	3.1%	33.2%	2.1%	12.4%	1.6%	4.3%	1.8%
Installation, Maintenance & Repair	9.5%	4.2%	31.4%	3.1%	12.4%	2.8%	5.3%	3.0%
Material Moving Workers	14.0%	20.5%	38.6%	29.5%	25.9%	26.2%	8.3%	23.1%

***NOTE: Balance of State Statistics are an average of the statistics from Litchfield, Middlesex, and Windham Counties, the three counties that encompass the major areas not included within a MSA or PMSA**

Section 8

Project Description, Timeline, and Trades Involved

This section of the Affirmative Action Plan should list the trade categories that will be needed to perform the work of this specific project (include those to be employed by your Company and all subcontractors).

1. Briefly describe the work involved in this project.
2. Estimate when the work will be completed.
3. List all trade categories to be employed on the project (**including subcontractor trades**):

SECTION 9

Employment Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-28(1), 46a-68j-28 (4), Conn. Gen. Stat. Section 46a-54(15)

Employment Analysis: The contractor shall undertake a comprehensive review of the employment process to identify policies and practices that build in or perpetuate barriers to equal employment opportunity. Where applicable, the following factors shall be addressed:

*job qualifications;
job specifications;
recruitment practices;
personnel policies;
job structuring;*

*training and apprenticeship
programs;
subcontracting practices;
layoff and termination policies*

The plan shall report what activities were undertaken to identify barriers to equal employment opportunity [Sec. 46a-68j-28(1)].

Program Goals and Timetables: Where the employment analysis has identified barriers to equal employment opportunity, the contractor shall design specific corrective measures in the form of program goals to eliminate the barriers. Goals shall be accompanied by timetables designed to achieve compliance with affirmative action objectives within the shortest reasonable limits possible. The plan shall describe all actions taken to identify problems areas and realize program goals [Sec. 46a-68j-28(4)].

Sexual Harassment: An employer having fifty (50) or more employees must also provide two hours of sexual harassment prevention training and education to all supervisory employees in the state of Connecticut within six months of their assumption of a supervisory position. [Sec. 46a-54(15)]

Part A: After a comprehensive review of the employment process, the Contractor should identify examples for each of the practices listed below and indicate if any barriers to equal employment opportunity currently exist.

1. Job Qualifications – what skills, characteristics, experience, certification, or education do you require your job applicants to have?
2. Job Specifications – what are the particular requirements for the jobs in your company? For example, some jobs may require special certification or licensing, others require the ability to lift and bend, and other jobs may be entry level where training will be provided.
3. Recruitment Practices – how do you recruit new employees?

- a. Where do you advertise job openings? Provide a list of sources including newspapers, unions, organizations that help minorities and women find employment, professional recruiters, other media, and the Connecticut Job Service. (All Contractors working on state projects must list with the Connecticut Job Service).
 - b. All recruiting notices must state “Affirmative Action/Equal Opportunity Employer.” Confirm that your company is in compliance and provide copies of advertisements.
4. Personnel Policies – any policies related to human resources including compensation, benefits, work environment etc.
5. Job Structuring – does the company have jobs that require the tasks be performed in a specific way? For example, a material handler must grasp material by the right hand and arm, balance it on the right shoulder, and use the left hand/arm to balance the material.
6. Training and Apprenticeship Programs – does your company offer on-the-job training or participate in apprenticeship and other training programs with unions, technical schools, or other work force training programs?
 - a. Companies with 50 employees or more must provide 2 hours of sexual harassment training - To document compliance to the training provision, please provide specific information as to date, place, agenda, qualification of presenters and names of attendees for any training provided. If training is required, please identify a date within six months when training will be completed. Further information, including the required Sexual Harassment Is Illegal policy poster, regarding these provisions can be found at the CHRO website www.state.ct.us/chro under the heading “Our Regulations.”
7. Subcontracting Practices – Does the company have a policy for subcontracting with S/M/W/DisBEs. Please include a copy of the subcontracting policy.
8. Layoff or Termination Policies – what criteria are used by your company to determine layoff and termination of employees? For example, does your company use the “last in, first out” approach to layoffs?

Part B: If barriers to protected classes are found in any of the preceding policies and practices, the Contractor should indicate:

1. How the barrier will be eliminated
2. The estimated time needed to eliminate the barrier and establish a new policy or practice.

SECTION 10

SPECIAL PROVISION-APPRENTICESHIP TRAINING PROGRAM

Point of Statutory and/or Regulatory Reference: Equal Employment Opportunity in Apprenticeship Training Regulations Section 46a-68-5

FOR STATE CONTRACTS VALUED IN EXCESS OF \$10.0 MILLION
AND A PROJECTED DURATION
OF EIGHTEEN (18) MONTHS OR MORE

A Contractor to be awarded a state contract valued in excess of \$10.0 million and with projected duration of eighteen (18) months or more must report in the AAP:

1. Whether the Company has, or is a signatory to, a collective bargaining agreement that sponsors a state registered apprenticeship program; and,
2. What "good faith effort" the Company will make to include registered apprentices in its direct workforce and/or in the workforce of project subcontractors during the course of the project.

SECTION 11

Subcontractor Availability Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-28(2)

When a contractor intends to subcontract all or part of the work to be performed under a state contract to one or more subcontractors, the contractor shall consult the listing of minority business enterprises maintained by the department of Administrative Services, the practical experience of other contractors, contacts developed by the contractor itself, trade publications and similar sources to develop a base from which the contractor might reasonably be expected to draw minority business enterprises. The plan shall indicate what sources were consulted and whether the enterprise was ready and able to perform the required work or supply necessary materials [Sec. 46a-68j-28(2)].

Part A: List all the sources used by the company to find S/M/W/DisBE subcontractors for this project.

Part B: List the S/M/W/DisBE subcontractors who were solicited to bid on this contract.

Part C: Indicate which S/M/W/DisBE subcontractors were ready and able to perform the work required or supply the necessary materials. Please list subcontractors that were invited to bid but declined to do so because they were unable to perform the work or supply the materials.

SECTION 12

Minority Business Enterprise Goals and Timetables.

Based upon the availability of minority business enterprises calculated in Sec 46a-68j-28(2), the contractor shall set goals for awarding all or a reasonable portion of the contract to qualified minority business enterprises. The Plan shall detail what steps it took to make such opportunities available (Sec. 46a-68j-28(3)).

Provide a list of subcontractors you will use on this project. Identify if they are SBE, MBE, WBE, or DisBE and when their DAS Certification will expire. If they are not DAS certified, indicate when they will apply for DAS Certification. Provide the dollar amount of each S/M/W/DBE contract on this project. Total the M/W/DBE contracts and calculate what percentage of the total project is subcontracted to these minority enterprises. Total the SBE contracts with the M/W/DBE contracts and calculate what percentage of the total project is subcontracted to small business enterprises.

To use Subcontractors for the Set-Aside Requirement:

Contractors must get a copy of the DAS Certificate from each subcontractor claiming SBE/M/W/DisBE status to ensure the certification is current. Copies of the certificates must be included in this section of the Affirmative Action Plan for all subcontractors listed as SBE/M/W/DisBE.

Without verification of a subcontractor's status as SBE or M/W/DisBE, the value of the contract cannot be included in the calculation for meeting the Set-Aside Requirement.

Please use form CHRO Attachment III to report this information found on the next page.

Attachment III
Small Contractor and Minority Business Enterprise Goals and/or “Good Faith Effort” Contractor Participation

Total Project Value is \$_____. Project has SBE requirement of____%, which include MBE requirement of____%; **OR**,
 Project requires only “good faith effort” for MBE contractors_____.

A. Please identify MBE/WBE/DIS contractors who will participate on the project.

Company Name	Address	DAS Certification Number & Type (MBE,WBE,DisBE)	DAS Certification Expiration Date	Contract Value
				=____% of Project Value

B. Please identify SBE contractors who will participate on the project.

Company Name	Address	DAS Certification Number & Type (SBE, etc)	DAS Certification Expiration Date	Contract Value
Total SBE/MBE/WBE/DIS contract value=				=____% of project value

Please use additional sheets if necessary

SECTION 13

Minority Business Enterprise Assistance and Innovative Programs

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Sections 46a-68j-21(17), 46a-68j-21(22), 46a-68j-28(5)

Consistent with Sec. 46a-68j-21(17) and Sec 46a-68j-21(22), the contractor shall develop programs to assist minority business enterprises in entering the economic mainstream. The plan shall detail what programs the contractor has created to accomplish this endeavor [Sec. 46a-68j-28(5)]

Contractors can discuss any actions taken to help small and minority owned businesses. This can be a formal program or it can be an informal policy such as helping SBE/MBE/WBE/DisBEs complete paperwork related to state contracts or certification from DAS. Other possibilities include co-signing for rental of equipment for the project or allowing small contractors to order supplies with your discount rate.

SECTION 14

Project Reporting and Monitoring Procedures

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-23(6), 46a-68j-23(8), Conn. Gen. Stat. Section 4a-60(a)(5), 46a-68e

Each contractor shall file, and shall cause each of his subcontractors to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practices, policies, programs, and employment policies, employment programs, and employment statistics of the contractor and each subcontractor and be in such form as the commission may prescribe (C.G.S. Sec. 46a-68e).

During the time of actual construction work on this project, the Company will prepare and submit the following information to report on the progress of its implementation of the Affirmative Action Plan for this work:

Workforce Goals:

The Company will submit a monthly report to the Contract Awarding Agency and to the Commission on Human Rights and Opportunities on behalf of itself and all subcontractors who perform work on the project during the given month to report the work hour participation of minority and female workers in each trade category on the project. The report will be submitted on CHRO form 257 and 257a by the 15th day following the end of each month.

Small Contractor Set Aside Goals:

On state contracts which include small contractor set aside goals, pursuant to CONN.GEN.STAT. Section 4a-60g, the Company will submit to the Contract Awarding Agency and to the Commission on Human Rights and Opportunities a quarterly small contractor and minority business enterprise payment status report. The report will be submitted on CHRO form 258 within 15 days of the end of each calendar quarter.

Contractors should state their intention to file monthly and quarterly reports as required.

Contractors should use CHRO 257, CHRO 257a, and CHRO 258 (found on pages 31 to 34).

Design/Build Projects:

When projects are design/build (or similar as in multi-phase contracts) where subcontractors are solicited for bids at different stages of the project, Contractors must file Attachment III (page 27) by week, month, or quarter (as determined by CHRO) listing all S/M/W/DisBEs subcontractors with whom contracts have been signed during that period. These reports must be filed until the Contractor has provided evidence that the set-aside requirements for the project have been met.

Commission on Human Rights and Opportunities Contract Compliance Unit 21 Grand Street Hartford, CT 06106	1. MONTHLY EMPLOYMENT UTILIZATION REPORT (FORM chro cc-257)	PROJECT AREA (MSA): <hr/> 2. EMPLOYER'S FEIN NO.	3. PROJECT AAP GOALS MINORITY: _____ FEMALE: _____	4. REPORTING PERIOD FROM: _____ TO: _____
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PROJECT NAME: CONTRACT NUMBER:	NAME AND LOCATION OF CONTRACTOR (submitting report):	STATE AWARDING AGENCY:
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5. CONSTRUCTION TRADE (please identify)	CLASSIFICATION	6. WORK HOURS OF TRADE WORKERS EMPLOYED ON PROJECT										9. TOTAL NUMBER OF EMPLOYEES		10. TOTAL NUMBER OF MINORITY EMPLOYEES				
		6a. TOTAL HOURS BY TRADE		6b. BLACK (Not of Hispanic Origin)		6c. HISPANIC		6d. ASIAN OR PACIFIC ISLANDERS		6e. AMERICAN INDIAN OR ALASKAN NATIVE						7. MINORITY PERCENT	8. FEMALE PERCENT	
		M	F	M	F	M	F	M	F	M	F					M	F	M
	Journey Worker Apprentice Trainee SUB-TOTAL																	
	Journey Worker Apprentice Trainee SUB-TOTAL																	
	Journey Worker Apprentice Trainee SUB-TOTAL																	
	Journey Worker Apprentice Trainee SUB-TOTAL																	
	Journey Worker Apprentice Trainee SUB-TOTAL																	
TOTAL JOURNEY WORKERS																		
TOTAL APPRENTICES																		
TOTAL TRAINEES																		
GRAND TOTAL																		

11. COMPANY OFFICIAL'S SIGNATURE AND TITLE	12. TELEPHONE NUMBER (Including area code)	13. DATE SIGNED	PAGE _____ OF _____
--	--	-----------------	------------------------

Commission on Human Rights and Opportunities Contract Compliance Unit 21 Grand Street Hartford, CT 06106	1. MONTHLY EMPLOYMENT UTILIZATION REPORT (FORM chro cc-257A)	PROJECT AREA (MSA): _____ 2. EMPLOYER'S FEIN NO.	3. PROJECT AAP GOALS MINORITY: _____ FEMALE: _____	4. REPORTING PERIOD FROM: _____ TO: _____
---	---	--	--	---

PROJECT NAME: CONTRACT NUMBER:	NAME AND LOCATION OF CONTRACTOR (submitting report):	STATE AWARDING AGENCY:
-----------------------------------	--	------------------------

5. ON SITE PERSONNEL (OTHER THAN TRADE WORKERS) <i>(please identify specific job title)</i>	6. WORK HOURS OF WORKERS <i>(OTHER THAN TRADE WORKERS)</i> EMPLOYED ON PROJECT										9. TOTAL NUMBER OF EMPLOYEES		10. TOTAL NUMBER OF MINORITY EMPLOYEES		
	6a. TOTAL HOURS BY TRADE		6b. BLACK (Not of Hispanic Origin)		6c. HISPANIC		6d. ASIAN OR PACIFIC ISLANDERS		6e. AMERICAN INDIAN OR ALASKAN NATIVE						7. MINORITY PERCENT
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
GRAND TOTAL WORKERS															

11. COMPANY OFFICIAL'S SIGNATURE AND TITLE	12. TELEPHONE NUMBER (Including area code)	13. DATE SIGNED	PAGE _____ OF _____
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QUARTERLY SMALL CONTRACTOR AND
MINORITY BUSINESS ENTERPRISE
PAYMENT STATUS REPORT

Quarter Ending _____

- 1) General Contractor Name
- 2) State Contract Number
- 3) State Contract Award Agency
- 4) Project Name 5) Estimated Completion Date _____
- 6) Project Value 7) Percent Completed to Date _____
(Include all change orders)
- 8) Listing of all small contractors and minority business enterprise contractors on the project to comply with contractual small business set aside provisions:

Company Name	Total Contract Amount (Include all change orders)	Total Monies Paid to Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Company Official

Date of Report

Copy: 1) Contract Awarding Agency
2) Commission on Human Rights & Opportunities:
21 Grand Street, Hartford, CT 06106

SECTION 15

Concluding Statement

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(10)

Affirmative action plans shall contain a concluding provision signed and dated by the contractor stating that the contractor:

- A) has read the plan and that the contents of the plan are true and correct to the best of his or her knowledge and belief;
- B) pledges his or her best good faith efforts to achieve the objectives of the plan within established timetables.

The Concluding Statement must be signed and dated by the CEO/President of the Company.

The following is an example of an acceptable concluding statement:

SAMPLE

CONCLUDING STATEMENT

I have read and pledge my full support to all sections of this Affirmative Action Plan. The Plan, and the commitments therein, are true and correct to the best of my knowledge and I pledge a "good faith effort" to achieve the objectives of the Plan within the established time frames.

The implementation of the goals in this Plan will be evidence that XYZ Company is willing to cooperate with the Commission on Human Rights and Opportunities in its effort to promote equal employment opportunity and affirmative action in the State of Connecticut. I will continue my commitment and total support to the principles of a strong Affirmative Action Plan for this Company.

June 1, 2005
Date

I.N. Charge
CEO

June 1, 2005
Date

Ima D. Trainer
AA/EEO Officer