

AA/EEO Semi-Annual Compliance Report to the Saint Paul Human Rights and Equal Economic Opportunity Department (HREEO)

The Affirmative Action/Equal Employment Opportunity (AA/EEO) Semi-Annual Compliance Report is required by contractors that has a certified Affirmative Action Plan (AAP) with the City's Department of Human Rights & Equal Economic Opportunity.

Failure to report can result in disciplinary or remedial actions provided for under Section 183 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment, including imposition of contractual conditions to correct noncompliance, suspension or termination of a contract, and ineligibility to bid on future City contracts.

The Semi-Annual AA/EEO Report includes three parts:

1. Narrative description of the contractor's affirmative action efforts and results. On a separate sheet of paper describes all affirmative action recruitment efforts which were made during the preceding six (6) months. List by name all the employment referral resources for minorities, women and people with disabilities which were contacted and the dates of the contacts. Give a narrative explanation of the progress toward meeting each of the utilization goals for minorities, women and people with disabilities listed in the contractor's Affirmative Action Plan.

2. Employee tracking forms. Complete the Employee Tracking forms which are attached, including: Employment Data, Applicant Flow Data, Employees Hired, Employees Promoted, Employees Terminated, Employees Demoted, Employees Laid Off, Employees Recalled from Layoff, Employees Transferred, and Company Sponsored Training.

3. Adverse impact ratio analyses. Complete the Adverse Impact Ratio Analyses form which is attached. Please follow the instructions on the form to interpret the results of the Analyses. If adverse impact is indicated in hiring, promotions, or terminations, include a response to this in your narrative description.

Please return the completed Report to: yia.thao@ci.stpaul.mn.us

EMPLOYMENT DATA AS OF:

COMPANY NAME:

AA/EEO MANAGER:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE:

E-MAIL:

ALL EMPLOYEES (FULL-TIME, PART-TIME, TEMPORARY AND SEASONAL)

JOB CODE	JOB CATEGORIES	PEOPLE WITH DISABILITES	Non- Binary	MALE						FEMALE						TOTAL
				WH	BL	HI	AP	AA	M	WH	BL	HI	AP	AA	M	
1	OFFICIALS& MANAGERS															
2	PROFESSIONALS															
3	TECHNICIANS															
4	SALES WORKERS															
5	OFFICE & CLERICAL															
6	CRAFT WORKERS (SKILLED)															
7	OPERATIVES (SEMI-SKILLED)															
8	LABORERS (UNSKILLED)															
9	SERVICE WORKERS															
10	CURRENT TOTAL EMPLOYMENT															
11	TOTAL EMPLOYMENT IN LAST REPORT															

WH: WHITE HI: HISPANIC AA: AMERICAN INDIAN/ALASKAN NATIVE BL:
BLACK AP: ASIAN/PACIFIC ISLANDER M: MIXED/MULTIPLE

I affirm that the information entered on this form and on all attachments is accurate and true to the best of my knowledge.

Signature

Title

Date

APPLICANT FLOW DATA (add more pages or submit your own spreadsheet with these information) **DATE from:** _____ **to:** _____

[illegible]

***RACE:**

WH =White

AP = Asian/Pacific Islander

BL= Black

AA = American Indian/Alaskan Native

HI= Hispanic

E = Other

M=mixed/multiple

**CODE:

A = Not Interviewed

B = Interviewed-Not Hired

C = Interviewed-Hired

D = Job Offered-Rejected

COMPANY NAME:

REPORT DATE

FROM:

TO:

EMPLOYEES HIRED

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE

FROM:

TO:

EMPLOYEES PROMOTED

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE
FROM:

TO:

EMPLOYEES TERMINATED

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE

FROM:

TO:

EMPLOYEES DEMOTED

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE
FROM:

TO:

EMPLOYEES LAYOFF

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE

FROM:

TO:

EMPLOYEES RECALLED FROM LAYOFF

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE
FROM:

TO:

EMPLOYEES TRANSFERRED

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

COMPANY NAME:

REPORT DATE
FROM:

TO:

EMPLOYEES SPONSORED TRAININGS

JOB CATEGORIES	TOTAL	Male	Female	Non-Binary	WH	BL	HI	AP	AA	M	DISABLED	WH	BL	HI	AP	AA	M	DISABLED
MANAGER																		
PROFESSIONAL																		
TECHNICAL																		
SALES WORKER																		
OFFICE/CLERICAL																		
SKILLED CRAFT																		
OPERATIVES																		
LABORERS																		
SERVICE WORKERS																		
TOTAL																		

ADVERSE IMPACT RATIO ANALYSES:

While policies governing personnel transactions may be neutral on their face, they may have a discriminatory effect (adverse impact) upon the employment opportunities of minorities and women. Adverse impact is defined in 41 CFR 60-3 as a substantially different rate of selection in hiring, promotion, or other employment decision which works to the disadvantage of members of a race, sex, or ethnic group.

An Adverse Impact Ratio Analysis can be used to determine if there is a substantially different rate between minority and nonminority representation and female and male representation in hiring, promotions, and terminations. The 80% Rule indicates that if a group's rate of selection is less than 80% of the most favored group, the group suffering the lower rate is experiencing adverse impact.

Note: The following calculations are expressed in the decimal version of percentages.

ANALYSIS OF EMPLOYEE HIRING RATES:

FEMALE HIRES:

- (a) Females hired: _____
- (b) Total female applicants: _____
- (c) Female selection rate (divide a/b) = _____
- (d) Males hired: _____
- (e) Total male applicants: _____
- (f) Male selection rate (divide d/e) = _____
- (g) Selection Ratio (divide c/f) = _____

MINORITY HIRES:

- (a) Minorities hired: _____
- (b) Total minority applicants: _____
- (c) Minority selection rate (divide a/b) = _____
- (d) Nonminorities hired: _____
- (e) Total nonminority applicants: _____
- (f) Nonminority selection rate (divide d/e) = _____
- (g) Selection Ratio (divide c/f) = _____

If the Selection Ratio is less than 0.80, adverse impact may be indicated in the selection rates of women compared to men, and of minority applicants compared to nonminority applicants. If the Selection Ratio is greater than 0.80, no adverse impact is indicated.

ANALYSIS OF EMPLOYEE PROMOTION RATES:

FEMALE PROMOTIONS:

(a) Female promoted: _____
(b) Total female employees: _____
(c) Female promotion rate (divide a/b) = _____
(d) Males promoted: _____
(e) Total male employees: _____
(f) Male promotion rate (divide d/e) = _____
(g) Promotion Ratio (divide c/f) = _____

MINORITY PROMOTIONS:

(a) Minority promoted: _____
(b) Total minority employees: _____
(c) Minority promotion rate (divide a/b) = _____
(d) Nonminorities promoted: _____
(e) Total nonminority employees: _____
(f) Nonminority promo. rate (divide d/e) = _____
(g) Promotion Ratio (divide c/f) = _____

If the Promotion Ratio is less than 0.80, adverse impact may be indicated in the promotion rates of women compared to men, and of minorities compared to nonminority employees. If the Promotion Ratio is greater than 0.80, no adverse impact is indicated.

ANALYSIS OF EMPLOYEE TERMINATION RATES:

FEMALE TERMINATIONS:

(a) Females terminated: _____
(b) Total female employees: _____
(c) Female termination rate (divide a/b) = _____
(d) Male terminated : _____
(e) Total male employees: _____
(f) Male termination rate (divide d/e) = _____
(g) Termination Ratio (divide f/c) = _____

MINORITY TERMINATIONS:

(a) Minorities terminated: _____
(b) Total minority employees: _____
(c) Minority termination rate (divide a/b) = _____
(d) Nonminorities terminated: _____
(e) Total nonminority employees: _____
(f) Nonminority term. rate (divide d/e) = _____
(g) Termination Ratio (divide f/c) = _____

(Note: Because terminations are negative employment actions, termination ratios are obtained by dividing f/c, not c/f as used in the selection and promotion ratios.)

If the Termination Ratio is less than 0.80, adverse impact may be indicated in the termination rates of women compared to men, and of minority employees compared to nonminority employees. If the Termination Ratio is greater than 0.80, no adverse impact is indicated.