



Gerstco News and Resources

Affirmative Action Planning Regulatory Updates,
Resource Library, Forms, and Web Links



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Current OFCCP Compliance Evaluation Onsite Focus

While OFCCP is seeking public comments to change 503 regulations, Compliance Officers must still enforce current regulatory requirements. As a result, during Federal Contractor Compliance Evaluations, OFCCP *may now request the following when the Onsite Phase of a facility review begins:*

1. New employee orientation package, employee handbook, and any other documents covering issues affecting protected classes (i.e., duty related leave for veterans, maternity leave, FMLA, disability leave).
2. A list of all individuals located at, or reporting to, the facility during the review period, including: name, date of hire, termination date, job title, race, gender, disability status if known, veteran status if known, facility to which they report, facility where they work, military, disability, FMLA, or maternity leave during the review period, and dates of the leave sought or took.
3. OFCCP will want to interview employees who have requested a leave.
4. A Purchase Order, or subcontract that includes the required EEO/AA clauses. Also, documents showing that vendors and subcontractors are notified of their various obligations.
5. List of ALL accommodations requested and provided during the review period because of a disability or illness, including: the person's name, job title, nature of the accommodation provided, and for how long. For any accommodation request denied, an explanation for the denial, and contact information for the person who requested it.
6. Provide job descriptions for any job titles that have physical requirements.
7. Copies of the last 3 years' VETS-100 forms.
8. Copies of ALL internal complaints or grievances during the reporting period regarding, or having to do with, disability, reasonable accommodation, veteran status, race, or gender.
9. Copies of complaints filed with EEOC, US DOL, VETS, or State human rights agencies during the reporting period alleging discrimination on the basis of race, ethnicity, gender, disability, or Veterans' status.
10. Evidence of job listings with the State Employment Office.
11. Copy of blank application/self identification form.
12. Copy of invitation to new hires to self-identify as individuals with disabilities or veterans.
13. Explanation how applicants may apply for jobs online or at the facility.
14. Listings of any recruitment sources and outreach activities used to encourage applications from covered veterans and individuals with a disability, including: educational institutions, community service organizations, training organizations, etc. In addition, copies of any communications with these

- resources.
15. Documents or other evidence of involvement with or in support of community action programs or veterans service organizations with regard to veterans and/or persons with a disability.
 16. Information on training provided to supervisors and managers regarding EEO and Affirmative Action responsibilities during the review period (including meeting agendas), and a list of the names of employees who attended such training.
 17. List of all individuals with disabilities and veterans currently in the workforce. OFCCP will select individuals from this list to interview.
 18. A tour of the facility will be done.
 19. Make available for interview, persons responsible for employment selection decisions and others responsible for implementing the AAP. OFCCP wants to discuss outreach and accommodation activities.
 20. Make available for interview: veterans, individuals with disabilities, individuals who requested leave during the review period, and a select group of minority and female employees.
 21. **Inspection of Employment Eligibility Verification Form I-9:** Employees hired in the last 3 years and former employees hired prior to the preceding 3 years (after 11/06/1986) who terminated during the past year.

Disability Outreach, Recruiting, and Employer Resources

In support of compliance efforts under 503 of the Rehabilitation Act, the following are resources providing community outreach, recruiting, and employer education:

- American Association of Persons with Disabilities, Voice/TTY 1-800-840-8844, <http://www.aapd-dc.org>
 - American Foundation for the Blind, 1-800-232-5463, <http://www.afb.org/>
 - Association for Persons in Supported Employment, (301)-279-0060, <http://www.aspse.org>
 - Equal Employment Opportunity Commission <http://www.eeoc.gov/laws/types/disability.cfm>
 - Job Accommodation Network, Voice 1-800-526-7234 TTY 1-877-781-9403, <http://askjan.org/>
 - National Business Leadership Network, (202) 872-6739, <http://www.usbln.org/>
 - National Council of Disability, Voice (202)-272-2004 TTY 202-272-2074, <http://www.ncd.gov>
 - National Organization on Disability, (646)-505-1191, <http://www.nod.org/>
 - National Rehabilitation Association, (703) 836-0850, <http://www.nationalrehab.org>
 - Office of Disability Employment Policy (ODEP), Voice 1-866-ODEP-DOL (633-7365), TTY 1-877-889 - 5627, <http://www.dol.gov/odep/>
 - ODEP Connecting the Disability Community to Information and Opportunities, <http://www.disability.gov>
 - Project Hired, 1-888-520-4572, <http://www.projecthired.org>
 - Work Support, Voice: (804) 828-1851, TTY (804) 828-2494, <http://www.worksupport.com>
 - World Institute on Disability, Voice (510) 763-4100, TTY (510) 763-4100, <http://www.wid.org/>
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