

Affirmative Action Plan Application



City of Madison
4/17/2023

[Affirmative Action Division,](#) [Department of Civil Rights](#)

The purpose of this document is to list out the steps of entering a model online City of Madison Affirmative Action Plan or AA Plan Exemption on [City of Madison Licenses & Permits.](#)

Register an Account on Licenses & Permits

1. Use an up to date internet browser to navigate to <https://elam.cityofmadison.com/citizenaccess/>
2. Does your organization or company already have an account? Use that one instead of registering a new one!
 - a. Can't access your account? Click "Support Center" in the upper right-hand section of your display for assistance.
 - b. It's important to use only one account

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CITY OF MADISON LICENSES & PERMITS

We are pleased to offer our customers access, 24 Hours a day, 7 days a week, to the Licenses & Permits portal.

Anyone can use this site to research permit or license records and related activities; however, only registered users can use this site to submit applications.

How to Apply for a Permit or License or Submit a Registration:

1. If you do not have one already, you must create an account by clicking '[Register for an Account](#)' in the upper right-hand corner of this page.
A Valid e-mail address is required to register.
2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option.
3. Select the application type.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

3. Click “Register for an Account”
4. Check “I have read and accepted the above terms”
5. Click “Continue Registration”
6. Enter Login Information
 - a. User Name: use a generic user name instead of using a specific person’s name
 - b. Email Address: use a generic address such as “hr@” or “admin@” instead of using a specific person’s name so that the correct person will receive notifications even if you’re not available
 - c. Password
 - d. Type Password Again
 - e. Enter Security Question
 - f. Answer
 - g. Keep your account info: you will need it again
 - i. Keep your login credentials in a place where they can be accessed if someone else needs to access the account and you’re not available
7. Enter Contact Information
 - a. Click “Add New”
 - b. Select that this is an Organization contact
 - c. Be as complete as possible
 - i. Ensure you enter
 1. Name of Business
 2. City
 3. State
 4. Zip
 - ii. These fields are required for the Affirmative Action Plan
8. Click “Continue Registration”
9. Success
10. You will receive an email with a link to Activate Your Account.
 - a. This email verifies that the email address you entered is valid and allows you to activate your account
 - b. Keep your account info: you will need it again

- c. This email comes from a “noreply” address: if you do not receive it within 10 minutes, check your Spam folder. If the email is blocked, please contact Technical Support by clicking “Support Center” in the upper right-hand section of your display.

Log In to Licenses & Permits

1. Once your account has been activated
 - a. Use an up to date internet browser to navigate to <https://elam.cityofmadison.com/citizenaccess/>
 - i. Enter User Name or E-mail
 - ii. Enter Password
 - iii. Click Login

The screenshot shows the City of Madison Licenses & Permits portal. At the top, there is a navigation bar with links for Announcements, Register for an Account, Reports (3), Login, and Support Center. Below this is a secondary navigation bar with buttons for Home, Permitting, Licenses/Registrations, Land, Postings, and Contracts. An Advanced Search dropdown is also visible. The main heading is "CITY OF MADISON LICENSES & PERMITS". Below the heading, there is a welcome message: "We are pleased to offer our customers access, 24 Hours a day, 7 days a week, to the Licenses & Permits portal." followed by a disclaimer: "Anyone can use this site to research permit or license records and related activities; however, only registered users can use this site to submit applications." A section titled "How to Apply for a Permit or License or Submit a Registration:" contains three numbered steps: 1. If you do not have one already, you must create an account by clicking 'Register for an Account' in the upper right-hand corner of this page. A Valid e-mail address is required to register. 2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option. 3. Select the application type. On the right side of the page, there is a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Login »" button, a checkbox for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account".

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Advanced Search ▾

CITY OF MADISON LICENSES & PERMITS

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1. If you do not have one already, you must create an account by clicking '[Register for an Account](#)' in the upper right-hand corner of this page.
A Valid e-mail address is required to register.
2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option.
3. Select the application type.

Login

User Name or E-mail:

Password:

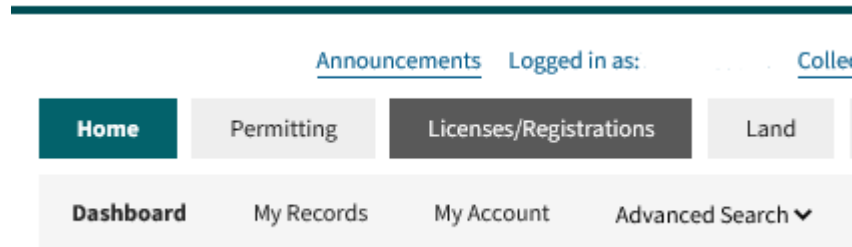
[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

- b. Once you are logged in, you will see “Logged in as:<your user name>” under the teal-colored bar.



- c. Can't log in?
- Make sure that you have activated your account
 - Make sure you are spelling your login credentials correctly
 - After checking these two things, if you still cannot log in, contact the Support Center by clicking “Support Center” in the upper right-hand portion of your display.

Renew Your Expiring or Expired AA Plan or Exemption

Renewing an AA Plan or Exemption will generate a new AA Plan or Exemption application containing the data of the AA Plan or Exemption that is being renewed. After you create the new application, you must then go through each section of the new application and edit the data to ensure that it is up to date and correct. In some cases it is simpler to start from scratch.

1. Log in to your already-existing account at <https://elam.cityofmadison.com/citizenaccess/>
2. From the Home screen, select “Licenses/Registrations”
3. Find the license number, written in blue, of the AA Plan or AA Plan Exemption you would like to renew:
 - a. AAPLAN-202X-00XXX or AAEX-202X-00XX
4. Click the license number

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[Apply for a License/Registration](#) | [Search Licenses/Registrations](#) | [Renew License or Registration](#)

Licenses/Registrations

If you are trying to renew your license or registration, but do not see it in the list below and it is your first time using this system, you may need to apply online using the 'Apply for a License/Registration' link this year in order to renew your license online in the future.
If you have received information that indicates an account was created for you but don't see your license listed here, contact the agency by using the Support Center link above.

Showing 1-10 of 69 | [Download results](#) | [Export](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | Date | Action | License Number | License Type | Address | Status | Expiration Date | Short Notes |
|--------------------------|------------|--------|---------------------------------|---|---------|--------|-----------------|-------------|
| <input type="checkbox"/> | 02/22/2023 | | AAPLAN-2023-000 | Affirmative Action Plan - Vendors and Suppliers | | Active | 02/22/2025 | |

5. On the next page, click “Renew AA Plan”

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Application AAPLAN-2023-000 : [Add to cart](#)
[Add to collection](#)

Affirmative Action Plan - Vendors and Suppliers
Record Status: Active
Expiration Date: 02/22/2025

Record Info ▾ Payments ▾ Custom Component

License/Registration Address

License/Registration Details

▸ More Details

[Print/View Summary](#) [Renew AA Plan](#)

6. A pop-up box will appear. Click “Renew”

License Information

Available Sections (Information in the checked sections will be copied.)

| | |
|---|---|
| <input type="checkbox"/> Address | <input checked="" type="checkbox"/> Application Information |
| <input type="checkbox"/> Parcel | <input checked="" type="checkbox"/> Information Tables |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Assets |
| <input type="checkbox"/> Education | <input type="checkbox"/> Licensed Professionals |
| <input type="checkbox"/> Continuing Education | <input checked="" type="checkbox"/> Contacts |
| <input type="checkbox"/> Examination | <input type="checkbox"/> Detail Information |
| <input type="checkbox"/> Valuation Calculator | <input type="checkbox"/> Additional Information |

Please verify all information on the new record before submitting it.

[Cancel](#)

7. Read and accept the terms

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[Apply for a License/Registration](#) [Search Licenses/Registrations](#) [Renew License or Registration](#)

Online License/Registration Application

Welcome to City of Madison's Online License/Registration System. Using this system you can submit and update information, pay fees, track the status of your application, and print reports all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Please use the following links to view the disclaimers.

- [Conditions & Use](#)
- [Accessibility](#)
- [Privacy](#)
- [Security Policy](#)

Once you have viewed the appropriate disclaimers check the **'I have read and accepted the above terms.'** checkbox and click **'Continue Registration'**

I have read and accepted the above terms.

[Continue Application »](#)

8. Click “Continue Application” and proceed with “Step 1: General Information” of these instructions.

Edit your Already-Submitted AA Plan Application for Resubmission

If you have received an incomplete notice and need to edit your AA Plan application:

1. Log in to your already-existing account at <https://elam.cityofmadison.com/citizenaccess/>
2. From the Home screen, select “Licenses/Registrations”
3. Find your license number (AAPLAN-202X-00XXX)

Announcements Logged in as: Test Account Collections (0) Cart (0) Reports (3) Account Management Logout Support Center

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Apply for a License/Registration Search Licenses/Registrations Renew License or Registration

Licenses/Registrations

If you are trying to renew your license or registration, but do not see it in the list below and it is your first time using this system, you may need to apply online using the 'Apply for a License/Registration' link this year in order to renew your license online in the future.

If you have received information that indicates an account was created for you but don't see your license listed here, contact the agency by using the Support Center link above.

Showing 11-20 of 69 | [Download results](#) [Export](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | <u>Date</u> | <u>Action</u> | <u>License Number</u> | <u>License Type</u> | <u>Address</u> | <u>Status</u> | <u>Expiration Date</u> | <u>Short Notes</u> |
|--------------------------|-------------|----------------------|---------------------------------|--|----------------|---------------|------------------------|--------------------|
| <input type="checkbox"/> | 06/09/2022 | | AAEX-2022-00196 | AA Plan Exemption (Less than 50K) | | Active | 06/09/2024 | |
| <input type="checkbox"/> | 04/06/2022 | Edit | AAPLAN-2022-00145 | Affirmative Action Plan - Public Works | | Incomplete | 03/01/2022 | |

4. Click "Edit" in the Action column.
 - a. This will take you to the Step 7: Review page.

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Affirmative Action Plan - Construction

General Information
 Workforce
 Workforce Analysis
 Policies
 Goals and Attestations
 Attached Documents
 Review
 License/Registration Issuance

Step 7: Review

[Submit Updated Information](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Submit Updated Information" to submit.

License/Registration Type

Affirmative Action Plan - Construction

Company Information

5. Review data. Click the "Edit" button in each applicable section to make changes to that section. Click "Submit Updated Information" to resubmit the application for review.

Resume your Saved AA Plan Application that has not been Submitted

1. Log in to your account at <https://elam.cityofmadison.com/citizenaccess/>
2. From the Home screen, select “Licenses/Registrations”
3. Find your temporary license number (TMP-2X-000XXX)

| <input type="checkbox"/> | <u>Date</u> | <u>Action</u> | <u>License Number</u> | <u>License Type</u> | <u>Address</u> | <u>Status</u> | <u>Expiration Date</u> | <u>Short Notes</u> |
|--------------------------|-------------|------------------------------------|-----------------------|--|----------------|---------------|------------------------|--------------------|
| <input type="checkbox"/> | 02/21/2022 | Resume Application | TMP-22-024767 | Affirmative Action Plan - Vendors and Suppliers | | | | |

4. Click “Resume Application” in the Action column.
 - a. Choose whether to start from the beginning or to continue where you left off

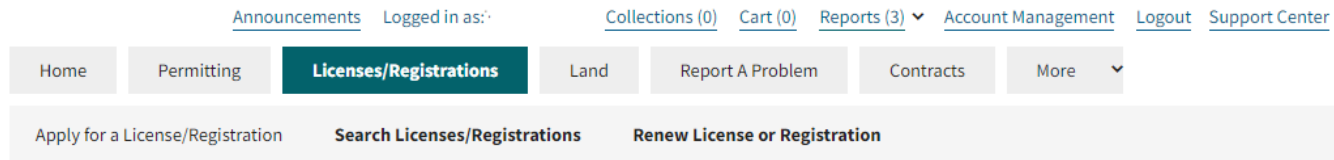
Resume Application: Select A

Start from the beginning
 Pick up where I left off

5. Proceed as directed below.

Begin Your New Affirmative Action Plan Application

1. From the Home screen
 - a. Select “Licenses/Registrations” tab
 - i. Select “Apply for a License/Registration”



2. Select a License/Registration Type
 - a. AA Plan Exemption (14 or fewer)
 - i. Choose this AA Plan Exemption if your organization or company has employees numbering 14 or fewer.
 - b. AA Plan Exemption (Less than \$50k)
 - i. Choose this AA Plan Exemption if your organization or company will receive less than \$50,000 in one calendar year.
 - c. Affirmative Action Plan – [Community Based Organization](#)
 - i. Choose this application if your community-based or non-profit organization has a contract with or receives funds from Community Services, CDBG or another City agency.
 - d. Affirmative Action Plan – [Individual Developer](#)
 - i. Choose this application if you or your organization have no employees and must file an Affirmative Action Plan as a condition of your Development Agreement with the City of Madison.
 - e. Affirmative Action Plan – [Construction](#)
 - i. Choose this application if your firm has a Construction contract with the City of Madison, is applying for Bid Prequalification or is otherwise providing construction services to a City agency.
 - f. Affirmative Action Plan – [Vendors and Suppliers](#)
 - i. Choose this application if your firm provides good or services to a City agency.
3. Click “Continue Application”

[Announcements](#) Logged in as: [Collections \(0\)](#) [Cart \(0\)](#) [Reports \(3\)](#) ▼

[Home](#) [Permitting](#) **[Licenses/Registrations](#)** [Land](#) [Report A Problem](#) [Contra](#)

[Apply for a License/Registration](#) [Search Licenses/Registrations](#) [Renew License or Registration](#)

Select a License/Registration Type

Select one of the available license/registration types.

- AA Plan Exemption (14 or fewer)
- AA Plan Exemption (Less than 50K)
- Affirmative Action Plan - Community Based Organization
- Affirmative Action Plan - Construction
- Affirmative Action Plan - Individual Developer
- Affirmative Action Plan - Vendors and Suppliers

Step 1: General Information

1. Enter Company Information:

- a. Name of CEO
 - i. If your organization has more than one CEO, enter both names here
- b. Your Website URL (optional)

Step 1: General Information > General Information

Regarding completion: Please note that you can NOT advance by section, but rather only by page. If you need to go back, this online form must take you to the beginning of the last section (not simply the last page).

* indicates a required field.

Company Information

GENERAL INFO

Vendor ID:

* Name of CEO:

Your Website:

- c. If you selected an AA Plan Exemption application, select the appropriate type:
- i. Construction
 - ii. Vendor and Supplier
 - iii. Community-Based Organization

AA Plan Exemption (14 or fewer)



Step 1: General Information > General Information

Regarding completion: Please note that you can NOT advance by section, but rather only by page. If you need to go back, this online form must take you to the beginning of the last section (not simply the last page).

* indicates a required field.

General Information

GENERAL INFO

- Construction:
- Vendor and Supplier:
- Community-Based Organization:

2. Contact Person
 - a. Select from Account or Add New
 - i. Required fields are denoted with a red asterisk
 - ii. Selecting from Account is less typing
 - iii. Be sure that your Business Name is listed here
3. EEO/AA Officer
 - a. Select from Account or Add New
 - i. Required fields are denoted with a red asterisk
 - ii. Selecting from Account is less typing
 - iii. Be sure that your Business Name is listed here
4. Click “Continue Application” or “Save and Resume Later”

Contact Person

Select from Account

Add New

EEO/AA Officer

Select from Account

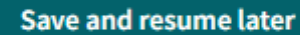
Add New

Continue Application »

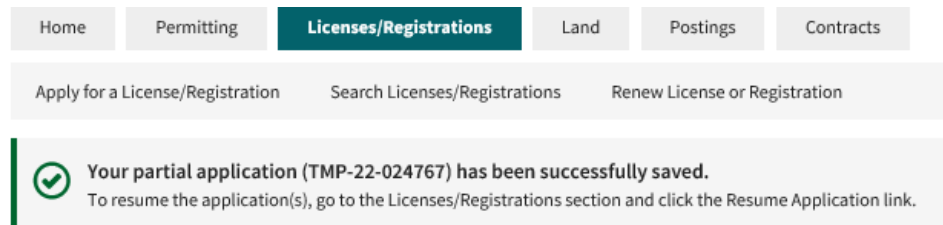
Save and resume later

Note: Save and Resume Later (before initial submission only)

Before you submit your application, if you need to stop and save your work, you may click “Save and Resume Later” on any page in the bottom right portion of the display.


A dark teal rectangular button with the text "Save and resume later" in white.

Doing this will allow you to save your work. If, for example, you need to stop to look something up or if you need to leave the application for any reason, the application may time you out and not save that data that you have entered. To avoid losing your data, you may use this button to save it and then resume when you are ready. Please note that this option is only available before you submit the application for the first time.

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: Home, Permitting, Licenses/Registrations (highlighted in dark teal), Land, Postings, and Contracts. Below the navigation bar is a secondary bar with three links: Apply for a License/Registration, Search Licenses/Registrations, and Renew License or Registration. At the bottom, there is a light gray notification box with a green checkmark icon on the left. The text in the notification box reads: "Your partial application (TMP-22-024767) has been successfully saved. To resume the application(s), go to the Licenses/Registrations section and click the Resume Application link."/>

Home Permitting **Licenses/Registrations** Land Postings Contracts

Apply for a License/Registration Search Licenses/Registrations Renew License or Registration

 **Your partial application (TMP-22-024767) has been successfully saved.**
To resume the application(s), go to the Licenses/Registrations section and click the Resume Application link.

When you are ready, you may log back in to your account and click “Resume Application” to continue working .

| <input type="checkbox"/> | <u>Date</u> | <u>Action</u> | <u>License Number</u> | <u>License Type</u> | <u>Address</u> | <u>Status</u> | <u>Expiration Date</u> | <u>Short Notes</u> |
|--------------------------|-------------|------------------------------------|-----------------------|---|----------------|---------------|------------------------|--------------------|
| <input type="checkbox"/> | 02/21/2022 | Resume Application | TMP-22-024767 | Affirmative Action Plan - Vendors and Suppliers | | | | |

The application will then ask you if you would like to resume the application by starting from the beginning or if you would like to resume on the page you were on previously.

Resume Application: Select A

Start from the beginning

Pick up where I left off

Step 2: Current Workforce Head Count

1. Follow the directions at the top of the page. The Current Workforce Head Count is the number of paid employees who work for your organization on the day when you are entering data.
2. Click the Add button to open a pop-up box:

Step 2: Workforce > Head Count

- Follow the instructions at <https://www.cityofmadison.com/civil-rights/documents/AAPInstructions.pdf>
- Use the Add button to select a job category, gender and disability status, and enter the current employee counts.
- Each employee should be counted in only one row.
- Please note that only 10 rows are displayed on each page, and you may need to use the Prev and Next links to view additional records.

* indicates a required field.

Workforce Analysis and Goals

CURRENT WORKFORCE HEAD COUNT

Showing 0-0 of 0

| Job Category | Gender | Disabled | White (not of Hispanic origin) | Black (not of Hispanic origin) | Hispanic | Asian or Pacific Islander | American Indian or Alaskan Native | Two or More Races | Total |
|-----------------|--------|----------|--------------------------------------|--------------------------------------|----------|---------------------------------|---|-------------------------|-------|
|-----------------|--------|----------|--------------------------------------|--------------------------------------|----------|---------------------------------|---|-------------------------|-------|

No records found.

Add

Edit Selected

Delete Selected

Continue Application »

Save and resume later

3. Select a job category, gender and disability status

CURRENT WORKFORCE HEAD COUNT x

* Job Category: ?

* Gender: ?

* Disabled: ?
 Yes No

White (not of Hispanic origin):

Black (not of Hispanic origin):

Hispanic:

Asian or Pacific Islander:

American Indian or Alaskan Native:

Two or More Races:

Total:

a. Enter the number of paid employees in that job category, gender and disability status by race/ethnicity

CURRENT WORKFORCE HEAD COUNT

* Job Category: ?

* Gender: ?

* Disabled: ?
 Yes No

White (not of Hispanic origin):

Black (not of Hispanic origin):

Hispanic:

Asian or Pacific Islander:

American Indian or Alaskan Native:

Two or More Races:

Total:

b. Click Submit in the pop-up box

- c. Refer to [Self-Identification Form](#) if needed
- d. Refer to [Guidelines for Classification of Employees](#) if needed
- e. There are nine (9) Job Categories to choose from
 - i. Each Job Category may have up to four (4) combinations
 - 1. Female – with a disability
 - 2. Female – without a disability
 - 3. Male – with a disability
 - 4. Male – without a disability
 - ii. You only need to complete each Job Category that applies
- f. Add rows as needed
 - i. Clicking “Add” will add one row at a time
 - ii. Clicking the down arrow next to “Add” will add multiple rows
- g. Edit rows as needed
- h. Delete rows as needed

4. Click “Continue Application” or “Save and Resume Later”

CURRENT WORKFORCE HEAD COUNT

Showing 1-5 of 5

| <input type="checkbox"/> | Job Category | Gender | Disabled | White (not of Hispanic origin) | Black (not of Hispanic origin) | Hispanic | Asian or Pacific Islander | American Indian or Alaskan Native | Two or More Races | Total | |
|--------------------------|---------------|--------|----------|--------------------------------|--------------------------------|----------|---------------------------|-----------------------------------|-------------------|-------|-----------|
| <input type="checkbox"/> | Professionals | Female | No | | | 3 | 2 | | 2 | 7 | Actions ▾ |
| <input type="checkbox"/> | Professionals | Male | No | 3 | | | | | | 3 | Actions ▾ |
| <input type="checkbox"/> | Operatives | Female | No | 12 | | | | | | 12 | Actions ▾ |
| <input type="checkbox"/> | Operatives | Male | No | 6 | | | | | | 6 | Actions ▾ |
| <input type="checkbox"/> | Operatives | Male | Yes | 3 | | | | | | 3 | Actions ▾ |

Add ▾ Edit Selected Delete Selected

Continue Application ▾

Save and resume later

Step 2: Workforce Analysis and Goals > Workforce Hiring Past 12 Months (Past Hires)

1. Follow the directions at the top of the page
2. Enter past hires data the same way you entered data for the Current Workforce Head Count:

WORKFORCE HIRING PAST 12 MONTH

Job Category:

White (not of Hispanic origin):

Asian or Pacific Islander:

Total:

Gender:

Black (not of Hispanic origin):

American Indian or Alaskan Native:

Disabled: Yes No

Hispanic:

Two or More Races:

Submit
Cancel

WORKFORCE HIRING PAST 12 MONTH

Showing 1-2 of 2

| <input type="checkbox"/> | Job Category | Gender | Disabled | White (not of Hispanic origin) | Black (not of Hispanic origin) | Hispanic | Asian or Pacific Islander | American Indian or Alaskan Native | Two or More Races | Total | |
|--------------------------|---------------|--------|----------|--------------------------------|--------------------------------|----------|---------------------------|-----------------------------------|-------------------|-------|---------------------------|
| <input type="checkbox"/> | Professionals | Female | No | | | 1 | 1 | | | 2 | Actions ▼ |
| <input type="checkbox"/> | Operatives | Female | No | 6 | | | | | | 6 | Actions ▼ |

Add
Edit Selected
Delete Selected

Continue Application »

Save and resume later

Step 2: Workforce Analysis and Goals > Workforce Left Past 12 Months (Past Departures)

1. Follow the directions at the top of the page
2. Enter past departures data the same way you entered data for the Current Workforce Head Count:

WORKFORCE LEFT LAST 12 MONTHS

* Job Category:

* Gender:

Disabled: Yes No

White (not of Hispanic origin):

Black (not of Hispanic origin):

Hispanic:

Asian or Pacific Islander:

American Indian or Alaskan Native:

Two or More Races:

Total:

WORKFORCE LEFT LAST 12 MONTHS

Showing 1-3 of 3

| <input type="checkbox"/> | Job Category | Gender | Disabled | White (not of Hispanic origin) | Black (not of Hispanic origin) | Hispanic | Asian or Pacific Islander | American Indian or Alaskan Native | Two or More Races | Total | |
|--------------------------|---------------|--------|----------|--------------------------------|--------------------------------|----------|---------------------------|-----------------------------------|-------------------|-------|---------------------------|
| <input type="checkbox"/> | Professionals | Male | No | 3 | | | | | | 3 | Actions ▼ |
| <input type="checkbox"/> | Operatives | Male | Yes | 1 | | | | | | 1 | Actions ▼ |
| <input type="checkbox"/> | Operatives | Male | No | 9 | 3 | | | 2 | | 14 | Actions ▼ |

Step 2: Workforce Analysis and Goals > Anticipated Employee Changes

1. Follow the directions at the top of the page
2. Enter the number of individuals who you expect to hire and who you expect to leave in the coming 12 months, starting from today. You may add, edit or delete data in this section.
3. Answer the questions regarding your willingness to consider candidates.
4. Click “Continue Application” or “Save and Resume Later”

ANTICIPATED EMPLOYEE CHANGES

| | | |
|--|--|---|
| * Job Category: Professionals | Estimated Total Hired in next 12 months: 2 | Estimated total leaving in next 12 months: 0 |
| <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Race/Ethnicity, for this job category | <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Sex/Gender, for this job category | <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Disability Status, for this job category |
| * Job Category: Operatives | Estimated Total Hired in next 12 months: 15 | Estimated total leaving in next 12 months: 8 |
| <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Race/Ethnicity, for this job category | <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Sex/Gender, for this job category | <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Disability Status, for this job category |
| * Job Category: Clerical & Admin. Support | Estimated Total Hired in next 12 months: 2 | Estimated total leaving in next 12 months: 0 |
| <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Race/Ethnicity, for this job category | <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Sex/Gender, for this job category | <input type="checkbox"/> Are you willing to consider for hire the best candidates, regardless of Disability Status, for this job category |

ANTICIPATED EMPLOYEE CHANGES

Showing 1-3 of 3

| | Job Category | Estimated Total Hired in next 12 months | Estimated total leaving in next 12 months | Are you willing to consider for hire the best candidates, regardless of Race/Ethnicity, for this job category | Are you willing to consider for hire the best candidates, regardless of Sex/Gender, for this job category | Are you willing to consider for hire the best candidates, regardless of Disability Status, for this job category |
|--------------------------|---------------------------|---|---|---|---|--|
| <input type="checkbox"/> | Professionals | 2 | 0 | Yes | Yes | Yes |
| <input type="checkbox"/> | Operatives | 15 | 8 | Yes | Yes | Yes |
| <input type="checkbox"/> | Clerical & Admin. Support | 2 | 0 | Yes | Yes | Yes |

Step 3: Workforce Analysis and Goals > Promotions

1. Enter the total number of employees who were promoted in the past 12 months, starting from today.
2. Enter the number of racial/ethnic affirmative action group members who were promoted in the past 12 months, starting from today.
3. Enter the total number of women who were promoted in the past 12 months, starting from today.
4. Enter the total number of employees with disabilities who were promoted in the past 12 months, starting from today.

Promotions

PROMOTIONS

* Total Promotions in last year:

* Racial/Ethnic Group Members Promoted:

* Women Promoted:

* Individuals with Disabilities Promoted:

5. Confirm Totals
 - a. This section is not editable.
6. Click “Continue Application” or “Save and Resume Later”

Step 4: Policies

1. Read and Check all Policies that apply
 - a. Review each one if using the “CHECK ALL” option.
 - b. Some Policies require a future date of implementation if not checked.
 - i. To indicate a future date of implementation, enter a date in the text box next to the calendar icon or click the calendar icon to choose a date.
 - ii. If you choose a future date of implementation for the payroll equity review, do not upload documentation for it.
 - iii. If you remove the future date of implementation for the payroll equity review, you must upload documentation for it before resubmission.
 - c. Some Policies are a Yes/No answer and not a check box.

POLICY STATEMENT

CHECK ALL:

It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, student status:

56. Make hiring, promotion, bonus and other pay decisions without regard to race/ethnicity, gender or disability:

If NO, indicate date of implementation (within 3 mos.):



Step 5: Goals and Attestations

1. Read and Check all Goals and Attestations
2. Click “Continue Application” or “Save and Resume Later”

Step 6: Attachments

1. Depending which Policies were selected, attachments may be required
 - a. Make a note of which documents you need to attach: a pop-up list will appear this list will disappear once you start to upload your attachments



An error has occurred.

The required documents are not attached to this application

53. A review that shows no inequity in the entire payroll for potential Equal Pay Act and Title VII issues, w promotional opportunities in the workforce.

2. Upload one attachment per item, in PDF format
3. Name documents using only alphanumeric characters, without spaces or punctuation
 - a. The simpler the better: for example, name the document for question 53 “53.pdf”
4. Using the dropdown menu, label each attachment with the correct Type/Category
5. Do not write in the “Description” text box
6. Save each document you attach; you are unable to remove saved attachments
7. Click “Continue Application” or “Save and Resume Later”

Step 7: Review/Complete

1. Review Application
2. Click “Continue Application” or “Save and Resume Later”
3. Please note that clicking “Continue Application” from the Step 7: Review page will submit your AA Plan application
4. Once you submit your AA Plan application, you will be unable to make edits to the application until it is reviewed and made editable for you by our office
5. To view the record, go back to Licenses/Registrations tab and click the AA Plan number (AAPLAN-202X-00XXX)
 - a. To print your application, click “Print/View Summary”
 - b. To view attachments, click “Record Info” and then “Attachments”
 - c. If you submit your AA Plan application in error, please send an email to aaplan@cityofmadison.com to request that it be made editable for you. Please include your license number and the name of your company.

Step 7: Review

Continue Application »



Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Technical Support

If you need technical support, please contact the [Support Center](#) by clicking “Support Center” in the upper right-hand section of your display.

Further Assistance

If you need assistance understanding the content of your AA Plan application, please contact our office by email (aaplan@cityofmadison.com) or by phone: (608) 266-4910.