



Equal Opportunity in Apprenticeship

Help us Broaden Participation in Skilled Occupations!

We have put together this quick reference to EEO and Affirmative Action requirements. This is no substitute for the regulations (29 CFR 30), but it is a reminder of the highlights. This is important work and your efforts as an apprenticeship sponsor really make a difference.

EEO To Do List for Sponsors:

1. Post and Share your Equal Opportunity Poster

The poster publicizes your designee responsible for EEO and the pledge. You must share it when you onboard staff and communicate its importance in addition to posting it on the wall.

✓ There is an **EEO Poster** in the back of your Standards.

2. Post apprenticeship openings where everyone can see

If you are only accepting current employees into the apprenticeship, you may post internally where all eligible employees will see it.

You must annually update your own recruitment source list that will generate applicants from all demographics and communicate job postings to everyone on the list least 30 days prior to hiring. *The easiest way to comply* is to contact the **RI DLT Business Workforce Center** each time you have openings and DLT will do outreach for you.

✓ Contact the **Business Workforce Center** to post your job opportunities!

1-888-616-5627
DLT.esu@dlt.ri.gov
www.dlt.ri.gov/bwc

3. Follow your selection procedures.

You get to specify your procedures and selection criteria in your Standards. If you plan to rank and select "the best" candidates, you need to specify the factors that will be used for ranking.

RESOURCES at
doleta.gov/OA/eo/

✓ Resources to improve **Selection Procedures**

4. Require anti-harassment training

for all workers involved in apprenticeship. You need all your workers to be able to focus on their jobs, which can only be achieved in a workplace free from harassment and intimidation.

✓ **Anti-Harassment Training Resources**

Affirmative Action on back >



Rhode Island Department of Labor and Training, Apprenticeship Office

1511 Pontiac Avenue
Center General Complex, Bldg 70
PO Box 20247
Cranston, RI 02920-0943

www.dlt.ri.gov/apprenticeship

(401) 462-8580 opt 1

Juana.Rosales@dlt.ri.gov

DLT is an equal opportunity employer/program - auxiliary aids and services available upon request. TTY via RI Relay: 711

Affirmative Action Plans

SMALL SPONSOR EXEMPTION: Sponsors with fewer than 5 apprentices are exempt from the written Affirmative Action Plan requirement.

ALREADY HAVE AN AFFIRMATIVE ACTION PLAN? If you have an Affirmative Action Plan approved for any other federal purpose it fulfills the requirement for Apprenticeship.

TIMELINE: Submit plan to the DLT Apprenticeship Office within 2 years of registration and update at least every 3 years.

RESOURCE PAGE: <https://doleta.gov/OA/eo/>

1. Invitations to self-identify for a disability. Collect pre-offer and post offer. This is a new requirement and it may seem awkward, but it is federal law. Just having the facts is valuable, and DLT provides an **EEO WORKSHEET** to facilitate data collection.

2. Is anyone missing? Are women, men, Latinos, racial groups, or people with disabilities under-represented among employees in this occupation, apprentices, and/or applicants? This is called **UTILIZATION ANALYSIS**.

3. If any group is under-represented, work with partners to recruit qualified people in this category. This is called **POSITIVE RECRUITMENT**. Sex, race, ethnicity, and disability *are not factors in selecting apprentices*, the goal is to get a broader applicant pool.

Remember you are not alone. As an employer, you are focused on hiring the best workers you can. Help us connect you with community-based organizations and schools that can send you appropriate referrals and even help prepare people to meet the entry requirements of your apprenticeship.

4. Identify and address impediments in your personnel processes. If the data show a disparity, it is time to look for impediments. USDOL had assembled resources to support you in this process.

