

AFFIRMATIVE ACTION PROGRAM PROPOSAL

DESCRIPTION: This is the suggested format and content for an affirmative action program to be written on your company letterhead.

I. EQUAL EMPLOYMENT POLICY:

- I. This company will develop a policy statement. The proposed format and content of this policy statement is attached for approval.

II. EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

- A. The following person will be designated as the company's Equal Employment Opportunity Officer.
 1. Name: _____
 2. Title: _____
- B. This person will have the following responsibilities relative to administration of this Affirmative Action Program:
- C. This person has the following qualifications which will be an asset in the administration of this Program.
- D. A draft of the letter of appointment which will be sent to the Equal Employment Opportunity Officer is attached for review.

III. DISSEMINATION OF POLICY

- A. This company will inform all supervisory and other key personnel of the Affirmative Action Program using the following procedures:
 1. A draft of the written notice to supervisory and other key personnel is attached for review.
 2. The following internal procedures will be established to ensure that supervisory and key personnel are complying with the Program.
- B. This company has reviewed the Unlawful Employment practices Ordinance, Code of General Ordinances, City of Kansas City, Missouri.
- C. This company will use the following procedures for informing all of our employees of our commitment to equal employment opportunity and to this program:
- D. This company will initiate the following procedures to assure that upgrading, promotions, transfers, demotions, lay-offs, and terminations of employment will not occur in a manner which will result in prohibited discriminatory practices:
- E. This company will inform all potential sources of employees of our policy and of our desire for their cooperation. A draft of the letter which will be sent to these sources is attached for your review.

IV. EMPLOYMENT RECORDS

- A. If requested, this company will prepare and submit to the Director of Human Relations a summary of our Affirmative Action Program progress for the last twelve (12) months.
- B. This company has completed and attached to this program proposal a Breakdown of Current Workforce (HRD FORM 0801-07).

- C. Below is a list of recruiting sources utilized by this company to attract job applicants and the number or percentage of the workforce employed during the last six (6) months obtained from each source:

1. Sources:

Recruiting Sources:

No. or % of total hires from each source:

- a. _____
- b. _____
- c. _____
- d. _____

2. Copies of the following are attached:

- a. Written job descriptions for all job classifications
- b. Job prerequisites for *all* job classifications
- c. Any validation studies and tests used by the company
- d. All employment applications being used
- e. Tests which are taken by applicants
- f. Other (specify)

3. The following is a narrative of the process used by this company in processing applicants for employment (use additional paper if necessary):

V. RECRUITMENT ADVERTISING:

- A. This company will identify itself as an equal opportunity employer and will place advertisements for job applicants with the following newspapers, publications and public and private employment agencies, which are likely to yield minority and female applicants.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

B. Recruitment - Employment Sources.

1. This company is precluded from conducting any direct recruiting by our collective bargaining agreement with:

Name of Union: _____

Address: _____

Business Representative's Name: _____

A copy of this clause from our collective bargaining agreement is attached for review

OR

2. This company will initiate the following procedures to seek the cooperation of, and work closely with, our unions towards the end of increasing minority group opportunities within the unions and

effecting referrals by the union of greater numbers of minority group persons

A draft of correspondence which will be sent to unions is attached for review.

C. Apprenticeship and Training.

1. This section is not applicable to this company.

OR

2. The following procedures will be initiated to make full use of labor / management sponsored, or other, training programs designed for the purpose of recruiting and training minority or female applicants and employees:

VI. SUBCONTRACTORS

- A. This company will establish the following procedures for making a good faith effort to solicit the participation of minority group subcontractors or subcontractors with a substantial minority group representation among their employees:
- B. This company will notify all subcontractors of the provisions of Civil Rights Ordinance, Code of the Ordinances, City of Kansas City, Mo. and that they are subject to the provisions of that Section. A copy of the draft of a letter which will be sent to all subcontractors is attached for review.

VII. COMPLIANCE REPORT FORMS

- A. The company agrees to submit a requested schedule of Compliance Report Forms indicating employment activity regarding all new hires, terminations, and resignations upon request.

POLICY STATEMENT

DESCRIPTION: This is the suggested format and content for a Policy Statement.

POLICY STATEMENT

It is the employment policy and practice of _____ to recruit and to hire employees regardless of race, color, religion, national origin, sex, handicap, sexual orientation or because such applicant is forty (40) years of age or older, and to treat all employees equally with respect to compensation; opportunities for advancement, including upgrading, promotion and transfer, and all other terms and conditions of employment.

In furtherance of these policies and practices, this company has designed and agreed to implement an Affirmative Action Program in accordance with the provisions or Civil Rights Ordinance, Code of General Ordinances, City of Kansas City, Missouri.

This company has agreed to assert leadership within the community and to put forth the maximum effort to achieve full employment plus the utilization and development of the capabilities and productivity of all our citizens.

This company further recognizes that the effective application of this policy of merit employment involves more than just a policy statement and will, therefore, implement this Affirmative Action Program in a positive and aggressive manner and will make known our commitment to this effort and that equal opportunities are available within our company on the basis of individual merit. We will solicit and encourage all persons to seek opportunities within this company, and to take advantage of advancement possibilities.

(SIGNATURE)

(TITLE)

SUPERVISORS AND OTHER KEY PERSONNEL

DESCRIPTION: This is the suggested format and content for a letter expressing your commitment to your program to be disseminated to all your supervisors and key personnel.

(DATE)

TO ALL SUPERVISORS AND KEY PERSONNEL:

This company is morally and legally committed to nondiscrimination and affirmative action in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, national origin, sex, disability, sexual orientation or because such applicant is forty (40) years of age or older.

Very often, the responsibility for filling job vacancies is yours. When recruiting for employees, be mindful of the fact that this company has already contacted recruitment sources that are likely to result in a substantial number of minority and/or female applicants. UTILIZE THESE RESOURCES

Whenever the occasion arises and we need to advertise in the newspaper for recruiting and you are responsible for placing the advertisement, please request that the words "EQUAL Opportunity Employer" or "We Are An Affirmative Action Employer" appear at the bottom of the ad. In addition, be sure that every effort is made to place comparable ads in publications that have a wide circulation in minority communities. A list of the publications specified in our Affirmative Action Program is attached for your reference.

If you have any questions, please contact _____, our Equal Employment Opportunity Officer.

Sincerely,

(SIGNATURE)

(TITLE)

Equal Employment Opportunity Officer

DESCRIPTION: This is a suggested letter to be prepared on your company letterhead designating someone in your agency as the Equal Employment Opportunity Officer for your company.

(DATE)

(NAME)

(TITLE)

(ADDRESS)

(CITY, STATE, ZIP CODE)

Dear, _____,

In keeping with our Affirmative Action Program, you have been designated to act as the Equal Employment Opportunity Officer for this company.

Your duties will include _____
(SPECIFY RESPONSIBILITIES)

in relation to the implementation of our Program and you will report to _____
_____ regarding your activities in this area.

(DESIGNATE PERSON AND TITLE)

Sincerely,

(SIGNATURE)

(TITLE)

PROSPECTIVE SUBCONTRACTORS

DESCRIPTION: This is the suggested format and content for a letter to be written on your company letterhead to all prospective subcontractors.

(DATE)

(NAME)

(ADDRESS)

(CITY, STATE, AND ZIP CODE)

Dear _____,

This company is morally and legally committed to nondiscrimination and affirmative action in employment. In connection with this policy we have developed an Affirmative Action Program in accordance with the civil Rights Ordinance Code of General Ordinances, City of Kansas City, Missouri.

Our program, in part, requires that we shall include those provisions of the Civil Rights Ordinance relating to Contract Conditions as provisions in all subcontract language as well as notification that subcontractors are subject to all of the provisions. You may either adopt the Affirmative Action Program developed by this company by so indicating to me in writing or you may contact the Director of Human Relations for the City of Kansas City, Missouri at (816)513-1836 to secure the necessary information and forms for developing your own program.

We earnestly solicit your cooperation in this manner.

Sincerely,

(SIGNATURE)

(TITLE)

UNION CORRESPONDENCE

DESCRIPTION: This is the suggested format and content for a letter to be written on your company letterhead to all Unions, if applicable to your particular situation.

(DATE)

(NAME OF BUSINESS REPRESENTATIVE OR COMPARABLE)

LOCAL NO. _____
(NAME OF UNION)

(ADDRESS)

(CITY, STATE, AND ZIP CODE)

Dear _____,

This company is morally and legally committed to nondiscrimination and affirmative action in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, national origin, sex, disability, sexual orientation or because such applicant is forty (40) years of age or older.

In keeping with this policy we have designed and agreed to implement an Affirmative Action Program in accordance with the provisions contained in the Civil Rights Ordinance Code of General Ordinances, City of Kansas City, Missouri.

In policy statements, all of our National Unions have declared a firm commitment to this type of policy in accord or agreement with the Civil Rights Act of 1964 and Executive Order 11246.

We earnestly solicit your help by engaging in aggressive recruitment and referral to us of minorities and females. May we count on your help in this manner?

Thank you for your cooperation.

Sincerely yours,

(SIGNATURE)

(TITLE)