City of Minneapolis

AAP Checklist for Construction Companies

# Introduction

The Minneapolis Department of Civil Rights (MDCR) is responsible for reviewing and approving Affirmative Action Plans (AAP) in accordance with City rules and policies. AAPs developed independent of City’s AAP template (or an AAP not approved by the City of St. Paul or the Minnesota Department of Human Rights) must comply with the requirements below. Company must complete and submit this checklist with their AAP.

[ ]  Company has reviewed the City’s AAP Instructions for Construction Companies.

[ ]  Company has established an Affirmative Action program that prevents discrimination and promotes equal employment opportunities for women, minorities and disabled people as evidenced in their AAP.

[ ]  Company’s AAP contains a Title Page.

# Policy Statements

[ ]  Company’s AAP contains the following statements:

## Equal Opportunity/Affirmative Action Policy statement

* 1. [ ]  Statement includes protection of the following: **race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age [forty (40) to seventy (70)], marital status, or status with regard to public assistance.**
	2. [ ]  If company is located in the City of Minneapolis, company has a City of Minneapolis Non-Discrimination poster and has or will post in a location visible to employees and applicants for employment. [[1]](#footnote-1)

## Anti-Harassment Policy Statement

## Construction Workforce Utilization statement

[ ]  Statement includes reference to the 32% Minority and 6% Female construction workforce goals.

## Reasonable Accommodations Statement

## Fair Compensation Statement

## Pre-Employment Medical Examination

## Complaint Reporting Procedure

# Quantitative Analysis (See #8 in “Instructions for Quantitative Analysis”)

[ ]  Company’s AAP contains a Quantitative Analysis section designed to evaluate the composition of the company’s workforce as it relates to minorities, women, and disabled persons and compare it to the Twin Cities labor market.

[ ]  Company’s Quantitative Analysis section contains the following:

## Organizational Profile (or Workforce Analysis)

## Job group Anaysis

## Availability analysis

### Availability Analysis by Job Title

### Availability Analysis by Job Group

### Recruitment Source – External

[ ]  Company’s external recruitment source is the Minneapolis-St. Paul Metropolitan Statistical Area.

[ ]  Company’s external recruitment source is **NOT** the Minneapolis-St. Paul Metropolitan Statistical Area.

[ ]  Copy of statistical data used for the Availability Analysis is attached.

[ ]  External recruitment source is not drawn in a way to exclude women and minorities.

*Please explain external recruitment source outside to Twin Cities*:

### Recruitment Source – Internal

[ ]  Selection pool is not drawn in a way to exclude women and minorities.

*Please explain internal company selection pool*:

## Utilization Analysis (AND pLACEMENT gOALS)

### Placement Goals

# Program Implementation

[ ]  Company analyzed its total employment process to determine whether and where impediments to equal employment opportunities exist. Companies AAP include the following analysis:

## Identification of Problem Areas

1. **Problem Area**
* Current workforce utilization of minorities, women and disabled persons.
* Personnel activity (applicant flow, hires, terminations, promotions, and other personnel activities) to determine whether there are selection disparities.[[2]](#footnote-2)
* Compensation system(s) to determine whether there are disparities.
* Selection, recruitment, referral and other personnel procedures to determine whether they result in disparities in employment or advancement of minorities, women, and disabled persons.
* Any other areas that may impact the affirmative action program.
1. **Description** – detailed description of problem.
2. **Corrective Action**(s) – practical steps a company will take to cure the problem.
3. **Time Frame** – deadline to implement action.

## Action-Oriented Programs

## Good Faith Efforts

## Designation of Responsibility for Implementation[[3]](#footnote-3)

[ ]  EEO/AA Coordinator

[ ]  Official or Manager

## Dissemination of Affirmative Action Policy and Plan

### Internal Dissemination

### External Dissemination

## Internal Auditing and Reporting System

## Compliance reviews, audits, and penalties for non-compliance

For more information of the City’s AAP requirement for pre-award compliance reviews, audits, and non-compliance, see 139.50(a)(7) and 139.50(d).

## Signature

The AAP must be signed and dated by the Company’s Chief Executive Officer and AA/EEO Coordinator.

# Follow Up:

## Contact Information:

**Company: Contact Person: Phone & Email:**

Submit a completed copy of this checklist, company’s AAP, and any other documents to contractcompliance@minneapolismn.gov. MDCR staff will review, approve, and send company an approval letter. If a company’s AAP does not comply with City’s rules and policies, MDCR staff will work with company to get company’s AAP in compliance. Failure to submit an AAP that complies with City’s rules and policies will result in denial of City contract.

1. Posters are available by contacting contractcompliance@minneapolismn.gov or will be mailed to applicable companies during the AAP approval process. [↑](#footnote-ref-1)
2. Company must conduct an Adverse Impact analysis to determine if a facially neutral selection device or process yields a substantially different rate of selection in hiring, promotion or other employment decision which works to disadvantage of members of a race, sex or ethnic group. [↑](#footnote-ref-2)
3. These two positions may be the same person, if the EEO/AA Coordinator is also an Official or Manager of the company. [↑](#footnote-ref-3)