

AFFIRMATIVE ACTION PLAN FOR SMALL CONTRACTORS

This plan provides for an affirmative action program for employers employing fewer than five apprentices. It recognizes the need for affirmative action and equal employment opportunity, while acknowledging the operational limits of small business.

Equal Opportunity

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The employer will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended.

AFFIRMATIVE ACTION PROGRAM

_____ pledges, the recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin or sex. _____ will take affirmative action to provide equal opportunity in apprenticeship. Openings will be published in the Omaha World Herald, Omaha Star, and Nebraska Job Service.

1. The employer shall publicly disseminate at least 30 days in advance of the earliest date for application at each opening of the program. The employer shall allow at least two weeks for accepting applications for apprenticeship. The two weeks for applications shall be in addition to the 30 days notice.
2. The sponsor should maintain copies of notices to advertise for apprentice openings and that the advertisement be 30 days in advance of application closing date. Each year the sponsor shall submit to the Board all copies of notices sent, a list of all minority and female applicants, and if they were not hired, the reason.
3. If the sponsor did not open up the apprenticeship program in the past 12 months, the sponsor shall submit a statement indicating such.
4. The Board shall demand that each sponsor provide on a separate form yearly the race, sex, and the date admitted of each apprentice.

Estimated Minority and Female Entry into Apprenticeship

The Omaha Plumbing Board has utilized statistics of the Nebraska Job Service, Bureau of Research and Statistics as a basis for computing the labor force percentages of minorities and females to be included in the trades. The report on the Douglas County labor force indicates 8.9% minority and 42% females.

Support of this Affirmative Action Plan for inclusion of minorities and females into apprenticeship is required under Title 29 of the Code of Federal Regulations, Part 30, as amended. We will exert a good faith effort to place minorities into apprenticeship at the rate of 7.6% and females at the rate of 6.9% of all new hires employed under this Affirmative Action Plan.

Name of Company

Date

Street Address

City State Zip

Signature of Master Plumber

Signature Chairman Omaha Plumbing Board

8411v

CITY OF OMAHA
OMAHA PLUMBING BOARD
AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

_____ has adopted the following Affirmative Action Plan in conformity with Title 29 of the Federal Regulations, Part 30, as amended.

EQUAL OPPORTUNITY

The recruitment, selection, employment, and training of Apprentices during their Apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Employer will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended.

AFFIRMATIVE ACTION COMMITMENT

Dissemination of Information Concerning Apprenticeship Opportunities

The employer shall publicly disseminate at least thirty days in advance of the earliest date for application at each opening of the program. The employer shall allow at least two weeks for accepting applications for apprenticeship. The two weeks for applications shall be in addition to the 30 days notice. Such information shall be given to the Omaha Plumbing Board, local schools, Nebraska Job Service Office, community organizations which can effectively reach minority and female groups in the general areas in which the employer operates.

1. The Contractor should have notified minority organizations when employment opportunities were available and should have maintained records of the organizations' response.
2. The Contractor should have maintained a file on the names and addresses of each minority or female referred to it by any individual or organization and what action was taken with respect to each such referred individual, and if the individual was not employed by the Contractor, the file should have documented this and the reasons therefore.
3. The Contractor should have disseminated its EEO policy within its organization by including it in any employee handbook or policy manual; by publicizing it in company newspapers and annual reports. The EEO policy should be further disseminated by conducting staff meetings to explain and discuss the policy; by posting of the policy; and by review of the policy with minority employees.
4. The Contractor should have disseminated its EEO policy externally by informing and discussing it with all recruitment sources; by advertising in news media, specifically including minority news media; and by notifying and discussing it with all subcontractors.

5. The Contractor should have made both specific and reasonably recurrent written and oral recruitment efforts. Such efforts should have been directed at minority organizations, schools with substantial minority enrollment, and minority recruitment training organizations within the contractor's recruitment area.
6. The Contractor should have evidence available for inspection that all tests and other selection techniques used to select from among candidates for hire, transfer, promotion, training, or retention are being used in a manner that does not violate the OFCCP Testing Guidelines in 41 CFT Part 60-3.
7. The Contractor should have made sure that seniority practices and job classifications do not have a discriminatory effect.
8. The Contractor should have made certain that all facilities were not segregated by race.
9. The Contractor should have continually monitored all personnel activities to ensure that its EEO policy was being carried out, including the evaluation of minority employees for promotional opportunities on a quarterly basis and the encouragement of such employees to seek those opportunities.

Concerted Effort and Action of Sponsor

The Employer will participate as appropriate in workshops conducted by Job Service agencies for the purpose of familiarizing schools with the apprenticeship system and current opportunities therein.

The Employer will cooperate with local schools and vocational educational systems to develop programs for preparing students to meet the apprenticeship standards and entry criteria.

The Employer will seek the support and cooperation of employees and supervisors in fostering and promoting the Employer's affirmative action effort.

The Employer will utilize qualified craft workers to assist in the implementation of the program, granting advance standing or credit on basis of previously acquired experience, training, skills or aptitude for all applicants equally.

Maintenance and Availability of Records

1. All records relating to the above, and any other information relevant to the compliance with these regulations shall be maintained for two (2) years, and made available upon request to the Omaha Plumbing Board, or other authorized representative.
2. The sponsor should maintain copies of notices to advertise for apprentice openings and that the advertisement be 30 days in advance of application closing date. Each year the sponsor shall submit to the Board all copies of notices sent, a list of all minority and female applicants, and if they were not hired, the reason.

3. If the sponsor did not open up the apprenticeship program in the past 12 months, the sponsor should submit a statement indicating such.
4. The board demand that each sponsor provide on a separate form yearly the race, sex, and date admitted of each apprentice.