

AFFIRMATIVE ACTION PROGRAM REGISTRATION INSTRUCTIONS

If you're reading this it's probably because you've gotten a letter from the St. Paul Department of Human Rights & Equal Economic Opportunity stating that your AAP registration has expired. This is because in our contract with the Department states that each contractor registration needs to be renewed every two years even though the agreement between the Minnesota Mechanical Contractors Association is for a three year period.

To Register

The first thing you will need to do is go to the [St. Paul AA Program Registration page](#) which will bring up the AA Program registration form. The first few pages describe the program and responsibilities and requires signatures, company identification, and the company representative's name who will be responsible for the AA recordkeeping.

Page 4 asks for the name of the project

Page 5 requires the number of employees broken down by race, gender, and if disabled which is very straightforward.

Page 6 is the Underutilization Analysis, and you need to complete this if you have 20 or more employees. In this form you will need to make some minor calculations.

- **Job Group Column** – These are job classifications, and fall under the categories: Officials/Managers, Professionals, Technicians, Sales Workers, Office/Clerical, Craftworkers (Skilled), Operatives (Semi-Skilled), Laborers (Unskilled), and Service Workers. If you are unable to determine which category your workforce falls under, please call or refer to the attached description in “Definitions of Terms and Job Categories.”
- **Column – 1:** Indicate the total number of employees in your workforce for each job group.
- **Column – 2:** Indicate the number of women employed by your company in each job classification.
- **Column – 3:** Divide Column 2 by Column 1 (i.e., $1 / 100 = .01$). Next, skip Column 4 and go to Column 5.
- **Column – 5:** To fill in this column you will need to go to the [Affirmative Action Statistics](#) and select the area you are located in. For this example we will use Minneapolis/St. Paul and an imaginary Skilled Labor workforce of 100 (determining that these employees' titles best fit under the Plumbers/Pipefitters occupation, with COC Code #644). Please note, it is helpful to indicate next to the Job Category the COC code (in this case, 644) that you've used. In Graph 1 below, you'll find that the percent available for female Plumbers/Pipefitters is 2.34%, or .0234. Enter .02 (rounding to the tenth decimal) in Column 5. Now proceed to Column 4.
- **Column – 4:** Multiply the percent of females available in the Plumbers/Pipefitters category (.02) by the total number of Plumbers/Pipefitters you have in your workforce (100). Thus, $100 \times .02 = 2$. Enter two (2) in the Number Available column for women under column 4.
- **Column – 6:** Is the number of women you may be underutilized for that job category, given the percent of women available for that occupation. It is Column 4 – Column 2. In the scenario here, it is 2 (from Column 4) - 1 (from Column 2) = 1 . XYZ Company is underutilized 1 female Plumber/Pipefitter in this case.

You would continue using the same process for minority employees, on the right side of the Underutilization Analysis form. Minority availability, for Column 5, is found in the Affirmative Action Statistics below (Graph 1) in the last column labeled “Minority % All.”

Graph 1

Area: Minneapolis - St. Paul MSA			Total (all races)			White	Minority
COC	Occupation	SOC	Labor Force	% Male	% Female	% All	% All
642	Painters, Construction and Maintenance	47-2141	5,605	90.44%	9.53%	86.44%	13.52%
643	Paperhangers	47-2142	120	75.00%	25.00%	100.00%	0.00%
644	Pipelayers, Plumbers, Pipefitters, and Steamfitters	47-2150	5,120	97.75%	2.34%	92.77%	7.32%
646	Plasterers and Stucco Masons	47-2161	380	101.32%	0.00%	93.42%	7.89%
651	Roofers	47-2181	2,845	98.91%	0.88%	85.20%	34.59%

Graph 2

Underutilization Analysis

(To be completed by firms with twenty (20) or more employ

Company Name XYZ Date 5/5/10

Job Group	Total	Women				Number Under-Utilized	Utili- Num
		Utilization		Availability			
		Number	%	Number	% *		
Officials & Managers							
Professionals							
Technicians							
Sales							
Office/Clerical							
Skilled Craft	-644	100	1	.01	2	.0234	1
Operatives							
Laborers							
Service Workers							
Column #	#1	#2	#3	#4	#5	#6	#7

For each job group list the number to the right of the Job Group Name (i.e. 644). The numbers of workers listed above are just for illustration.

Page 7 This form is also to be completed only if you have 20 or more employees. It captures your company’s goals, and the timetables set to accomplish those goals. In the first several columns, you will need to enter in your workforce numbers from pages 5 & 6. The last two columns captures your Anticipated Hiring Opportunities, referring to future openings that might occur (i.e., employees retiring, leaving the company, or company growth). A reasonable assumption may be made by looking at the job group turn over in the company within the past five years. The “Ultimate Goals” column is the same, but for longer-term planning.

Page 8 Finally, this form is to be completed regardless of workforce size, and captures the goal recorded for individuals with a disability. You enter in the total number of employees in your company that are in non-construction job groups, multiply this number by .10, and enter the result in the Numerical Goal blank.

Please note: employees self-identify if they are a person with a disability – this is a voluntary disclosure. If you do not know who in your current workforce may be an individual with a disability, you may disseminate an anonymous survey to employees who are then able to self-report they are a person with a disability (see attached sample).