



**Basic EEO and Affirmative Action Compliance:  
Practical Guidance for the EEO Professional**

**AGENDA**

**Day 1** 8:00 am *REGISTRATION & CONTINENTAL BREAKFAST*

8:30 am *INTRODUCTION & OVERVIEW*

**Background**

- **Sources of Rules Governing Workplace Behavior**
- **Other Enforcement and Compliance Mechanisms**
- **Theories of Discrimination**
  - Disparate Treatment
  - Disparate Impact
- **McDonnell Douglas Burden – Shifting Scheme**

***FEDERAL EMPLOYMENT LAWS***

**Title VII, Civil Rights Act of 1964**

- Sexual Harassment
- Pregnancy Discrimination Act of 1978

*Training Exercise #1*

- Religious Discrimination

*Training Exercise #2*

**Section 1981, Civil Rights Act of 1866**

### **Age Discrimination**

- Age Discrimination in Employment Act
- Older Workers Benefit Protection Act

*Training Exercise #3*

### **Compensation Discrimination**

- Equal Pay Act
- Lilly Ledbetter Fair Pay Act

### **Disability Discrimination**

- Americans with Disabilities Act
  - Who is Protected?
  - What is a Disability?
  - Who is a Qualified Individual with a Disability?
  - Essential Functions
  - Reasonable Accommodation
  - Undue Hardship
  - Direct Threat and Qualification Standards
  - Medical Inquiries and Exams

*Training Exercise #4*

### **Genetic Information Nondiscrimination Act**

**5:00 pm ADJOURN**

**D**ay 2 8:00 am *CONTINENTAL BREAKFAST*

8:30 am *FEDERAL EMPLOYMENT LAW (continued)*

**Family and Medical Leave Act**

- Entitlements
- Eligibility
- Qualifying Reasons
- Notice Requirements
- Substitution of Paid Leave

*Training Exercise #5*

**Workplace Retaliation**

**Protections for Veterans**

- Vietnam Era Veterans Readjustment Assistance Act, as amended
- Uniformed Services Employment and Reemployment Rights Act

**Immigration Reform and Control Act**

**Whistleblower Protection**

*Training Exercise #6*

***ESTABLISHING NON-DISCRIMINATORY EMPLOYMENT PRACTICES***

**Hiring Procedures**

**Employment Interviews**

*Training Exercise #7*

**Performance Evaluations**

**Termination for Cause**

**Termination for Economic Reasons**

**Documentation**

## ***OVERVIEW OF EEOC CHARGE PROCESSING PROCEDURES***

### **EEOC's Role**

### **Charge Filing**

### **Stages in EEOC Charge Processing**

### **Responding to EEOC Charges**

- Initial Steps

#### *Training Exercise #8*

- EEOC Mediation Process
- Investigating Charge
- Agency Investigation Process
- Responding to the Charge

### **EEOC Charge Resolution**

**5:00 pm** *ADJOURN*

**Day 3** 8:00 am *CONTINENTAL BREAKFAST*

8:30 am *AFFIRMATIVE ACTION & OFCCP COMPLIANCE*

**The Relationship Between EEO and Affirmative Action**

**What To Know Before Developing an AAP**

- Contract Requirements
- AAP Components
- AAP Cycles
- AAP Structures
- AAP Coverage

**AAP Annual “Forward-Looking” Statistical Reports**

- Organizational Profile (Workforce Analysis/Organizational Display)
- Job Group Analysis
- Availability Analysis
- Placement Rate Goals

**AAP Annual “Rearward-Looking” Statistical Reports**

- Goal Attainment Reports
- Impact Ratio Analyses

**AAP Annual Narrative Requirements**

- Women and Minorities
- Individuals with Disabilities and Covered Veterans

***COMPLIANCE ENFORCEMENT***

**Enforcement Overview**

**Audit Selection and Scheduling**

**Audit Management**

**Audit Outcomes**

3:00 pm *ADJOURN*



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