

OFCCP Compliance Services

DirectEmployers Association can assist with additional compliance services above and beyond the existing membership offering. For more information and service details (for DirectEmployers Association members and non-members), please contact Candee Chambers, (317) 874-9052 or Candee@DirectEmployers.org.

AAP EDUCATION SERVICES

1. Essential components of an AA program

- a. How is a contractor defined? (Who is “covered”)
- b. Which employees must be included in your plan/analyses?
- c. How should subsidiaries be handled?
- d. Offshore operations?
- e. What is an AAP “establishment” (also OFCCP’s unit of audit)?
- f. When can/should some be combined into a single AA program?

2. Review of OFCCP’s three statutes:

- **Executive Order 11246, as amended** (for minorities and females)
- **VEVRAA—Vietnam Era Veterans’ Readjustment Assistance Act, as amended** (for protected veterans)
- **Section 503 of the Rehabilitation Act of 1973, as amended** (for individuals with disabilities)
 - a. Details and requirements of each
 - b. What must be implemented and when
 - c. Practical forms and processes

3. Summary of the OFCCP Audit Process

- a. How to prepare for an OFCCP audit
- b. What needs to be done when you receive a CSAL
- c. Tips and tricks to get through an OFCCP audit successfully

4. Outreach

- a. New outreach requirements
- b. How to build your outreach partnerships
 - i. What does this really mean?
 - ii. How many partnerships are needed?
- c. How to track your outreach efforts
- d. Outreach Effectiveness Assessment
 - i. How should this be done?
 - ii. What are the real requirements?

5. Data Collection Analyses (Disparity Analyses: Hires, Promotions & Involuntary Terminations)

6. Goals, Utilization Goals and Benchmarks

ADDITIONAL SERVICES

1. Extensive OFCCP Audit Assistance

- a. Up-front audit assistance (where DirectEmployers would act as your OFCCP spokesperson)
- b. Behind-the-scenes audit assistance (where DirectEmployers would guide you on how to handle Supplemental Data Requests, on-site audits, etc.)
- c. Mock audits

2. Training

- a. AAP training for:
 - i. HR Business Partners
 - ii. Recruiters
 - iii. Management

- b. New regulatory requirements
 - i. VEVRAA training
 - ii. Section 503 training
 - iii. Discrimination on the Basis of Sex
 - iv. Equal Employment Opportunity—LGBT (EO 13672)
 - v. Overtime Final Rule
 - vi. Fair Pay and Safe Workplaces (EO 13673)
 - vii. EEO-1 proposed revision
 - viii. Pay Transparency (EO 13665)

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