

5000.3580 SUBMISSION OF COMPLIANCE REPORTS.

Subpart 1. **Construction contractors; monthly reports.** Each construction contractor shall submit a monthly utilization report. The report must state for each state project during the month in question:

- A. total hours of employment on the project;
- B. total hours of employment of women;
- C. total hours of employment of minorities;
- D. total hours of training;
- E. total hours of training provided to women; and
- F. total hours of training provided to minorities.

Subp. 2. **Construction contractors; annual reports.** Construction contractors must also submit annual compliance reports of their affirmative action programs for nonconstruction personnel. These reports must contain the same information, and be submitted at the same time as the reports required for nonconstruction contractors in part 5000.3580, subpart 3.

Subp. 3. **Nonconstruction contractors; annual reports.** Nonconstruction contractors must submit annual compliance reports. These reports must include the following data, by job group, race, sex, and disability:

- A. total number of employment applicants;
- B. total number of applicants interviewed;
- C. total number of applicants tested;
- D. total number of applicants hired;
- E. total number of employees promoted;
- F. total number of employees demoted;
- G. total number of employees transferred;
- H. total number of employees terminated;
- I. total number of employees receiving company sponsored training; and
- J. total number of people employed by company.

Subp. 4. **Minimizing duplication of reports.** The department shall attempt to the fullest extent possible to minimize the burden of duplication of reports and efforts of federal and local contract compliance agencies by:

A. utilizing forms and standards similar to those used by federal equal employment opportunity programs;

B. accepting forms and reports prepared for federal or local agencies where the information contained therein is sufficient for parts 5000.3400 to 5000.3600; and

C. minimizing duplication of programs and procedures.

Statutory Authority: *MS s 363.074; 363A.37*

History: *9 SR 2748; 24 SR 273*

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