



Department of Civil Rights

Lucía Nuñez, Director
Norman D. Davis, Division Manager

Affirmative Action Division
210 Martin Luther King, Jr. Boulevard, Room 523
Madison, Wisconsin 53703
PH 608 266 4910
FAX 608 266 6514
TTY/Textnet 866 704 2314
www.cityofmadison.com/dcr

Instructions for Completing City of Madison Affirmative Action Plan

WHO MUST SUBMIT AN AFFIRMATIVE ACTION PLAN?

All developers party to a contract with the City of Madison and their contractors and subcontractors which employ fifteen (15) or more employees.

WHO IS EXEMPT FROM FILING AN AFFIRMATIVE ACTION PLAN?

Those entities (except for developers and their contractors and subcontractors) which employ fewer than fifteen (15) employees.

WHEN MUST AN AFFIRMATIVE ACTION PLAN BE FILED?

Within thirty (30) days from the effective date of a contract with the City or effective date of a purchase order, and prior to release of payment by the City, all nonexempt contractors are required to have on file an affirmative action plan.

TO REQUEST EXEMPTION . . .

Complete the cover sheet and “Number of Employees” worksheet only on the City of Madison’s model Affirmative Action Plan (pages 1 and 2).

TO COMPLETE YOUR AFFIRMATIVE ACTION PLAN . . .

- **Cover sheet, page 1.**
Provide company name, address, telephone, FAX, e mail address, names of CEO and EEO/AA Officer and date.
- **“Number of Employees”, page 2.**
The total columns at the right on the form and at the bottom must be completed.
- **Staff Responsibility, page 3.**
Provide the names and titles of your company's Chief Executive and Equal Employment Opportunity/ Affirmative Action Officers.

➤ **Personnel & Other Employment-Related Policies, pages 4 - 6.**

Review each good faith effort listed. Circle YES or NO to indicate efforts you have already implemented and will maintain.

For those measures which you respond NO, please indicate by which date you intend to have such measure(s) implemented. **“NO” responses must include an implementation date.**

Attach summaries and listings as requested in personnel and other related policies or your plan will be returned as incomplete.

Check the last column and attach additional sheets to your plan if you believe more detail or explanation is required.

➤ **Collective Bargaining Agreements with Labor Organizations, page 6.**

Check appropriate box to indicate whether or not your company is party to any bargaining agreements. If you are, please provide the names and addresses of those labor unions and attach a copy of their EEO policy.

➤ **Complete All Applicable Data in the Workforce and Analysis Section on pages 7 and 8 or your plan will be returned as incomplete.**

1. Classify each of your employees into one of the nine EEO Job Categories. Call 266-4082 if you need a copy of the EEO Job Classification Guide.
2. Complete columns 1A, 1B, 2A and 2B.

If this is the first year you are required to submit a City of Madison Affirmative Action Plan skip this step and continue with Step 3.

Column 1A. Enter the number of employees employed in each EEO Job Category and total workforce at the time you completed your City of Madison Affirmative Action Plan last year. Indicate how many of the employees in each Job Category and total workforce were women and racial/ethnic affirmative action group members and people with disabilities.

Column 1B. Enter the percentage of women and racial/ethnic affirmative action group members and people with disabilities in each job category and total workforce.

Note: The numbers and percentages that you enter in columns 1A and 1B should be the same as those entered in columns 3A and 3B, respectively, of the Affirmative Action Plan that you submitted to the City last year.

Column 2A. Enter the number of employees hired within each EEO Job Category and total workforce since you completed last year's affirmative action plan. Indicate how many of these hires were women and/or racial/ethnic affirmative action group members and people with disabilities.

Column 2B. Enter the number of employees who exited each Job Category and total workforce during the past year. Indicate how many of these exits were women and racial/ethnic affirmative action group members and people with disabilities.

Attach a summary of why each member of the targeted workforce group left.

3. Complete columns 3A and 3B.

Column 3A. Enter the current number of employees in each EEO Job Category and total workforce. Indicate how many of the total employees in this Job Category and in your total workforce are women and racial/ethnic affirmative action group members and individuals with disabilities.

Note: If you were required to submit an Affirmative Action Plan to the City last year your total number of current employees (column 3A) should equal the number of employees last year (1A) PLUS the number of employees you hired during the past year (2A) MINUS the number of employees who exited your workforce during the past year (2B), i.e. $3A = 1A + 2A - 2B$.

Column 3B. Enter the percentage of women and racial/ethnic affirmative action group members and individuals with disabilities in each Job Category and total workforce.

4. Complete column 4A.

Within each EEO Job Category and total workforce project the number of employees you anticipate hiring during the next twelve months. Factor in your company's historical turnover and anticipated growth.

Column 4A. Enter the total number of employees projected to be hired within the next year in each Job Category and in all job categories.

On a separate worksheet identify each Job Category where women and/or racial/ethnic affirmative action group members are currently underutilized. Compare areas of underutilization with the projected opportunities for hiring new employees.

Column 4A. Enter the number of hires within each Job Category and total workforce for which affirmative steps to recruit and hire qualified women and/or racial/ethnic affirmative action group members and people with disabilities will be taken.

5. Complete column 4B.

Within each EEO job category and total workforce project the number of employees who will exit your workforce within the next 12 months.

Column 4B. Enter the total number of employees projected to exit each Job Category and total workforce during the next year. Include all exits (i.e., resignations, terminations, layoffs, retirement, etc.). Factor in your company's historical turnover in each EEO Job Category when making these projections.

Enter the number of exits who are projected to be women and racial/ethnic affirmative action group members and people with disabilities.

6. Complete column 5A.

The numbers entered in Column 5A are derived from simple addition and subtraction: $3A + 4A - 4B = 5A$

Column 5A. Enter the results of using the formula $3A + 4A - 4B$ to determine projected number of employees within each Job Category and total workforce.

Column 5B. Enter the percentage of women and racial/ethnic affirmative action group members and people with disabilities in each Job Category and the total workforce.

Note: Your plan may be returned if it is determined that a good faith effort has not been made to bring your target workforce into compliance with the City's goals as accepted in this plan.

➤ **Acknowledgment, p. 9.**

This section must be signed and dated by your agency's Chief Executive Officer and EEO/AA Officer.

NEED ADDITIONAL INFORMATION OR TECHNICAL ASSISTANCE TO COMPLETE YOUR AFFIRMATIVE ACTION PLAN?

Contact: Department of Civil Rights - Affirmative Action Division
Contract Compliance Unit
210 Martin Luther King, Jr. Blvd., Rm. 523
Madison, WI 53703
(608) 266-4910
(608) 266-6514 FAX
(866) 704-2314 TTY/Textnet