

**APPENDIX C**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**(NAME OF AREA JOINT APPRENTICESHIP COMMITTEE)**

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978 (OR SITE STATE LAWS/REGULATIONS)

DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY

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

## **SECTION I – PREAMBLE**

In order to conform to Title 29, Code of Federal Regulations (CFR) Part 30 - Equal Employment Opportunity in Apprenticeship, the Area Joint Apprenticeship Committee, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan (AAP). The Area Joint Apprenticeship Committee enters into this AAP with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Area Joint Apprenticeship Committee seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program

This AAP is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes/revisions made by the Area Joint Apprenticeship Committee shall first be reviewed and approved by the National Joint Apprenticeship Board before they are submitted to the Registration Agency for approval.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

In compliance with Section 30.3(b) of Title 29, CFR part 30, as amended May 12, 1978, the Area Joint Apprenticeship Committee commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Area Joint Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, of the Code of Federal Regulations, part 30.”

## **SECTION III - AFFIRMATIVE ACTION PLAN**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Area Joint Apprenticeship Committee pledges to the procedures and methods covered in Section IV. Affirmative Action also includes an analysis of the workforce in the areas in which this AAP operates at the time the AAP is executed. The purpose of the analysis is to determine the minority and female labor force in the each Local area as provided by (State Labor Market Analysis Division). Once the labor force is determined, the Area Joint Apprenticeship Committee can determine if deficiencies exist in terms of underutilization of minorities and/or women in the Boilermaker occupation. If underutilization exists, the Area Joint Apprenticeship Committee will attach goals and timetables (See attached Affirmative Action Plan Workforce Analysis Worksheet) for the selection of minority and/or females (minority and nonminority) applicants into the apprenticeship program by the **local area committee**.

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The Area Joint Apprenticeship Committee pledges to engage in various outreach and positive recruitment activities by employing the following approach:

The Area Joint Apprenticeship Committee’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the**

**Area Joint Apprenticeship Committee will set forth the specific steps they intend to take under each identified effort.**

The Area Joint Apprenticeship Committee will identify a **significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

The Area Coordinator will be responsible for disseminating an announcement of apprenticeship openings semi-annually to the following agencies/organizations located in the area covered by the program:

- Registration Agency
- Community organizations in the geographic area from which the work force is normally drawn for the available work
- Job Corps Centers in the area
- Local School Districts in the geographic area from which the work force is normally drawn for the available work
- One Stop Centers (Employment Service Offices) in the geographic area from which the work force is normally drawn for the available work
- Press Releases and/or advertisements in newspapers and news media circulated in the minority and women's communities
- BNAP website
- Helmets to Hardhats website

The announcement shall include the nature of the Boilermaker Apprenticeship Program, the availability of apprenticeship opportunities, the sources for apprenticeship applications, the minimum qualifications required, required documentation, if applicable, and the equal opportunity policy of the Area Joint Apprenticeship Committee.

Applications will be accepted year round, but no less than once a month.

The Area Coordinator, Area Committee members, and Local Committee will also undertake positive recruitment activities which include:

- Assist guidance counselors at local schools in career counseling to encourage interest in the Boilermaker Apprenticeship Program.
- Actively participate in workshops conducted by employment service agencies (one-stop centers) for the purpose of familiarizing school employment service and other appropriate personnel about the Boilermakers Apprenticeship Program and the opportunities.
- Cooperate with school boards and vocational education systems to develop programs for preparing students to meet the minimum requirements for entry into the Apprenticeship Program.
- Seek the voluntary participation of both women and minority apprentices and journeyworkers in recruitment efforts undertaken by the Area Coordinator.
- Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and

employees in order to aid the Area Joint Apprenticeship Committee in meeting its positive recruitment obligations.

- Participate in community programs for the positive recruitment and preparation of potential minority and female applicants for apprenticeship.
- Utilize journeyworkers to assist in the implementation of sponsor's affirmative action program.

#### **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The Area Joint Apprenticeship Committee shall review its affirmative action plan, including goals and timetable for **each local area**, annually and make appropriate changes to the extent necessary to obtain maximum effectiveness.

The Area Joint Apprenticeship Committee will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Area Joint Apprenticeship Committee for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The Area Joint Apprenticeship Committee will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Area Joint Apprenticeship Committee will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, correction action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

The (Insert Name of Area Joint Apprenticeship Committee) hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ Day of (Insert Month/Year).

\_\_\_\_\_  
Signature – Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Signature – Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

**REGISTERED BY THE REGISTRATION AGENCY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:		
Name of Sponsor:		
Address:		
City/State/Zip Code:		
Contact Person:		
Phone Number:		FAX Number:
E-Mail Address:		

### B. OCCUPATIONAL INFORMATION

Occupational Title: *		
RAPIDS Code:		O*NET-SOC Code:
Type of selection method used:		
Labor Market Area description:		

### C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

<b>C.1 Total Labor Force in Labor Market Area *</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>C.2 Working Age Population in Labor Market Area *</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **</b>		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
<b>C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. **</b>		
Number of Women:		
Number of Minorities:		

Resources for obtaining labor market information.

\* RAPIDS Data available from Registration Agency.

\*\* Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Occupation" to propose the entries for "The General Availability of Minorities and Women."

**D. SPONSOR'S WORKFORCE DATA**

D.1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data: **		

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/eeoc/statistics/employment/jobpat-eeo1/index.cfm>

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting \_\_\_\_\_ % minorities and \_\_\_\_\_ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: \_\_\_\_\_

**H. REGISTRATION AGENCY APPROVAL:**

**Sponsor**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

**Registration Agency**

\_\_\_\_\_  
Registration Agency Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

## **Instructions for preparing and completing this worksheet**

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and assess the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.