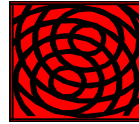




AFFIRMATIVE ACTION PROGRAM SERVICES



AFFIRMATIVE ACTION
COMPLIANCE SPECIALISTS



**HUMAN RESOURCE
MANAGEMENT, INC.**

Post Office Box 361225
Birmingham, AL 35236
(205) 978-7198
(205) 978-7148
(205) 978-7616 FAX
1-866-947-2727

www.HRMasap.com
info@HRMasap.com



**HUMAN RESOURCE
MANAGEMENT, INC.**

Charles Wilkinson, SPHR
Principal



HUMAN RESOURCE MANAGEMENT, INC.

P.O. Box 361225
Birmingham, Alabama 35236
(205) 978-7198 1-866-947-2727
Fax: (205) 978-7616
www.HRMasap.com info@HRMasap.com

AFFIRMATIVE ACTION PLAN SERVICES

Human Resource Management, Inc. is pleased to offer your organization the following services proposal for preparing and administering your Affirmative Action Programs.

SUMMARY OF SERVICES

Human Resource Management, Inc. will provide the following services:

EXECUTIVE ORDER 11246 PLAN for WOMEN and MINORITIES

We will assist in completing the following required components of a compliant Affirmative Action Program required under Executive Order 11246:

- Plan Narrative
- Workforce Analysis
- Organizational Profile
- Job Group Analysis
- Two Factor Analysis
- Availability Analysis (using 2000 Census Data EO Special File)
- Utilization Analysis
- Summary of Prior Year Goal Accomplishment, with Opportunity Analysis
- Summary of Current Year Goal Setting
- Summary reports on applicant flow, hiring, promotion, transfer and separation activity during the prior year.
- Adverse Impact Ratio Analysis on applicant flow, hiring, promotion, transfer and separation activity during the past year.
- Compensation Analysis

VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1974 PLAN

We will assist in completing the following required components of a compliant Affirmative Action Program under this act:

- Plan narrative
- Policy statements

SECTION 503 OF THE REHABILITATION ACT OF 1973 PLAN

We will assist in completing the following required components of a compliant Affirmative Action Program under this act:

- Plan narrative
- Policy statement





UNIQUE PLAN DESIGN FEATURES

Our plans are designed with extra features:

- Tabbed three-ring binder format with custom color covers and spines.
- Two copies of each plan are provided (if needed) – 1 for corporate office, 1 for local facility. Additional copies are available upon request.
- Color graphs depicting availability and utilization analyses results for use as management communication tools.
- Tabbed exhibits for typical support data requested during OFCCP desk audit.
- Comprehensive compensation analyses (mean/median/adverse impact) results consistent with OFCCP audit techniques for use as management communication and audit prep tools.
- Multiple regression analyses for compensation.
- Comprehensive analyses support data, including checklists of all employees, applicants, new hires, promotions, transfers and terminations included in the plan for audit verification.
- Discussions with corporate leadership to review lines of progressions, recruiting areas, internal feeder pools, recruiting sources, and prior year results and goals.

ADDITIONAL SUPPORT SERVICES INCLUDED

We can assist in reviewing and helping prepare other required plan-related documents, including:

- An equal employment opportunity (EEO) policy;
- EEO posters required by federal and state laws;
- Voluntary self-identification notices and data;
- Information on accommodations and facility accessibility;
- Information on outreach programs and hiring sources for women, minorities, veterans, and individuals with disabilities;
- Information provided to employees, job applicants, and recruiting sources;
- Purchase order compliance review, with sample language provided; and
- Mean and Median Compensation Analysis by Pay Grade with Adverse Impact and potential liability calculations

We can also complete annual EEO-1 and VETS-100 reports.

In addition, we provide onsite audit management services to further ensure successful audit results. We also manage negotiation of conciliation agreements and fulfillment of any compliance requirements. Simply notify us immediately upon receiving an audit scheduling letter, and we will prepare a special audit copy of your AAP for submission to OFCCP. We will also provide support answering any supplemental data requests from OFCCP.





INVESTMENT SUMMARY

Our fees for preparing the suite of required Affirmative Action Programs are based upon the number of employees and geographic locations covered by the plans, and the format in which data is submitted. Your relationship manager will be happy to provide a formal quotation upon request.

FUTURE INVESTMENT GUARANTEE

To assist you in planning for annual expenditures related to developing required Affirmative Action Programs, we are pleased to offer a three-year investment guarantee. Unless your employee population increases by more than 10% or it is determined that additional plans are needed to remain in compliance, we guarantee no increase in investment expense for three years.

COMPLIANCE GUARANTEE

We guarantee that every plan we prepare will be technically correct and audit ready. Should OFCCP question our methodology or any other technical issue, we will address the issue directly with OFCCP and make any requested changes at our expense.

We perform all affirmative action development services in our Birmingham, Alabama office using current professional best practices and the latest software technology available. Our consultants are also available to work on-site as needed to manage your affirmative action program.

SUMMARY

We appreciate your consideration of this proposal and look forward to partnering with you and your team to accomplish this important compliance initiative. If you have any questions, or require any additional information, you may contact Charles Wilkinson, SPHR in Birmingham at (205) 978-7198 or toll free at 1-866-947-2727.

OUR COMMITMENT

*We promise high quality service of exceptional value;
A rigid adherence to ethical business standards; and
An unyielding commitment to client satisfaction.*

