



Indiana Plan

for Equal Employment, Inc.
863 Massachusetts Avenue
Indianapolis, IN 46204
(317) 639-4661 (317) 639-0982
www.indianaplan.org

TO: Prospective Signatory Contractor

**FROM: Dax Ramsey, Director
Indiana Plan**

RE: Signatory Membership to the Indiana Plan

As you know, all Contractors bidding on jobs funded by the City, State and Federal Government are required to demonstrate their commitment to Affirmative Action “or” be signatory to a “**Hometown Plan**”. As a signatory contractor to the Indiana Plan, your signatory membership eliminates much of the red tape and documentation required by you to submit to the government. The Indiana Plan has been assisting contractors since 1980 in meeting these goals.

The Indiana Plan has survived the last 40 years by fulfilling performance-based contracts with city, state and other funding sources to provide employment and training services to women, minorities and displaced workers to improve their skills and help them work towards a career in the building trades. We do this by offering the following services:

Each Indiana Plan graduate will have completed and possess the following:

- OSHA 10 Training
- Drug Screening
- Valid Driver’s License
- High School Diploma or GED
- Reliable Transportation
- Math Refresher Courses
- Workplace Ethics
- Job Readiness Training

Benefits to the Contractor:

- Indiana Plan trainees are eligible to work at first-period apprentice wages
- The Bureau of Apprenticeship & Training issues a “Trainee Certificate” to the Contractor
- The Indiana Plan is the Union Construction Industry’s Diversity Program
- We assist your EEO Officer with the 16 Affirmative Action Steps and their compliance.
- We will assist you during audits with the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP), and/or audits conducted by the State.

- Coordinate individual or group Contractor training sessions with OFCCP.
- Memberships are tax-deductible and documents Step 5 of the 16 Steps.

Our staff would like the opportunity to meet and discuss your Company signing up as a Signatory Contractor. We offer assistance in setting up your EEO files and provide guidelines in order to document compliance of the 16 Affirmative Action Steps described in the Federal Register C.F.R. (60-4).

I have enclosed the following documents for your convenience:

- Sample letter appointing an EEO Officer
- Sample Affirmative Action Statement
- Sample letter to all employees notifying them of your companies EEO Officer
- Supplemental Agreement

If you wish to sign-up immediately as a Signatory Contractor, please return the original Supplemental Agreement signed and dated, along with a Membership check made payable to Indiana Plan and mail it to our office at 863 Massachusetts Avenue, Indpls. IN 46204. We will return a signed copy to your office for your files.

The above sample documents are available electronically for your convenience. To obtain these documents electronically, please have your EEO Officer email Jeanine Adkins at jadkins@indianaplan.org.

If you have any questions, please contact me at 317-639-4661 or email me at dramsey@indianaplan.org. I look forward to working with your company.

Enclosures

Indiana Plan

Please make a note of our new address:
863 Massachusetts Avenue
Indianapolis, Indiana 46204
The phone and fax numbers did not change.

Indiana Plan 2011 Annual Membership Dues Structure

Note: Please use the number of office personnel and field personnel employed by your firm to determine the annual dues contribution.

Company name: _____

<u>Number of Employees</u>	<u>Annual Dues Contribution</u>
❖ _____ 0-25	\$250.00
❖ _____ 26-50	\$500.00
❖ _____ 51-100	\$1,000.00
❖ _____ 101-150	\$1,500.00
❖ _____ 151-250	\$2,000.00
❖ _____ 251 or more	\$2,500.00

The Indiana Plan For Equal Employment, Inc. is a 501 (c) 3 Not-for-Profit Corporation.
Federal tax ID# 35-1171606

THANK YOU FOR YOUR SUPPORT!

HOW DOES THE INDIANA PLAN ASSIST UNION SIGNATORY CONTRACTORS?



- 1) Provide Signatory Contractors with the “How to Stay in Compliance” guide for the 16 Affirmative Action Steps.

Example: Compliance Step 5: Participate in a minority and female training program by paid Membership to and/or hiring of their program participants.

Mr. John Delgado, Director of the Office of Apprenticeship and Training, U.S. Department of Labor - issues a “trainee certificate” to employers hiring Indiana Plan trainees. This certificate allows the employer to hire Indiana Plan trainees for first period apprentice wages for up to one year.

- 2) Twice a year, the Indiana Plan notifies 100 recruitment sources statewide on the contractors’ behalf.
- 3) The Indiana Plan mails notices to the Signatory Contractors throughout the year reminding them of the monthly activities required of them to show their commitment to affirmative action.
- 4) In January of each year, the Indiana Plan reminds the contractor to send in a current affirmative action statement for the new year and update appointment of EEO Officers notice if necessary.
- 5) Make certain the contractor is following up on new hire I-9 forms, EEO-1 reports and Vets 100 reports.
- 6) The Indiana Plan will meet once a year to review the contractor’s affirmative action statement and goals with supervisory personnel.
- 7) Once a contractor is notified of an upcoming audit, our staff will review their EEO files and documentation to prepare for the audit and will attend the audit if desired.
- 8) Once the contractor goes through an audit and receives the conciliation agreement and findings, our staff will assist the contractor in meeting these findings.
- 9) The Office of Federal Contract Compliance Programs (OFCCP) works with the Indiana Plan to hold Contractor Training sessions at the Indiana Plan office to educate EEO staff to the requirements.



Indiana Plan

The Indiana Plan for Equal Employment, Inc.

863 Massachusetts Avenue
Indianapolis, Indiana 46204
www.indianaplan.org

Board of Directors

07/19/2011

Indianapolis region

Employer associations

Phil Gillespie, Executive Director
Sheet Metal Contractors Association
of Central Indiana, Indpls. IN (SMACNA)
Indianapolis, IN (Office # 317-686-1180)

Joe Hickman, Director
Milestone Contractors, L.P.
Indianapolis, IN
(Office: 317-788-6885)

David A. Werking, CPSM, Business
Development Mgr.
F.A. Wilhelm General Contractors
Indianapolis, IN (Phone # 317-359-5411)

Community associations

Felipe Martinez, Pastor
Whitewater Valley Presbytery
Indianapolis, Indiana
(Office: 317-923-3681)

Rev. Fitzhugh L. Lyons, Sr.
Galilee Missionary Baptist Church
Indianapolis, Indiana
(Office: 317-925-8339)

Labor union associations

Jim Patterson, Training Director
Electrical Training Institute
Indianapolis, IN (Office # 317-270-5282)
(Co-Chair Indiana Plan Board of
Directors)

Mark McGriff, Business Agent
Indiana/Kentucky Regional
Council of Carpenters
Indianapolis, IN (Office # 317-783-1391)

Pascal Kateme, Apprenticeship
Coordinator
Iron Workers Local 22
5600 Dividend Road, Suite B
Indpls. IN 46241 (Office 317-635-4766)

Northwest Indiana region

Employer association

Dewey Pearman, Executive Director
Construction Advancement Foundation of
NW IN
Portage, Indiana (Office #219-764-2883)
(Co-Chair Indiana Plan Board of
Directors)

Labor union association

Ray Kasmark, Business Manager
Financial Secretary, Local 697
Hammond, Indiana
(Office # 219-844-6386)

Community association

Roland Hunter, Training Coordinator
IBEW Local #531
LaPorte, Indiana
(Office 219-879-1090)

South Bend region

Employer association

Tony Maloney, Vice-President
Koontz-Wagner Electric
South Bend, IN (Phone # 574-280-2573)

Labor union association

Mike Kruk
St. Joe Valley Building Trades
South Bend, IN (Phone # 574-273-2138)

Community association

Mike Kruk
St. Joe Valley Building Trades
South Bend, IN (Phone # 574-273-2138)

Evansville region

Labor union association

Chris Thorsen, Training Director
Electrical Training Institute
Evansville, IN (Phone # 812-422-3343)

Ex officio members

John Griffin, Executive Director/Attorney
Central Indiana Building & Construction
Trades Council, Indianapolis, Indiana
(Phone: 317-923-2596)

Michelle Boyd, Executive Director
Top Notch
Indianapolis, Indiana
(Phone: 317-927-0499)