



**CITY OF SAINT PAUL**  
*Melvin Carter, Mayor*

*280 City Hall  
15 Kellogg Boulevard West  
Saint Paul, MN 55102-1659*

*Telephone: (651) 266-8966*

## **AFFIRMATIVE ACTION PROGRAM REGISTRATION**

We, \_\_\_\_\_ hereby confirm that we have developed and are implementing over the next two years an effective Affirmative Action Program (AAP) which complies with Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment. Our AAP includes, but is not limited to, the provisions listed below:

### **Dissemination of Affirmative Action/Equal Employment Opportunity (AA/EEO) Policy Statement**

1. Policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment. All employees and contractors will be furnished a copy of the AA/EEO policy statement. This policy will be made available to all employees including part-time, temporary or seasonal.
2. We will include the statement “Affirmative Action, Equal Opportunity Employer” on company letterhead, employment applications, contracts and subcontracts, and in advertisements recruiting employees and contractors.
3. We will include non-discrimination clauses in all union agreements, and we will review all contractual provisions to ensure that they are non-discriminatory. We will inform all union officials of the AA/EEO policy and request their cooperation.
4. We will personally meet with recruitment resources and, if applicable, with labor union representatives to inform them of our AA/EEO policies and encourage them to actively recruit and refer women, minorities, and people with disabilities, in order to achieve our affirmative action goals. We will utilize media resources which target women, minorities and people with disabilities.
5. We will include the Saint Paul Affirmative Action/Equal Employment Opportunity contract specifications in all bid specifications and contracts on City of Saint Paul-assisted contracts. We will include these contract specifications in all lower tier contracts for materials and construction work on City-assisted contracts.

### **Recruitment of Employees**

1. All solicitations and advertisement for employees placed by us or on our behalf will state that we are an Affirmative Action, Equal Opportunity Employer. Copies of advertisements for employees will be kept on file for review by the Saint Paul Human Rights and Equal Economic Opportunity Department.
2. We will meet with and encourage our subcontractors to utilize agencies and organizations which refer and recruit women, minorities, and people with disabilities.

## Underutilization Analysis & Goals and Timetable

1. We will conduct an analysis of our employee workforce to determine present employment levels of women, minorities, and people with disabilities to identify areas of underutilization of such persons and to determine causes of underutilization. We will maintain a statement of the goals and timetables to remedy any underutilization of women, minorities and people with disabilities. (See attached form on page 6 and 7.)
2. We will set a 10% employment goal for people with disabilities on our non-construction workforce. (See attached page 8.)

## Agreement

1. We, \_\_\_\_\_ agree to maintain a current effective Affirmative Action Program (AAP), to implement all provisions of that AAP during the next two years, and to comply with Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment. Our AAP is now available for inspection and will be submitted to the department at any time upon its request.
2. We agree to keep records of all personnel actions such as applicant flow, hiring, firing, lay-off, promotions, and actions taken to recruit and hire women, minorities, and people with disabilities. During the next two years we agree to submit AA/EEO Semi-Annual Compliance Reports detailing these personnel activities and affirmative action efforts to the department. Any data collected are subject to MN Data Practice Act.
3. During the next two years we agree to provide, as requested by the department, proof of compliance with Section 183.04 and its implementation. This will include documentation of our good faith efforts to recruit and hire women, minorities and people with disabilities.
4. For City-assisted construction projects of \$50,000 or more, we agree to make every good faith effort to meet the city's workforce inclusion goals for women and minorities and to provide project monitoring documentations requested by the department.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Signature of AA/EEO Manager

## AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO) POLICY STATEMENT

This statement is to affirm \_\_\_\_\_ policy on providing Equal Employment Opportunity (EEO) to all employees and applicants for employment in accordance with all applicable Affirmative Action Equal Employment Opportunity laws, directives and regulations of Federal, State and local governing bodies or agencies, including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

\_\_\_\_\_ will not discriminate against any employee or applicant for employment because of age, ancestry, color, creed, disability, familial status, genetic information (genetic testing, family medical history, and/or genetic services), marital status, national origin, public assistance status, race, religion, retaliation, retaliation by association, retaliation by opposition, sex, pregnancy, sexual or affection orientation.

\_\_\_\_\_ will maintain zero tolerance for harassment of or by any employee or applicant for employment because age, ancestry, color, creed, disability, familial status, genetic information (genetic testing, family medical history, and/or genetic services), marital status, national origin, public assistance status, race, religion, retaliation, retaliation by association, retaliation by opposition, sex, pregnancy, sexual or affection orientation. We will maintain an internal complaint procedure for complaints of such harassment, and will provide employees with contact information for federal, state and local enforcement agencies.

\_\_\_\_\_ will take Affirmative Action (AA) to ensure that all employment practices are free of such discrimination and harassment. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

\_\_\_\_\_ fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts with subcontractors for goods and services.

\_\_\_\_\_ will commit the necessary time and resources, both financial and human, to achieve the goals of Affirmative Action and Equal Employment Opportunity.

\_\_\_\_\_ will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action and Equal Employment Opportunity objectives as well as other established criteria.

\_\_\_\_\_ has appointed \_\_\_\_\_ as AA/EEO Manager to manage the Equal Employment Opportunity Program. His/Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Plan (AAP), as required by Federal, State and Local agencies. He/she will be given the necessary top management support and staffing to fulfill his/her job duties. The Chief Executive Officer of \_\_\_\_\_ will receive and review reports on the progress of the plan. If any employee or applicant for employment believes he/she has been discriminated against, please contact \_\_\_\_\_ at this address: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer (Please Print)

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

**DESCRIPTION OF CONTRACT:**

A. \_\_\_\_\_  
Company Name E-mail Address

B. \_\_\_\_\_  
Address City State Zip Code

C. \_\_\_\_\_  
Phone # Fax #

D. \_\_\_\_\_  
Chief Executive Officer Telephone #

E. \_\_\_\_\_  
AA/EEO Manager Telephone # Email

F. \_\_\_\_\_  
Nature of Business

G. \_\_\_\_\_  
\_\_\_\_\_

Natures of work to be perform for the City of St Paul.

H. \$ \_\_\_\_\_ - \_\_\_\_\_  
Estimated Dollar Amount of work with the City of St Paul:

I: \_\_\_\_\_  
Estimated Contract Start Date Estimated Contract Completion Date

J. \_\_\_\_\_  
Name of City of St Paul's Dept./Agency Requesting the Work or Service Contact Name

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L. \_\_\_\_\_  
Description of City funded construction project (name, address, or location)

M. \_\_\_\_\_  
Type of construction to be performed by your company

N. \_\_\_\_\_  
Name of Project's Developer Contact Name & Email

O. \_\_\_\_\_  
Name of Project's Prime Contractor Contact Name & Email

**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	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

## UNDERUTILIZATION ANALYSIS

(To be completed by firms with twenty (20) or more employees)

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

JOB GROUP	TOTAL	WOMEN					MINORITIES				
		UTILIZATION		AVAILABILITY		NUMBER UNDERUTILIZED	UTILIZATION		AVAILABILITY		NUMBER UNDERUTILIZED
		NUMBER	%	NUMBER	% *		NUMBER	%	NUMBER	% *	
OFFICIALS& MANAGERS											
PROFESSIONALS											
TECHNICIANS											
SALES WORKERS											
OFFICE & CLERICAL											
CRAFT WORKERS (SKILLED)											
OPERATIVES (SEMI-SKILLED)											
LABORERS (UNSKILLED)											
SERVICE WORKERS											
COLUMN #	#1	#2	#3	#4	#5	#6	#2	#3	#4	#5	#6

\* Percentage for availability should be in decimal form for ease of calculation

**INSTRUCTIONS:**

1. Column 1 = total in job group
2. Column 2 = total # of women or minorities in job group
3. Column 3 = Column 2 ÷ Column 1
4. Column 4 = Column 5 x Column 1 (Round up or down to nearest whole number)
5. Column 5 = Availability (See below for explanation of source)
6. Column 6 = Column 4 - Column 2 (If result is negative, enter 0.)

You may submit your own Underutilization Analysis and Goals and Timetables forms in lieu of these forms. If you need availability data, go to the MN Dept of Employment and Economic Development website for the Affirmative Action Statistics to complete the underutilization analysis. <http://mn.gov/deed/data/data-tools/affirmative-action-statistics.jsp>

**GOALS AND TIMETABLES**

(To be completed by firms with twenty (20) or more employees)

Job Group		Current Work Force				Underutilization (#)		* A. H. O.	Annual Goals		Ultimate Goals		
		Total	Male	Female	Minority	Minority	Female		Minority	Female	Year	Minority	Female
1	#												
	%												
2	#												
	%												
3	#												
	%												
4	#												
	%												
5	#												
	%												
6	#												
	%												
7	#												
	%												
8	#												
	%												
9	#												
	%												
	#												
	%												

\* A.H.O. = Anticipated Hiring Opportunities (including all attrition plus possible expansion.)

**UTILIZATION GOALS FOR PEOPLE WITH DISABILITIES**

(To be completed by all firms)

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Company Name

Date

Total Employees in Non-Construction Job Groups	Percentage Available	Numerical Goal
<hr/>	x 0.10	= <hr/>



## TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the Affirmative Action Program for the City of St. Paul, is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public.

The information collected from you or from other agencies or individuals authorized by you is used to determine if you are in compliance with the City's Affirmative Action Program.

You are not required to provide this information; however, it is necessary to determine if you are in compliance. If you do not supply the required information, the Affirmative Action Program will not be able to consider you in compliance. The use of the private data we collect from you is limited to that necessary for the administration and management of the Affirmative Action Program Registration and verification process. Persons or agencies with whom this information may be shared include:

1. Affirmative Action Program employees
2. Members of the general public that submit a Public Data Request

Unless otherwise authorized by state statute or federal law, other government agencies utilizing any reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

3. The right to see and obtain copies of the data maintained on you,
4. Be told the contents and meaning of the data,
5. Contest the accuracy and completeness of the data.

To exercise these rights, contact: HREEO, AA/EEO Contract Compliance Officer, [affirmativeaction@ci.stpaul.mn.us](mailto:affirmativeaction@ci.stpaul.mn.us).

I have read and understand the above information regarding my rights as a subject of government data.

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Company Name

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Date