

Date: June 19, 2007

Code: HR 2007-08

To: CSU Presidents

TIME SENSITIVE
Due August 1, 2007

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Affirmative Action Plan Update**

Each campus is expected to annually update its Affirmative Action Plan pursuant to the Board of Trustees Nondiscrimination Policy, Executive Order 883, and federal regulations implementing U.S. Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam-Era Veterans Readjustment Assistance Act of 1974, as amended.

Please send one copy of your current Affirmative Action Plan to Ms. Maria Santos, Senior Director, Employee Relations, by **August 1, 2007**. For campuses whose affirmative action plan year begins on or before August, the current plan is the 2007-2008 Affirmative Action Plan. For campuses whose affirmative action plan year begins on or after September, the plan that is current is the 2006-2007 Affirmative Action Plan.

Beginning last year, campuses must include employees in bargaining units 11 and 12 in the Affirmative Action Plan due to the formation of those units.

Also, since last year, campuses were required to make changes to the Affirmative Action Plan for veterans to reflect the expanded scope of coverage of the Vietnam Era Veterans Readjustment Act of 1974 (41 CFR 60-250 et seq.). The changes were summarized in Coded Memorandum HR 2006-17, which can be accessed on the CSU website at <http://www.calstate.edu/HrAdm/pdf2006/HR2006-17.pdf>. The amended regulations can be accessed at <http://www.dol.gov/esa/regs/fedreg/final/2005023403.pdf>.

The Chancellor's Office will continue the practice of discarding the affirmative action plan you submitted last year unless you notify Ellen Bui as soon as possible that you would like it returned to you. However, campuses are reminded to maintain on file two affirmative action plans, one for the current affirmative action year and one for the immediately preceding affirmative action year, consistent with federal recordkeeping obligations. 41 CFR 60-1.12(b).

Questions regarding this Technical Letter may be directed to Ellen Bui at (562) 951-4427. This Technical Letter is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMCC/eb

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