



Affirmative Action Assistance for Construction Contractors

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Affirmative action regulations apply to federal construction contractors

Employers who perform construction work on federal projects must meet specific affirmative action obligations if their federal contracts or subcontracts are worth \$10,000 or more. Federally assisted construction contractors, i.e., where the government provides a grant or loan, are also subject to some affirmative action rules. SMART's preferred provider, TOC Management Services, can provide the tools you need to meet your affirmative action responsibilities.

Affirmative action tools you receive through TOC

By subscribing to TOC's affirmative action service for a flat annual fee, you receive:

- A three-ring binder, customized with your current plan date, company name, HR contact and other information, that outlines the elements of your affirmative action plan under Executive Order 11246 (which focuses on women and minorities). You can then insert your specific documentation behind the appropriate tab in the binder during the year. This invaluable tool reminds you to take specific actions during the year and helps you to document your compliance with the regulations.
- Spreadsheets to track the required employment data and monitor any adverse impact for your workers in the construction trades, by race and gender.
- Written affirmative action programs for veterans and people with disabilities, customized with your current plan date, company name, HR contact and other information.
- Model documents:
 - *Invitation to self-identify* pre-offer form, post-offer form and posted notice, including the latest changes to race/ethnicity and veterans categories.
 - Notice to your vendors and subcontractors.
 - Letter to unions and/or recruiting agencies.
 - Policy against harassment, including a Spanish translation.
 - Equal opportunity policy.
- A quarterly affirmative action newsletter highlighting recent developments.
- TOC's *Fact Sheet*, "Affirmative Action Requirements for Construction Contractors" (TOC 3953), containing detailed guidance and citations.
- *Construction Contractor Technical Assistance Guide* by the Office of Federal Contract Compliance Programs.

Hands-on Assistance

The first two hours of telephone consultation with TOC are included in your annual subscription. Additional assistance, such as telephone or in-person consultation, or advice during an affirmative action audit, is \$125 per hour (portal to portal) plus expenses.

Contact SMART today

To learn more about this service or to subscribe, call Carolyn Ivey at 206-626-0846 or e-mail civey@smartwa.org.