

**WISCONSIN ELECTRONIC SECURITY ASSOCIATION
UNILATERAL APPRENTICESHIP & TRAINING COMMITTEE
AFFIRMATIVE ACTION PLAN**

In order to comply with Title 29CFR 30 and the Wisconsin Regulations on EEO in Apprenticeship, we are adopting the following Affirmative Action Plan, and pledge.

UATC Chair

date

Bureau Director, Karen Morgan

**WISCONSIN ELECTRONIC SECURITY ASSOCIATION
UNILATERAL APPRENTICESHIP AND TRAINING COMMITTEE
AFFIRMATIVE ACTION PLAN**

TABLE OF CONTENTS

	Page
Statement of Goals.....	3
Equal Employment Opportunity Pledge	3
Data and Utilization Analysis	4
Affirmative Action Activities.....	5
List of Contact Agencies.....	7
Activities Log	9
Affirmative Action Plan Notification to Members	10

**WISCONSIN ELECTRONIC SECURITY ASSOCIATION
UNILATERAL APPRENTICESHIP AND TRAINING COMMITTEE**

STATEMENT OF GOALS

The purpose of this Affirmative Action Plan is to expand the opportunities in apprenticeship for minorities and females in the area served by this Unilateral Apprenticeship and Training Committee. The goals of the plan are to increase the numbers of minorities and females qualified for entry into the apprenticeship system.

In order to comply with the State and Federal Regulations on Equal Employment Opportunity, this Unilateral Apprenticeship Committee will take the affirmative action activities outlined in this plan in order to attain the goal of selecting 13% minorities and 20% women during the next year or hiring period.

EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex, age creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States, or this state. The sponsor will take affirmative action to provide equal employment opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Opportunity Regulations of the State of Wisconsin.

SPONSOR AFFIRMATIVE ACTION PLAN DATA AND UTILIZATION ANALYSIS

A. Sponsor Information

1. Sponsor Business Name Wisconsin Electronic Security Assn UATC	2. Sponsor Address P.O. BOX 28882 Greenfield WI 53228	3. Sponsor Phone (414) 459-3260
4. Type of Selection Used a. Random <input type="checkbox"/> b. Rank Order <input type="checkbox"/> c. Restricted Pool <input type="checkbox"/> d. Alternative <input checked="" type="checkbox"/>		5. Labor Market Area Used for Analysis (Enter area name in appropriate type.) a. County STATEWIDE b. MSA _____ c. Other _____

B. Statistical Area Labor Force Analysis

1. Total Labor Force 3073910	2a. Women Labor Force 3073910	2b. Women as % of Labor Force 47	3a. Minority Labor Force 2675355	3b. Minority as % of Labor Force 13
---------------------------------	----------------------------------	-------------------------------------	-------------------------------------	----------------------------------------

C. Sponsor's Statistical Data

1. Total Journeyworkers	2a. Women Journeyworkers	2b. Women as % of Journeyworkers	3a. Minority Journeyworkers	3b. Minority as % of Journeyworkers
4. Total Apprentices 0	5a. Women Apprentices 0	5b. Women as % of Apprentices 0	6a. Minority Apprentices 0	6b. Minority as % of Apprentices 0

D. Determination of Underutilization

1. Minority Underutilization a. Yes <input checked="" type="checkbox"/> b. No <input type="checkbox"/>	2. Female Underutilization a. Yes <input checked="" type="checkbox"/> b. No <input type="checkbox"/>
-----------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

E. Sponsor Goals

1. The Sponsor agrees to take affirmative action to select apprentices to meet the following goals during the next year or hiring period.	a. Minority Apprentices as <u>13</u> % of Workforce b. Female Apprentices as <u>20</u> % of Workforce
2. Estimated number of apprentices to be hired during the next year. <p style="text-align: center;"><u>10</u></p>	
3. Affirmative action(s) that will be taken during the next year.	
<p>A. <input checked="" type="checkbox"/> Disseminate comprehensive apprentice opening information, in advance of application, to: Registration Agency, Women's Organizations/Centers, Local Schools, Job Centers, Technical Colleges, Other Organizations/Centers (which can effectively reach minorities and women), Newspapers (which are circulated in the minority community and among women).</p> <p>B. <input checked="" type="checkbox"/> Participate in workshops conducted by public service agencies for the purpose of familiarizing school, Job Center and other appropriate personnel with the apprenticeship program and current opportunities.</p> <p>C. <input type="checkbox"/> Partner With school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.</p> <p>D. <input checked="" type="checkbox"/> Communicate our equal opportunity policy in such a manner to foster understanding, acceptance, and support among our various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting our obligation under Title 29 CFR, Part 30.</p> <p>E. <input checked="" type="checkbox"/> Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships, providing for pre-testing where necessary and working with other sponsors and appropriate community organizations; initiate programs to prepare and encourage women to enter traditionally male programs.</p> <p>F. <input checked="" type="checkbox"/> Participate in the establishment and utilization of pre-apprenticeship, preparatory trade training, or other programs designed to afford related work experience or prepare candidates for apprenticeship; Make appropriate provisions in affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.</p> <p>G. <input checked="" type="checkbox"/> Utilize journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.</p> <p>H. <input type="checkbox"/> Take other affirmative action(s) to increase the representation of women and minorities in your apprenticeship program(s). Describe:</p>	

Sponsor Representative Signature

Date Signed

AFFIRMATIVE ACTION ACTIVITIES

- A. Disseminate comprehensive apprentice opening information, in advance of application, to: Registration Agency, Women's Organizations/Centers, Local Schools, Job Centers, Technical Colleges, Other Organizations/Centers (which can effectively reach minorities and women), and Newspapers (which are circulated in the minority community and among women).

The UATC will annually disseminate the application and selection procedures to the following organizations:

- Wisconsin Technical Colleges Career Centers
- List of Contact Agencies
- Minority Newspapers:
 1. Madison Times 313 W Beltline Hwy #120, Madison, WI 53713
 2. Milwaukee Community Journal 3612 N Dr Martin Luther King Dr Milwaukee WI 53212
 3. The Milwaukee Courier 6310 N. Port Washington Road Milwaukee WI 53217
 4. New Richmond News 127 S Knowles Ave, New Richmond, WI 54017
 5. Spanish Journal 611 W National Ave #316, Milwaukee, WI 53204

- B. Participate in workshops conducted by public service agencies for the purpose of familiarizing school, Job Center and other appropriate personnel with the apprenticeship program and current opportunities.
- The local UATC members by virtue of their membership on the committee shall be considered the UATC Affirmative Action Committee.
 - The committee shall identify and attend as many Job Fairs, School Career Days, and Outreach Programs as possible within a reasonable geographic area to their places of business.
 - They shall actively participate in these events with the objective of advertising the UATC Apprenticeship Program.
 - During these events, the Local Administrator or designee shall actively participate, recruit, encourage, and inform all interested parties about the Security and Fire Alarm Systems Installer Program.
 - Minority and female apprentices and graduates will be used as recruiters and counselors for the apprenticeship program as available.
- C. Partner with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Communicate our equal opportunity policy in such a manner to foster understanding, acceptance, and support among our various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting our obligation under Title 29 CFR, part 30.
- A copy of this Affirmative Action Plan will be posted on the WIESA website.
 - Members will be notified that the Plan is available for review.

- Members will be encouraged to participate in outreach activities and inform the UATC of such activities.
- E. Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeship, providing for pre-testing where necessary and working with other sponsors and appropriate community organizations; initiate programs to prepare and encourage women to enter traditionally male programs.
- F. Participate in the establishment and utilization of pre-apprenticeship, preparatory trade training, or other programs designed to afford related work experience or prepare candidates for apprenticeship; make appropriate provision in affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

UATC members will participate in the following preparatory programs as available:

- Wisconsin Regional Training Partnership (WRTP)/BIG STEP
 - WITTE - Women in Trades, Technology And Engineering - NWTC
 - YMCA First Choice Program
 - Tools for Tomorrow Women in the Trades
 - Construction Training Inc. (S.M.A.R.T)
- G. Utilize journey workers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Take other affirmative action(s) to increase the representation of women and minorities in your apprenticeship program(s). Describe:
- UATC will encourage management and journeyworkers to promote apprenticeship among minority and female employees.
 - Review these activities annually to determine if changes are advisable or needed.
 - Keep a record of activities which support our desire to accomplish these activities. This record will include the following: Name of organization, contact at organization, date of contact.

LIST OF CONTACT AGENCIES

The committee will make every effort to participate in above activities when opportunities arise. Targeted activities will include working with the following organizations to promote opportunities to women and minorities:

Madison Area:

Centro Hispano
835 W Badger Rd
Madison WI 53713

Construct-U
YWCA Employment & Training Annex
338 W Lakeside St
Madison WI 5371

Construction Training Inc. (S.M.A.R.T)
810 West Badger Road
Madison WI 53713

Tools For Tomorrow, Women In The Trades, MATC
2125 Commercial Ave
Madison WI 53704

Urban League Of Greater Madison
151 E Gorham
Madison WI 53703

Milwaukee Area:

Milwaukee Urban League
435 W North Ave
Milwaukee WI 53212-3146

Urban League of Racine-Kenosha
718 N Memorial Dr
Racine WI 53404

Wisconsin Community Services
3732 W. Wisconsin Avenue, Suite 200
Milwaukee, WI 53208

Wisconsin Regional Training Partnership (WRTP)/Big Step
3841 W Wisconsin Ave
Milwaukee WI 53208

Women in Trades Wisconsin
3841 W Wisconsin Ave
Milwaukee WI 53208

Women's Center Inc.
505 North East Ave
Waukesha WI 53186

YMCA
161 W Wisconsin Ave , Suite 4000
Milwaukee WI 53203

YMCA First Choice Program
725 Lake Ave
Racine WI 53403-1207

YWCA of Greater Milwaukee
1915 N Martin Luther King Dr, Suite 149
Milwaukee WI 53212

North Wisconsin:

Blackwell Job Corps Civilian Conservation Center
4155 County Highway H
Laona, WI 54541-9293

College of Menominee Nation (CMN)
Hwy 47 and Hwy 55
P.O.Box 1179
Keshena, WI 54135

Forward Service Corporation
3051 Sand Lake Road
Crandon, WI 54520

Forward Service Corporation
364 Grand Avenue
Wausau, WI 54403

Forward Service Corporation
P.O. Box 329
Wisconsin Dells, WI 53965
Forward Service Corporation
701 Cherry Street
Green Bay, WI 54313

Wausau Area Hmong Mutual Association
1109 6th St
Wausau WI 54403

Women in Trades, Technology and Engineering
NWTC
2740 W. Mason St.
Green Bay, WI 54307

OUTREACH ACTIVITES LOG WISCONSIN ELECTRONIC SECURITY ASSOCIATION UATC

APPRENTICE RECRUITMENT (AFFIRMATIVE ACTION) ACTIVITIES

Event: _____

Location: _____

Event Date: _____

TYPE OF EVENT: (CHECK WHICHEVER APPLY)

-TRADE SHOW -SCHOOLS -CAREER DAYS -JOB FAIRS -OTHER; DEFINE

DESCRIBE PRESENTATION; VISUAL EFFECTS, HANDOUTS, ETC.

Presenters:

(List all persons who assisted-journeyworkers, apprentices)

Purpose or Goal of Activity:

TOTAL NUMBER ATTENDED: _____

(CLOSEST ESTIMATE IF UNSURE)

AUDIENCE:

(If larger than 100, or you do not have an actual count, estimate percentages)

	White Males	White Females	Black Males	Black Females	Hispanic or Latino Males	Hispanic or Latino Females	Asian Males	Asian Females	OTHER	TOTAL
COUNT										
%										

(signature)

Date: _____

Affirmative Action Plan Notification to Association Members:

WIESA is required to have an Affirmative Action Plan for our apprenticeship program. As part of our annual requirements, attached, a copy of the Affirmative Action Plan has been posted on at www.wiesa.org for you to review.

We ask that association members support our affirmative action efforts. Please let us know if you have participated in an Affirmative Action activity that should be noted in our log of events that we participate in (this can include, but not limited to class presentations, career fairs, involvement with social organizations). Please keep in mind if you are asked to do a presentation, career fair, etc., that the UATC would be happy to provide you with presentation materials or general apprenticeship information.

WIESA is committed to increasing the number of females and minorities in our industry and our apprenticeship program. We thank you for your continued support and efforts to accomplish the Affirmative Action goals.

WIESA commits to the following Equal Opportunity Pledge;

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States, or this state. The sponsor will take affirmative action to provide equal employment opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Opportunity Regulations of the State of Wisconsin.

Please Note:

WIESA members who participate in the apprenticeship training program will not need to create a separate Affirmative Action program for another reason. This Affirmative Action Plan will meet any Wisconsin driven program need.