



**CITY OF SAINT PAUL**  
*Christopher B. Coleman, Mayor*

280 City Hall/Court House  
15 West Kellogg Boulevard  
Saint Paul, MN 55102-1681

Telephone: (651) 266-8900  
Facsimile: (651) 266-8919

**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY  
CONTRACT SPECIFICATIONS**

These **AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY CONTRACT SPECIFICATIONS** shall apply to all contractors on all City contracts. Contractors shall include these specifications in all lower tier contracts on all City contracts.

1. **Every contractor or subcontractor whose total accumulated contract awards from the City of Saint Paul over the preceding twelve months have met or exceeded \$50,000 must complete and submit to the Department an Affirmative Action Program Registration form along with a \$75 registration fee. Make check payable to the City of Saint Paul.**

The contractor must certify that it has developed and is implementing an effective Affirmative Action Program which is substantially similar to the Department's Model Affirmative Action Program. Once the Affirmative Action Program Registration is completed and accepted by the Saint Paul Department of Human Rights and Equal Economic Opportunity, the contractor will be notified by letter. Registration is valid for two (2) years, during which time the contractor may be selected for a compliance review. At the end of the two-year period, the contractor must complete and submit a new Registration form.

2. The contractor shall implement the specific equal employment opportunity/affirmative action provisions outlined in paragraphs 3(A) to 3(G) of these Specifications and all the provisions of their Affirmative Action Plan.
3. The contractor shall take specific action to ensure equal employment opportunity. The evaluation of the contractor's compliance with these specifications must be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully and shall implement affirmative action steps at least as extensively as the following:
  - A. Designate a responsible official to monitor the employment related activity to ensure that the contractor's Equal Employment Opportunity Policy and Affirmative Action Plan are being implemented, to keep appropriate records, and to submit reports relating to the provisions hereof as may be required by the Saint Paul Department of Human Rights and Equal Economic Opportunity.
  - B. Make every good faith effort to maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the contractor's employees are assigned to work. The contractor shall specifically ensure that all lead supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the contractor's obligation to maintain such a working environment, with specific attention to minorities, women, and individuals with disabilities working at such sites or in such facilities.
  - C. Establish and maintain a face-to-face relationship with recruitment sources for minorities, women, and individuals with disabilities. Contractors must document meetings and telephone contacts with recruitment sources. Provide written notification to recruitment sources for minorities, women, and individuals with disabilities and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

- D. Disseminate the contractor's equal employment opportunity and affirmative action (EEO/AA) policy by providing a copy of the policy to all applicable unions and training programs. Request the cooperation of unions and training programs in assisting the contractor in meeting its equal employment opportunity obligations. Include the EEO/AA policy in all policy manuals and collective bargaining agreements. Publicize the EEO/AA policy in the company newspaper or annual report. Review the policy with all employees, including management personnel at least once a year. Post the EEO/AA policy on bulletin boards or other places accessible to all employees at each location where work is performed. Distribute the EEO/AA policy to all employees, including temporary, seasonal, and part-time employees and to all independent contractors.
  - E. Review, at least annually, the contractor's equal employment opportunity policy and affirmative action obligations with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
  - F. Direct its recruitment efforts, both oral and written, to community organizations oriented toward minorities, women, and individuals with disabilities, to schools with significant numbers of students who are minorities, women, and individuals with disabilities, and to recruitment and training organizations oriented toward minorities, women, and individuals with disabilities serving the contractor's recruitment area and employment needs.
  - G. Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have discriminatory effect. Continually monitor all personnel and employment related activities to ensure that the equal employment opportunity policy and the contractor's obligations under these specifications are being carried out.
- 4. The contractor, in fulfilling its obligations under these Specifications, shall implement specific affirmative action steps, at least as extensively as those standards prescribed in paragraph 3(A) to 3(G) herein, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the contractor fails to comply with the requirements of Section 183 of the Saint Paul Legislative Code, its implementing rules, or these Specifications, the Director may proceed with appropriate sanctions, including: suspension, termination, and cancellation of existing contracts.
  - 5. The contractor shall not enter into any contract with any person or firm debarred from government contracts under section 183 of the Saint Paul Legislative Code, Chapter 139 of the Minneapolis Ordinances, the federal Executive Order 11246, or whose state certificate of compliance has been suspended or revoked pursuant to Minnesota Statutes, Section 363.073.
  - 6. The contractor shall implement such sanctions for subcontractors' violations of these Specifications, including: suspension, termination, and cancellation of existing contracts as may be imposed or ordered pursuant to Section 183 of the Saint Paul Legislative Code and its implementing rules. Any contractor who fails to implement such sanctions shall be in violation of these Specifications and Section 183 of the Code.

**SUPPLEMENTAL CITY EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
CONTRACT SPECIFICATIONS FOR  
CONSTRUCTION CONTRACTS**

7. The following Supplemental EEO/AA Specifications shall apply to all contracts for construction work on all City-assisted contracts. All contractors shall include these Supplemental EEO/AA Specifications for construction contracts in all lower tier contracts for construction work.
8. The utilization goals set forth below for City-assisted construction projects of \$50,000 or more are expressed as a percentage of the total hours performed by minority and female construction workers:

**32% Minority Total Project hours  
6% Female Total Project hours**

9. After the contract has been awarded, but before construction begins, all contractors that have been selected to work on the project will be required to meet in a Pre-Construction Conference with the Compliance Officer that has been assigned to monitor the project. This conference will be held to discuss the utilization goals for minority and women, how the goals will be met, and any problems that may affect the project's ability to achieve the goals.
10. Every contractor must submit the **Identification of Prime Contractors, Subcontractors and Major Material Supplier Form** (CPF-3). The names, addresses, telephone numbers, start date, completion date and nature of work must be listed for the contractor, as well as all lower tier contractors (including material suppliers).
11. All contractors must complete and submit to the **Prime the Project Employment Utilization (PEU)** form indicating the total number of project work hours they anticipate it will take to complete their portion of the work on the construction project, the total women work hours, total skilled work hours, total minority skilled work hours, total laborer work hours, and the total minority laborer work hours. All contractors must indicate on the bottom of the PEU form if they will meet the goals through their internal work force or by hiring additional employees. If they are unable to meet the goals, they must indicate the reason at the bottom of the PEU form. The Prime must collect and submit all the PEU forms to the City's AA/EEO Compliance Officer at: [affirmativeaction@ci.stpaul.mn.us](mailto:affirmativeaction@ci.stpaul.mn.us)
12. **Monthly Employment Utilization** will be monitor via **LCP Tracker**. The LCPTracker service is a paperless, online system of entering Certified Payroll Reports. Payroll data may be entered directly into the system or uploaded from major construction accounting and payroll programs. The service eliminates the need for contractors to submit paper MEU documents that takes additional staff time. In LCPTracker, contractors are required to select the job classification, gender and race of each individual worker.  
  
\*\*\*\*Some projects will not be monitor via LCPTracker, therefore; as a Prime you will submit the old MEU report. The Prime Contractor's monthly summaries must be cumulative, showing all subcontractors and work hours performed on site from project start to date. The MEU summary spreadsheet and the monthly spreadsheet must be submitted to the AA/EEO Compliance Officer by the 7<sup>th</sup> of each month via email: [affirmativeaction@ci.stpaul.mn.us](mailto:affirmativeaction@ci.stpaul.mn.us) \*\*\*\*
13. Should the contractor fail to make every good faith effort to meet the goals for participation of women and minorities set forth in these Specifications, the Director may take appropriate measures to sanction the contractor pursuant to these specifications and Section 183 of the Saint Paul Legislative Code.



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### **AFFIRMATIVE ACTION PROGRAM REGISTRATION**

We hereby certify that we have developed and are implementing over the next two years an effective Affirmative Action Program 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 AA/EEO POLICY STATEMENT**

1. The 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 women, minority and people with disabilities recruitment resources and, if applicable, with labor union representatives. We will utilize women, minority and people with disabilities media resources. We will inform the recruitment and media resources, and labor union representatives, of our AA/EEO policies and encourage them to actively recruit and refer minorities, women, and people with disabilities, in order to assist us in achieving our affirmative action goals.
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 advertisements 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 use, and encourage our subcontractors to meet with and use, agencies and organizations which refer women, minorities and people with disabilities, such as the employment recruitment resources provided by the Department.

#### **UNDERUTILIZATION ANALYSIS & GOALS AND TIMETABLE**

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

**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 affirmatively recruit and hire women, minorities and people with disabilities. We agree to submit to the Department during the next two years AA/EEO Semi-Annual Compliance Reports detailing these personnel activities and affirmative action efforts.
3. During the next two years we agree to provide, as requested by the Department, proof of compliance with Section 183.04 and its implementing Rules, including 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 utilization goals for women and minorities and to provide the project monitoring documentation requested by the Department.

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Company Name

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Date

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Signature of Chief Executive Officer

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Signature of AA/EEO Manager

{Enter Contractor's name in blanks unless otherwise indicated}

**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 Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically 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 race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance.

\_\_\_\_\_ will maintain zero tolerance for harassment of or by any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance, 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.

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

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

Any employee of \_\_\_\_\_ or subcontractors to \_\_\_\_\_ who do not comply with the Equal Employment Opportunity and Affirmative Action (EEO/AA) Policies and Procedures set forth in this Statement and plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code and the Rules Governing Affirmative Requirements in Employment, will be subject to appropriate legal sanctions.

\_\_\_\_\_ has appointed \_\_\_\_\_ as EEO/AA 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 \_\_\_\_\_ or call \_\_\_\_\_.

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

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

\_\_\_\_\_  
Date

**DESCRIPTION OF CONTRACT:**

**ALL CONTRACTORS:**

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

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

C. \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

D. \_\_\_\_\_  
Chief Executive Officer \_\_\_\_\_ Telephone No. \_\_\_\_\_

E. \_\_\_\_\_  
AA/EEO Manager \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

G. Description of Contract \_\_\_\_\_  
\_\_\_\_\_

H. Estimated Dollar Amount of Contract \_\_\_\_\_

I. Estimated Contract Start Date \_\_\_\_\_

J. Estimated Contract Completion Date \_\_\_\_\_

K. Description of City-assisted Construction Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. Type of Construction to be Performed \_\_\_\_\_

M. \_\_\_\_\_  
Name of Project's Developer \_\_\_\_\_ Contact Name and Telephone No. \_\_\_\_\_

N. \_\_\_\_\_  
Name of Project's Prime Contractor \_\_\_\_\_ Contact Name and Telephone No \_\_\_\_\_

**(Note: Sections K. through N. should only be completed by Developers and Construction Contractors involved with a City-assisted construction project.)**

EMPLOYMENT DATA AS OF \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ AA/EEO MANAGER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ FAX NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

JOB CODE	JOB CATEGORIES	PEOPLE WITH DISABILITIES	MALE				FEMALE				TOTAL (A - J)										
			WH (A)	BL (B)	HI (C)	AP (D)	AA (E)	WH (F)	BL (G)	HI (H)		AP (I)	AA (J)								
01	OFFICIALS & MANAGERS																				
02	PROFESSIONALS																				
03	TECHNICIANS																				
04	SALES WORKERS																				
05	OFFICE & CLERICAL																				
06	CRAFT WORKERS (SKILLED)																				
07	OPERATIVES (SEMI-SKILLED)																				
08	LABORERS (UNSKILLED)																				
09	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

I affirm that the information entered on this form and on all attachments are 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			Number Under-Utilized											
		Utilization		Availability	Utilization		Availability												
		Number	%		Number	%			Number	%									
Officials & Managers																			
Professionals																			
Technicians																			
Sales																			
Office/Clerical																			
Skilled Craft																			
Operatives																			
Laborers 626																			
Service Workers																			
Column #	#1	#2	#3	#4	#5	#6	#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 (If result is greater than 1, round up or down to nearest whole number. If result is between 0 and 1, round up to one.)
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 [www.dced.state.mn.us/mi/publications/aap.htm](http://www.dced.state.mn.us/mi/publications/aap.htm). The Department's Web Page is: [www.sipaul.gov](http://www.sipaul.gov) or call (651) 266-8900 for copies of forms or for more information.

# Goals and Timetables

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

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

\_\_\_\_\_  
Date

Job Group	Current Work Force				Underutilization (#)		* A. H. O.		Annual Goals			Ultimate Goals		
	#	%	Total	Male	Female	Minority	Female	Minority	Year	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)

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

Total Employees in Non-Construction Job Groups	Percentage Available	Numerical Goal
_____	x 0.10	= _____

## **GOOD FAITH EFFORTS CRITERIA**

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain all records of the telephone and written communications to the resources and organizations' responses. When seeking to fill specific openings contractors will give agencies a reasonable amount of time to locate and refer applicants, preferably one month prior to the closing date for receipt of applications. Application and application filing procedures will be as simple as is consistent with business requirements.
3. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority and female referrals from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.
4. Provide immediate written notification to the Human Rights And Equal Economic Opportunity Department when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union's referral process has impeded the Contractor's efforts to meet its obligations.
5. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly includes minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the U. S. Department of Labor and/or Minnesota Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under No. 2 above.
6. Disseminate the Contractor's EEO/AA policy statement by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO/AA obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO/AA policy statement on bulletin boards accessible to all employees at each location where construction work is performed.

7. Review, at least annually, the company's EEO/AA policy statement and affirmative action obligations with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions. Specific review of these items must also be made with onsite supervisory personnel such as superintendents, general foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
8. Disseminate the Contractor's EEO/AA policy externally by including it in any advertising in the news media, specifically including minority and female news media. Provide written notification to and discuss the Contractor's EEO/AA policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
9. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
10. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.
11. Conduct, at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
12. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect. Continually monitor all personnel and employment related activities to ensure that the EEO/AA policy and the Contractor's AA obligations are being carried out.
13. Ensure that all facilities and company activities are non-segregated, except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
14. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
15. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO/AA policy and affirmative action obligations.

**ALL EMPLOYMENT PRACTICES REGARDING GOOD FAITH EFFORTS MUST BE COLLECTED AND MAINTAINED IN YOUR EMPLOYMENT FILES FOR AT LEAST THREE (3) YEARS.** Updated 4/22/2010

# **EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

## **DISCRIMINATION IS PROHIBITED**

Chapter 183 of the Saint Paul Legislative Code

In compliance with the Saint Paul Human Rights Ordinance, a business contracting with the City of Saint Paul cannot discriminate against any employee or applicant for employment because of **race, color, creed, religion, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance.**

A City of Saint Paul contractor will make sufficient good faith efforts to affirmatively hire and retain women, minorities and people who have disabilities in job groups where under utilization of those individuals exists. The City contractor will ensure that all employment practices are free of discrimination including, but not limited to, the following practices:

- RECRUITMENT
- APPLICATION
- HIRING
- RATES OF PAY OR OTHER FORMS OF COMPENSATION
- APPRENTICESHIP
- TRAINING
- UPGRADING/PROMOTION
- TRANSFER
- DEMOTION
- LAYOFF
- RECALL
- TERMINATION

**Any person who believes he or she has been discriminated against should contact:**



**CITY OF SAINT PAUL**  
Department of Human Rights  
and Equal Economic Opportunity  
280 City Hall  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102  
Phone: (651) 266-8927  
TDD: (651) 266-8977