

Solutions at Work®

***Today's webinar will
begin shortly. We are
waiting for attendees
to log on.***

Presented by:

Cheryl L. Behymer

Phone: (803) 255-0000

Email: cbehymmer@laborlawyers.com

Celia M. Joseph

Phone: (610) 230-2144

Email: cjoseph@laborlawyers.com

www.laborlawyers.com

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20-Minute Webinar Series: *OFCCP Revised Scheduling Letter*

November 3, 2014

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What is a Scheduling Letter?

- The Office of Federal Contract Compliance Programs (OFCCP) is the U.S. Department of Labor's enforcement agency for affirmative action requirements.
- The OFCCP's audits of federal contractors begin with a Scheduling Letter.
- September 30, 2014
 - OFCCP revised the Scheduling Letter
 - Contractors now have new requirements during an OFCCP audit

Basic Requirements in a Scheduling Letter

- Affirmative Action Plans (AAPs) for E.O. 11246 (females and minorities), Section 503 (individuals with disabilities a/k/a IWDs), and Section 4212 (veterans)
- Compliance with reports required by Section 4212 (formerly VETS-100A reports)
- Support Data specified in the Itemized Listing
- Due 30 days from date you receive letter
- Non-destruction of all personnel records
- “Encourage[s]” submission in electronic format
- Notice of enforcement upon failure to make a “reasonable effort” to meet regulatory requirements
- Assurance of confidentiality by the OFCCP

Itemized Listing

Four General Sections:

1. E.O. 11246
2. Section 503
3. Section 4212 (VEVRAA)
4. Support Data

New Requirements

1. Results of evaluation and effectiveness of outreach and recruiting for IWDs and Vets
2. Documentation of all actions to comply with audit and reporting systems developed for Section 503 and VEVRAA
3. Data collection analysis for Section 503 and VEVRAA
4. Utilization analysis for IWDs in each job group
5. Documentation of the hiring benchmark adopted for Vets...

New Requirements

6. Six months supplemental data if 6 months or more into your current AAP year
 - Consider timeframe—More than 6 months?
7. Provide employment activity by job group or by job title
8. Definition of “promotion”
9. Race Ethnicity provided as: African-American/black, Asian/Pacific Islander, Hispanic, American Indian/Alaskan Native, and White (no Two or More Races)

Compensation Data

IMPORTANT:

Employee includes: full time, part-time, contract, per diem or day labor, temporary

AND

Individualized data, not aggregated

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Compensation Data

- Provide all data electronically if maintained in an electronic format
- Compensation: Base salary or wage rate, and hours worked in a typical workweek
- Identify separately bonuses, incentives, commissions, merit increases, locality pay or overtime for each employee
- Provide additional factors to determine compensation, e.g. education, experience, duty location, performance ratings, department or function, and salary level, etc.
- Explain factors and reasoning and provide documents and policies for compensation practices

Additional Documents Required

- Reasonable accommodation policy
- Accommodation Log, including request and resolution
- Assessment of personnel processes required by Section 503 and VEVRAA, including date of most recent assessment and date of next scheduled assessment
- Assessment of physical and mental job qualifications, with dates

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Questions?

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Thank You

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