



**Model  
Affirmative Action Plan  
For Dane County Contractors**

**Dane County Contract Compliance Program  
210 Martin Luther King Jr. Blvd., Room 421  
Madison WI 53709  
(608) 266- 5623**

**Dane County  
Model Affirmative Action Plan**

**Table of Contents**

	<b>Contents</b>	<b>Page No.</b>
<b>I</b>	<b>Policy Statement</b>	<b>1</b>
<b>II.</b>	<b>Employment Practices</b>	<b>1</b>
<b>III.</b>	<b>Goals and Timetables</b>	<b>1</b>
<b>IV.</b>	<b>Targeted Business Enterprises</b>	<b>1</b>
<b>V.</b>	<b>Collective Bargaining Agreements</b>	<b>2</b>
<b>VI.</b>	<b>Discrimination Complaints</b>	<b>2</b>
<b>VII.</b>	<b>Good Faith Efforts</b>	<b>2</b>
	<b>A. Dissemination of Policy Statement and Plan</b>	<b>2</b>
	<b>B. Recruitment</b>	<b>3</b>
	<b>C. Selection Criteria</b>	<b>3</b>
	<b>D. Payroll Practices</b>	<b>4</b>
	<b>E. Staff Development</b>	<b>4</b>
	<b>F. Harassment-Free Work Environment</b>	<b>4</b>
	<b>G. Complaints</b>	<b>4</b>
	<b>H. Demotion Layoff And Termination</b>	<b>5</b>
	<b>I. Compensation</b>	<b>5</b>
	<b>J. Subcontracting</b>	<b>5</b>
	<b>K. Targeted Business Enterprises</b>	<b>5</b>
<b>VIII.</b>	<b>Work Force Analysis</b>	<b>6</b>
<b>IX.</b>	<b>Goals/Projected Work Force</b>	<b>7</b>

<b>Affirmative Action Plan</b>	
<b>Vendor Name:</b>	<b>City:</b>
<b>Address:</b>	<b>State:</b>
<b>Prepared By:</b>	<b>Title:</b>
<b>Telephone:</b>	<b>Date:</b>

**I.POLICY**

Pursuant to Federal, State and County requirements set forth by the Dane County Board of Supervisors, in accordance with Chapter 19 of the Dane County Ordinances, it is our company’s policy to provide equal employment opportunity to all employees and applicants for employment without regard to age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, cultural differences, ancestry, physical appearance, arrest record or conviction, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States. All employees shall be treated equally with respect to, but not limited to, recruitment, employment, promotion, demotion, transfer, compensation, training, apprenticeships, layoffs and termination. To implement this policy, this firm will take affirmative action to ensure nondiscrimination in employment and service delivery.

(Name and title) \_\_\_\_\_ has been designated as the Equal Opportunity Officer to be responsible for planning and implementing our company’s affirmative action programs and serve as the liaison between the contractors and the contracting entity. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program in implementing affirmative action goals and initiatives.

**II.EMPLOYMENT PRACTICES**

Consistent with Chapter 19, Subchapter II, of the Dane County Code of Ordinances, our firm will review its employment practices and policies to ensure that they are not discriminatory. We will conduct a self-evaluation process for the purpose of identifying barriers to equal employment opportunity in the following areas: employment, promotion, demotion, recruitment, training and compensation.

**III.GOALS AND TIMETABLES**

The Contractor understands that the principal objective of this affirmative action plan is to strive to reach a balanced work force of protected group members throughout the various job categories. We further acknowledge that as a necessary prerequisite for the development and implementation of this plan is an analysis of our current work force. The goals directed towards the achievement of a balanced work force will be established based on our organization’s present and future personnel needs and availability of protected groups in the labor market.

**IV.TARGETED BUSINESS ENTERPRISES**

The contractor/vendor understands that it is the policy of Dane County to utilize to the fullest extent targeted business enterprises when contracting for any construction, purchase, furnishing or disposal of goods and services, or real property in order to ensure an equitable share of Dane County contracts. The contractor/vendor will make every reasonable effort to increase contracting and subcontracting opportunities for targeted business enterprises.

**V. COLLECTIVE BARGAINING AGREEMENTS WITH LABOR ORGANIZATIONS**  
**(Where Applicable)**

Review our collective bargaining agreements with the labor organizations listed below to ensure that there are no provisions that have a discriminatory impact on members of any protected groups.

Union	Local No.	Business Agent	Address and Telephone	EEO

**VI. DISCRIMINATION COMPLAINTS**

Review policies to ensure that there is an established procedure for internal review of discrimination and harassment complaints, and that the employee is aware of the appropriate person(s) to whom such complaints should be made.

**VII. GOOD FAITH EFFORTS**

In order to improve the representation of racial/ethnic affirmative action groups, women and people with disabilities in our workforce, we will carry out the following good faith efforts to achieve a balanced workforce:

M = Maintain, I = Initiate, C/D = Completion Date.

M	I	C/D	
			<b>A. Dissemination of Policy Statement and Plan</b>
			<b>1. Include policy statement in our policy manual</b>
			<b>2. Prominently display on employee bulletin boards the fact that we are an EEO/AA employer.</b>
			<b>3. Make a reference copy of this plan available to any employee who requests one.</b>
			<b>4. Publicize that we are an “affirmative action/equal opportunity employer” in all of our employment-related media advertising.</b>

M	I	C/D	
			<b>B. Recruitment</b>  <b>1. Upon request, supply job applicants with a reference copy of our affirmative action plan.</b>
			<b>2. Mail written job notices to the Dane County Office of Equal Opportunity, 210 MLK Blvd., Room 421, Madison, WI 53709. (Dane County Funded Agencies Only).</b>
			<b>3. Maintain, for at least six months, the applications of all female and racial/ethnic applications who appear to be qualified for employment with us.</b>
			<b>4. In accordance with the basic record keeping requirements of Title VII of the Civil Rights Act of 1964 and the 1978 Uniform Guidelines on Employee Selection Procedures, maintain annual applicant flow data.</b>
			<b>5. Encourage present females, people with disabilities, and racial/ethnic employees to assist in the recruitment of prospective females, people with disabilities and racial/ethnic employees.</b>
			<b>6. Review job descriptions to ensure that notices reflect actual job duties and are job related.</b>
			<b>7. Establish working relationship with local advocacy agencies for women, minorities and persons with disabilities.</b>
			<b>C. Selection Criteria</b>  <b>1. Review and take into account workforce and salary goals when hiring, promoting, laying off and terminating employees.</b>
			<b>2. Review as necessary all of our personnel policies and practices to ensure that they are reliable and unbiased.</b>
			<b>3. Establish selection criteria, which accurately identify the actual skill requirements of jobs; use reliable and unbiased screening methods (oral and written tests, interview questions, etc.) to measure job-related skills.</b>
			<b>4. Review application process to determine whether information required or requested is bias-free, job related and essential pre-employment information.</b>

M	I	C/D	
			<p><b>D. Payroll Practices</b></p> <p>1. Review, at minimum of every two years, the entire payroll for potential Equal Pay Act and Title VII problems, wage discrimination, and disparities in wage and promotional opportunities in the workforce.</p>
			<p>2. Maintain records of any potential problems discovered in the review and the goals established to eliminate them.</p>
			<p>3. Make hiring, promotion, bonus and other pay decisions without regard to race, gender or disability.</p>
			<p><b>E. Staff Development</b></p> <p>Take Affirmative Steps to:</p> <p>1. Review the availability of training and promotional opportunities to all employees.</p>
			<p>2. Provide equal access to training, promotional opportunities or transfer to protected group members.</p>
			<p>3. Encourage all employees participation in staff development in internal or external programs.</p>
			<p><b>F. Harassment-Free Work Environment</b></p> <p>1. Ensure a harassment-free work environment for all employees.</p>
			<p>2. Be sure that all managers and supervisors know their responsibility for eliminating harassment.</p>
			<p>3. Make the policy clear to all employees by:</p> <ul style="list-style-type: none"> <li>a. raising the subject of harassment with our employees;</li> <li>b. developing strong disapproval of all forms of harassment;</li> <li>c. developing appropriate sanctions; and</li> <li>d. informing employees of their right to file complaints with enforcement agencies if harassment is not eliminated.</li> </ul>
			<p><b>G. Complaints</b></p> <p>Our firm will review its complaint process and grievance procedure to ensure that there is an internal complaint investigation process for discrimination complaints.</p>

M	I	C/D	
			<b>H. Demotion Layoff And Termination</b>  <b>1. Review our demotion, layoff and termination procedures to evaluate impact on protected groups. We will take whatever remedial action is feasible if disparate impact is found to exist.</b>
			<b>2. Ensure nondiscriminatory demotion, layoff or termination by taking whatever action is feasible to achieve bias free processes.</b>
			<b>3. Where present layoff procedures would have clear differential effect on protected groups.</b>
			<b>I. Compensation</b>  <b>1. Review our wage and salary system to determine whether discriminatory factors exist including but not limited to skill, effort, and working conditions associated with the job.</b>
			<b>2. Review benefits to determine whether any inequities exist among benefits to women, men, minorities and persons with disabilities.</b>
			<b>J. Subcontracting</b>  <b>Our firm will make every reasonable effort to increase contracting and subcontracting opportunities for business enterprises owned by women, minorities and persons with disabilities. Include equal employment opportunity clauses, when appropriate.</b>
			<b>K. Targeted Business Enterprises</b>  <b>As a County Contractor we will make the following commitments:</b> <b>1. Allow TBE's opportunities to compete for subcontracting opportunities.</b>
			<b>2. Review a list provided by the Dane County certified TBE's.</b>
			<b>3. Maintain records of utilization of certified TBE's to be made available to compliance staff.</b>

**ACKNOWLEDGMENT**

On behalf of this vendor and with its authorization, the undersigned acknowledges that s/he has read, reviewed and adopted this affirmative action plan and agrees to be bound by it. Further, the information provided herein is true and accurate to the best of this employer's ability. The undersigned further acknowledges that the funding entity has the right to review the records of this employer, which shall be maintained as documentation of this employer's agreement to be bound by the plan, and supplemental narrative we have submitted.

Respectfully submitted at Madison, Wisconsin, on this date (mm/dd/yy): \_\_\_\_\_

\_\_\_\_\_  
EOC/AAO

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Print names of above signature

\_\_\_\_\_  
Print name of above signature

**CURRENT WORK FORCE ANALYSIS**  
**COMPANY NAME**  
**DATE \_\_\_\_\_, 2000**

TOTAL EMPLOYEES		MALES					FEMALES					PROTECTED GROUPS		
Job Categories	Total	C	B	H	NT/A	A/PI	C	B	H	NT/A	A/PI	Total Minority M/F	Total Female All Races	Persons With Disabilities
Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Crafts (Skilled)														
Operatives (Semiskilled)														
Laborers (Unskilled)														
Service Workers														
Total														

Last Year's (if available)

Total Employees \_\_\_\_\_ (100%)

Minorities \_\_\_\_\_ % \_\_\_\_\_

Women \_\_\_\_\_ % \_\_\_\_\_

Persons with Disabilities \_\_\_\_\_ % \_\_\_\_\_

Total Work Force (this year)

Total Employees \_\_\_\_\_ (100%)

Minorities \_\_\_\_\_ % \_\_\_\_\_

Women \_\_\_\_\_ % \_\_\_\_\_

Persons with Disabilities \_\_\_\_\_ % \_\_\_\_\_

C = Caucasian

B = Black

H = Hispanic

NT/A = Native American

A/PI = Asian/Pacific Islander

**GOALS/PROJECTED WORK FORCE**

NAME OF FIRM

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

<b>EEO Job Categories</b>	<b>Total Number (100%)</b>	<b>Total Minority Representation</b>	<b>%</b>	<b>Total Female Representation</b>	<b>%</b>	<b>Total Persons With Disabilities</b>	<b>%</b>
<b>Officials &amp; Managers</b>							
<b>Professionals</b>							
<b>Technicians</b>							
<b>Sales Workers</b>							
<b>Office &amp; Clerical</b>							
<b>Crafts (Skilled)</b>							
<b>Operatives (Semiskilled)</b>							
<b>Laborers (Unskilled)</b>							
<b>Service Workers</b>							
<b>Totals</b>							