

Compliance Check List

for

Workplace Affirmative Action Programs

Human Resource professionals new to the rules, regulations, and record keeping practices of workplace affirmative action (AA) frequently tell us “I do not want to know all the details nor the legalities of the regulations, just tell me what I have to do to get my organization compliant.” Here is that list.

- Maintain current Affirmative Action Programs (AAPs).
- Post Equal Employment Opportunity (EEO) Policy statement at all sites.
- Post Notice of Employee Rights and EEO is the Law posters.
- Train and educate hiring managers and supervisors about affirmative action requirements.
- Ensure that each site is listing open positions with the “appropriate local employment service delivery system” which means your local State job service.
- Undertake good faith recruiting and outreach efforts for veterans and individuals with disabilities (OFCCP is focusing heavily on this on issue).
- Document all disability accommodations made by the organization.
- Ensure Equal Employment Opportunity/Affirmative Action (EEO/AA) tagline is on all job postings, hiring portals, etc. (EEO/AA Minorities/ Females/ Veterans/Disabled)
- Ensure EEO/AA clauses on all purchase orders and contracts.
- Notify all recruitment sources of EEO/AA compliance (if not covered by purchase orders and contracts).
- Solicit (voluntary) race and gender information from applicants and employees.
- Solicit (voluntary) disability and veteran status from applicants and employees.
- Define applicant within your organization.
- Maintain applicant flow logs.
- Assure all hires are on the applicant flow log. Although some positions will have only one applicant and one hire (i.e. re-hire or temp-to-perm hire), all hires should be on the log for meaningful analysis.
- Document and monitor all good faith recruiting and outreach efforts for minorities, women, veterans, and the disabled. (For monitoring, ensure that you can identify applicants and hires from your good faith recruiting and outreach sources on your applicant flow and hire logs; and measure the effectiveness to ensure good communication, and qualified individuals are coming from these sources.
- Define EEO/AA promotions within your organization.
- Develop a method for tracking and reporting promotional activity.
- Review personnel files to assure that medical information has been separated. Assure that other nonessential documents (i.e. EEO charges) are not in the personnel file.
- Register for and begin using E-Verify.
- Maintain I-9 records in a separate location.
- Audit I-9s to assure they are correctly completed.
- Submit EEO-1 and VETS-4212 reports annually by September 30.
- Notify unions (if applicable) of EEO/AA compliance.
- Add Pay Secrecy language to your Employee Handbook.

This checklist courtesy of

Simplifying Compliance — one sample at a time

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