



## *Positive Affirmative Action Solutions*

*10, 9, 8, 7, 6, 5, 4, 3, 2, 1.....March 24, 2014*

*The final countdown has begun!*

Unless you have been under a rock or a cave for the last six months, major changes in your Affirmative Action Plan with the implementation of the new regulations under Section 503 of the Rehabilitation Act of 1973 for Individuals with Disabilities (IWD) and protected veterans, under the Vietnam Era Veterans Readjustment Assistance Act Section 4212 take effect March 24, 2014.

You should be reviewing these new regulations and assessing how you will implement them after March 24, 2014. Some of the requirements must be implemented by March 24<sup>th</sup> and others can be delayed until your next regular updated affirmative action plan, which I recommend.

*Act Now, Don't Wait.* There are many changes such as coordination of IT systems, recruiting and hiring processes, record keeping, applicant tracking processes, accountability, communication externally /internally, evaluation of processes, targeted outreach and recruitment, leadership commitment, and increased costs that must take place to comply with the requirements of the regulations.

This is a major change and will require you to increase record keeping and reporting because it will require essentially another two additional AAPs.

The regulations have sub parts A – E divided into separate categories of obligations and have differing implementation deadlines.

For the following “Non-Subpart C” items, compliance is required on and after March 24, 2014:

- ✓ Online application – add link to DOL web site EEO is the Law poster site or provide notice of applicant rights
- ✓ AA/EEO policy must state top U.S. Official supports policy

- ✓ Update EO clause in contracts, purchase orders, etc.
- ✓ Include updated state job postings to include notification as a federal contractor, location, contact point and request for veteran referral preference
- ✓ Update definitions of protected veterans
- ✓ Send Labor Organization and recruiting/temp agencies notices of Company's commitment to taking affirmative action
- ✓ Modify EEO tag line in job advertisements
- ✓ Survey all current employees with voluntary IWD form in first year

**Subpart C of the regulations is determined by the date of your affirmative action plan. Compliance with Subpart C requirements does not have to occur until your next regularly update your Affirmative Action Plan after March 24th. For example, if you have a calendar year plan (January 1) your next regular update following implementation of the regulations will be January 1, 2015. As such, you will need to comply with Subpart C obligations by January 1, 2015.**

**The Subpart C obligations include:**

- ✓ Assess effectiveness of external outreach and recruitment efforts
- ✓ **MUST** begin using new Voluntary Self-ID forms and processes
- ✓ Begin collecting applicant and hire data for analysis
- ✓ Survey all current employees with voluntary IWD form in first year
- ✓ For VEVRAA – document Hiring Benchmark
- ✓ For 503 – Develop Utilization Analysis
- ✓ For 503 – Identify problem areas and corrective actions where underutilized
- ✓ Describe review of personnel processes in AAP
- ✓ Schedule and describe in the AAP the review of physical and mental qualifications
- ✓ Send policy notices to vendors, etc.

**Sub part C will require you to collect and analyze:**

1. The number of applicants who self-identified as protected veterans;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of protected veteran applicants hired; and,
5. The total number of applicants hired.

**This information must be kept for three years used to spot trends.**

**Attached is an updated guide and checklist is to assist you in a three stage approach to implement the new regulations that affect several areas within your organization and external vendors, suppliers, recruiting entities, payroll services, on line applicant tracking vendors (ATS), etc.**

***What should you do now?***

- ✓ **Review the attached checklist, AAP date and determine implementation dates for all requirements.**
- ✓ **Meet with Executive Leadership to discuss the changes, resources, communication, commitment, and increase in budget to comply with the new requirements.**
- ✓ **Meet with your internal and external recruiters, managers and accounting to discuss the changes.**
- ✓ **Review documents, websites, postings, advertisements for appropriate terminology and definitions.**
- ✓ **Evaluate and adjust pre-offer and pre-employment inquiry in selection process**
- ✓ **Review electronic applications; talk with your applicant tracking system and/ or third parties about the applicant tracking required under the new regulations.**
- ✓ **Assess your payroll/ or human resources information system and discuss with IT to determine the changes required.**

**Use the checklist to assess where you stand today and what needs to be done before your next AA plan date. I will be glad to assist you and answer questions.**

A handwritten signature in black ink, appearing to read "Jenni", is positioned below the text.

***I strongly encourage you to act now and be ready.***