

**AFFIRMATIVE ACTION PLAN
UNDER MARYLAND RULES AND REGULATIONS – TITLE 09.12.42
EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP AND TRAINING
BY AUTHORITY OF THE LABOR AND EMPLOYMENT ARTICLE,
SECTION 11-405 OF THE ANNOTATED CODE OF MARYLAND**

SPONSOR [INSERT SPONSOR NAME]

ADDRESS [INSERT SPONSOR ADDRESS]

hereby adopts the following Equal Employment Opportunity pledge

EEO PLEDGE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination based upon political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Maryland Regulation 09.12.42 and 29 CFR 30.

In order to fulfill this pledge, the sponsor will engage in the following affirmative actions to assure as far as possible maintenance of minority and female participation equal to that of the minority and female composition in the work force area.

1. When sponsor accepts applications only at specific intervals, such information shall be disseminated at least 30 days in advance of the earliest date of application at each interval. When sponsor receives applications year around, such information shall be regularly disseminated but not less than semi-annually. Such information shall be given to the Department, local schools, employment services offices, women’s centers, outreach programs and community organizations which can effectively reach minorities and women, and shall be published in newspapers which are circulated in the minority community and among women as well as in the general areas in which the sponsor operates. Such information shall include qualification requirement(s), opening and closing dates during which applications will be issued and/or received, and specific address(s) where applications will be issued and/or received. Such informational notices will contain the statement that the sponsor is an equal opportunity employer.
2. Sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
3. Sponsor will cooperate with local school boards and vocational education systems to develop programs preparing students to meet the standards and criteria to qualify for entry into apprenticeship programs.

4. Internal communication of sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees and members; and to encourage such persons to take necessary action to aid sponsor in meeting its obligations under this part.
5. Sponsor will engage in such programs as outreach for the positive recruitment and preparation of potential applicants for apprenticeship.
6. To encourage the establishment and utilization of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or to prepare candidates for apprenticeship, sponsor will assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
7. Sponsor will utilize journeyworkers to assist in implementation of this affirmative action program.
8. Sponsor will grant advanced standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
9. Other appropriate action to ensure that the recruitment, selection, employment and training of apprentices during the apprenticeship shall be without discrimination because of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability (e.g. general publication of apprenticeship opportunities and advantages in advertisements, industry reports, etc.; use of present minority and female apprentices and journeyworkers as recruiters; or career counseling).

SELECTION PROCEDURE

Apprentices shall be selected on the basis of objective and specific qualification standards. Examples of such standards are fair aptitude tests, school diplomas or equivalent, occupationally essential health requirements, fair interviews, school grades and previous work experience. Where interviews are used, adequate records shall be kept including a brief summary of each interview and the conclusions on each of the specific factors (e.g. motivation, ambitions and willingness to accept direction which are part of the total judgement).

Copy of the sponsor's current selection procedure is attached.

GOALS AND TIMETABLES

A good faith effort must be made to bring the total percentages for the utilization of minority apprentices and female apprentices (minority and non-minority) into equivalence with the applicable statistical analysis. A single goal for women in their entering class shall not be less than 50% of the percentage of women in the work force and shall be set for the first year's participation. A separate goal for minorities shall be set in accordance with the applicable statistical analysis.

See attached Work Force Analysis sheet for goals.

MAINTENANCE OF RECORDS

Sponsor shall keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program; including but not limited to job assignment, promotion, demotion, lay-off or termination, rates of pay or other forms of compensation or conditions of work, on-the-job training hours, and hours of related instruction provided; and any other records pertinent to a determination of compliance with these regulations. The records pertaining to individual applicants, selected or rejected, shall be maintained in such a manner to permit identification of minority and female (minority and non-minority) participants.

These records required by this part and any other information relevant to compliance with these regulations shall be maintained five (5) years and made available upon request to the Department or other authorized representative.

[INSERT SPONSOR'S NAME]

NAME OF SPONSOR'S AUTHORIZED OFFICIAL (Print or Type)

[ADD SPONSOR'S SIGNATURE]

SIGNATURE OF OFFICIAL

[ADD SPONSOR REP'S TITLE]

TITLE

[ADD DATE SIGNED]

DATE

APPRENTICE SELECTION PROCEDURES

[INSERT YOUR APPRENTICE SELECTION PROCEDURES HERE]

[Each Sponsor that must utilize an AAP (any with 5 or more apprentices), must choose a selection procedure. The MATP template selection methodology document is provided to the Sponsor. They can choose to use this one, or develop one of their own and provide us with a copy for inclusion here in their AAP.]

Name of Sponsor _____ [INSERT SPONSOR NAME]
 Address _____ [INSERT SPONSOR ADDRESS]

APPRENTICE SELECTION PROCEDURE
MINIMUM QUALIFICATIONS

Age: _____ [INSERT MINIMUM AGE NOTED IN STANDARDS]
 Education: _____ [INSERT EDUCATIONAL REQUIREMENTS FROM STANDARDS]
 Residence: _____ [INSERT RESIDENCY QUALIFICATIONS NOTED IN STANDARDS]
 Physical Condition: _____ [INSERT HEALTH REQUIREMENTS FROM STANDARDS]
 Transportation: _____ [INSERT TRANSPORTATION REQUIREMENTS FROM STANDARDS]
 Other: _____ [INSERT ANY OTHER REQUIREMENTS FROM STANDARDS]

1. Information regarding apprenticeship openings shall be furnished to the local state employment service and to the local schools.
2. Applications of responding candidates will be recorded.
3. Those meeting the basic qualifications such as age, residence, education, and physical condition will be interviewed by the employer or his agent. The interview shall cover such factors as educational record, attitude toward work and apprenticeship, sense of responsibility, previous work experience, whether in the trade or related to the trade, reasons for interest in the trade, hobbies and physical factors.
4. Qualified applicants who meet the above minimum qualifications will be rated numerically on the basis of the following factors:

Rating System

		<u>Maximum Points</u>	<u>Actual Points Allotted</u>
a. Educational background		40	
1. High school graduate or Certificate of Equivalency	- 40		
2. Completion of 3 years of high school	- 20		
3. Completion of 2 years of high school	- 15		
4. Completion of 1 year of high school	- 10		
b. References and conduct record		20	
c. Interview (personal impression of the following:)		20	
1. Interest	- 8		
2. Sincerity	- 6		
3. Adaptability	- 6		
d. Previous work experience	- 20	20	
Minimum of 3 months in or related to the trade			

Selection of apprentices shall be in descending order of ranking.

Records of selections shall be maintained for a period of at least two years.

Qualifying Score _____ 70 _____ Max Score:100

[INSERT SIGNATURE] _____ [INSERT TITLE] _____ [INSERT DATE SIGNED] _____
 Signature of Authorized Official Title Date

