

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(Sponsor Name)

AS REQUIRED UNDER OHIO ADMINISTRATIVE CODE SECTION 5101:11-4-02

Ohio State Apprenticeship Council

**Developed in Cooperation with
Department of Labor, Office of Apprenticeship**

APPROVED BY _____
REGISTRATION AGENCY

DATE APPROVED: _____

SECTION I - INTRODUCTION

For standards of each program in which five or more apprentices are to be registered at any one time an Affirmative Action Plan (AAP) must be in place.

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the sponsor will become part of this written Plan, once approved by the Registration Agency (Ohio State Apprenticeship Council)

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, age, or sex. The sponsor shall 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, Ohio Administrative Code 5101:11, and the equal employment opportunity regulations of the State of Ohio.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined and the necessary data is provided to the Ohio State Apprenticeship Council, it can be determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Sponsor’s AAP includes the following outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. The Sponsor will keep evidence of the specific steps they intend to take under each identified effort. The Sponsor will identify a significant number of activities in order to enable it to meet its obligation under division-level designation 5101:11 of Ohio Administrative Code. (mark which ones you will apply.)

_____ 1. Dissemination of information. Information should be distributed to OSAC, local schools, Ohio Department of Job and Family Services, women’s centers, outreach programs, and other community organizations which can effectively reach minorities and women.

_____ 2. Participation in annual workshops, or the purposes of familiarizing school, employment services and other appropriate personnel with the apprenticeship system.

_____ 3. Cooperation with local schools and vocational education systems to develop programs to prepare students to meet the apprenticeship qualifications.

_____ 4. Internal communication of the EEO Policies.

_____ 5. Engage in programs such as outreach for positive recruitment and preparation of potential applicants.

_____ 6. To encourage the establishment of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience.

_____ 7. Utilization of journeypersons to assist in the implementation of the sponsor AAP.

_____ 8. Granting advance standing or credit on the basis of previously acquired skill or experience.

_____ 9. Other appropriate action to insure that the recruitment, selection, employment, and training of apprentices, shall be without discrimination. Describe Below:

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will make an annual review of its current Plan and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Plan must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

(SPONSOR NAME) hereby officially adopts this Affirmative Action Plan on

this _____ day of _____, _____.

SIGNATURE OF SPONSOR

PRINTED NAME

TITLE

DATE

OCCUPATION
(Analysis Worksheet needs completed for EACH occupation)

updated 9/22/08

AFFIRMATIVE ACTION PLAN ANALYSIS WORKSHEET
General Information

Section 1

Occupational Title:		RAPIDS Code:	
Sponsor:		O*Net Code:	
Address:		City, St., Zip	
Phone Number:		Type of selection used:	
Labor Market Area:			

Labor Market Area Data

www.census.gov/eo2000

Section 2

Total Labor Force in Labor Market Area:			
Number of Women:		% of Labor Force:	
Number of Minorities:		% of Labor Force:	

Sponsor's Workforce Data

Section 3

Total Apprentices:		Number of Women:		% of Apprentices:	
		Number of Minorities:		% of Apprentices:	
Total Journeyworkers:		Number of Women:		% of Journeyworkers:	
		Number of Minorities:		% of Journeyworkers:	
Tot App. + Journey:		Total Wom:		% Wom:	
				Total Min:	
				% Min:	

Determination of Utilization

Section 4

Prior Goals:

Date Set:	Women		%
	Minorities		%

Current Utilization:

(% Difference)

Note if Initial Goal	Women Utilization	Yes		No	
	Minority Utilization	Yes		No	

SPONSOR'S GOALS:

The sponsor agrees to make good faith efforts to attain the goal of selecting:

_____	%	Women and	_____	%	Minorities
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during the next year or hiring period. These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin, age or sex.

Estimated Number of new apprentices to be hired during the next year: _____

Section 5

Sponsor's Signature

Title

Date

Office use only:
OSAC APPROVAL