

AA/EEO Semi-Annual Compliance Report

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 who have Registered Affirmative Action Programs (AAPs) with the City's Department of Human Rights & Equal Economic Opportunity.

The Report is due twice yearly, at six month intervals. All information in the Report, including the narrative responses, employee tracking forms and impact ratio analysis form, must be supplied to the Department. These reports are compliance requirements.

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.

Please return the completed Report to: Saint Paul Department of Human Rights & Equal Economic Opportunity, City Hall 280, 15 West Kellogg Boulevard, Saint Paul, Minnesota, 55102. You may fax, email or mail the form to the attention of the Compliance Officer identified on the AAP Registration Notification Letter sent by the Department.

The Semi-Annual AA/EEO Report includes three parts: (1) a narrative description of the contractor's affirmative action efforts and results, (2) employee tracking forms, and (3) adverse impact ratio analyses.

- (1) On a separate sheet of paper describe 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 Program.**
- (2) Complete the Employee Tracking forms which are attached, including: Employment Data, Applicant Flow Data, Employees Hired, Employees Recalled from Layoff, Employees Promoted, Employees Transferred, Employees Demoted, Employees Laid Off, Employees Terminated, and Company Sponsored Training.**
- (3) 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 in (1).**

The Saint Paul Department of Human Rights & Equal Economic Opportunity also requires all contractors to submit their job openings whenever they are posted or advertised. These opportunities must be submitted to Job Connect as a first source of hiring, and a form to use when submitting these opportunities is enclosed. Please call the Compliance Officer identified on the Department's AAP Registration Notification Letter with any questions, call (651) 266-8900, or email affirmativeaction@ci.stpaul.mn.us to reach a Compliance Officer. Thank you for your cooperation and assistance toward reaching equal employment opportunity.

EMPLOYMENT DATA AS OF (Date) _____

COMPANY: _____

EEO COORDINATOR: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

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

	JOB CATEGORIES	*over the next two years	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)	
	OFFICIALS & MANAGERS												
	PROFESSIONALS												
	TECHNICIANS												
	SALES WORKERS												
	OFFICE & CLERICAL												
	CRAFT WORKERS (SKILLED)												
	OPERATIVES (SEMI-SKILLED)												
	LABORERS (UNSKILLED)												
	SERVICE WORKERS												
	CURRENT TOTAL EMPLOYMENT												
	TOTAL EMPLOYMENT IN LAST REPORT												

WH: WHITE

HI: HISPANIC

AA: AMERICAN INDIAN/ALASKAN NATIVE

BL: BLACK

AP: ASIAN/PACIFIC ISLANDER

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

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: _____

APPLICANT FLOW DATA

DATE:

[illegible]

***RACE:**

WH = White

AP = Asian/Pacific Islander

BL= Black

AA = American Indian/Alaskan Native

HI= Hispanic

U= Unknown

**CODE:

A = Not Interviewed

B = Interviewed-Not Hired

C = Interviewed-Hired

D = Job Offered-Rejected

E = Other

EMPLOYEE TRACKING DATA

Date:

EMPLOYEES HIRED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

EMPLOYEES PROMOTED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

EMPLOYEES TERMINATED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

EMPLOYEES DEMOTED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

EMPLOYEES LAYOFF				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

EMPLOYEES RECALLED FROM LAYOFF				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

EMPLOYEES TRANSFERRED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

EMPLOYEE TRACKING DATA

DATE:

COMPANY SPONSORED TRAININGS				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

NOTE:

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		MINORITY HIRES	
(a) Females hired:	_____	(a) Minorities hired:	_____
(b) Total Female applicants:	_____	(b) Total Minority applicants:	_____
(c) Female selection rate (divide a/b):	_____	(c) Minority selection rate (divide a/b):	_____
(d) Males hired:	_____	(d) Non-Minorities hired:	_____
(e) Total Male applicants:	_____	(e) Total Non-Minority applicants:	_____
(f) Male selection rate (divide d/e):	_____	(f) Non-Minority selection rate (divide d/e):	_____
(g) Selection Ratio (divide c/f):	_____	(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) Females 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) Minorities promoted: _____

(b) Total Minority employees: _____

(c) Minority promotion rate (divide a/b): _____

(d) Non-Minorities promoted: _____

(e) Total Non-minority employees: _____

(f) Non-Minority 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 non-minority 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) Non-Minorities terminated: _____

(e) Total Non-Minority employees: _____

(f) Non-Minority 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.