Date: November 18, 2013

To: Equity & Diversity Directors

From: John S. Swarbrick
Associate Vice Chancellor, Labor Relations

Ellen Bui
Senior Manager, Equal Opportunity/Whistleblower Compliance

Subject: Affirmative Action Plan Update

TIME SENSITIVE
December 31, 2013

Overview

Audience: Campus designees responsible for compiling and updating the affirmative action plan

Action Items: Submit the campus’s current affirmative action plan to the Chancellor’s Office by December 31, 2013.

For any campus’s affirmative action plan that begins on or after January 1, 2014, use the 2010 EEO Tab released by the United States Census Bureau in developing the affirmative action plan.

Affected Employee Groups/Units: All

Summary

Pursuant to federal regulations and CSU policy, each campus is required to maintain and annually update an affirmative action plan. This technical letter requests campuses to submit their current affirmative action plan to the Chancellor’s Office by December 31, 2013.

In addition, pursuant to federal requirements, each campus must begin using the United States Census Bureau’s 2010 EEO Tab in the affirmative action plan that begins on or after January 1, 2014.

This technical letter: (1) instructs the campuses to submit a copy of their current affirmative action program to the Chancellor’s Office by December 31, 2013; and (2) informs the campuses of a federal agency notice that requires employers who are federal contractors to use new census data provided by the government in any affirmative action program that begins on or after January 1, 2014.

Submission of current affirmative action program by December 31, 2013

Each campus is expected to annually update its Affirmative Action Plan pursuant to CSU Executive Order 1088 and federal regulations implementing Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of

Distribution:
Human Resources Officers

Please send one copy of your current Affirmative Action Plan to Ellen Bui, Senior Manager, Equal Opportunity & Whistleblower Compliance, by December 31, 2013.

The Chancellor’s Office will continue the practice of discarding the affirmative action plan you submitted last year unless you notify Ellen Bui by December 31, 2013 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 the immediately preceding affirmative action year, consistent with federal recordkeeping obligations. 41 CFR 60-1.12(b).

Use of United States Census Bureau’s 2010 EEO Tab in affirmative action program beginning January 1, 2014

The Office of Federal Contract Compliance Programs (OFCCP) (which enforces federal affirmative action regulations governing federal contractors) issued a notice, stating that any affirmative action program that begins on or after January 1, 2014 must use census data called the 2010 EEO Tab, which is provided by the United States Census Bureau (http://www.census.gov/people/eeotabulation/data/eeotables20062010.html). This census data is used by employers in their affirmative action program as an external benchmark for comparing the race, ethnicity and sex composition of their workforce to the external labor market data within a specific geography and job category.

Pursuant to the OFCCP notice mentioned above, all campuses must use the 2010 EEO tab data to compile the Availability Analysis in any affirmative action program that begins on or after January 1, 2014. Since campuses are currently using a vendor to assist in compiling the affirmative action program, you may wish to contact your vendor to verify that systems are in place to ensure campus compliance with the federal requirement.

Questions may be directed to Ellen Bui at (562) 951-4427. This HR memorandum is also available on the Human Resources Management’s Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

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