

# FINAL RULES ON VEVRAA AND SECTION 503

## How WorkInTexas.com Helps Federal Contractors Comply

<i>Requirements/Changes</i>	<i>How WorkInTexas.com Helps You Comply</i>
Requires federal contractors to list open jobs with TWC and to provide job listings in any manner or format permitted by TWC. [Part 60-300.5(a)]	Simply post your open jobs in WorkInTexas.com.
Requires federal contractors to provide TWC with additional information, including: <ul style="list-style-type: none"> <li>• Contact information for the hiring official in each location in the state</li> <li>• Status as a federal contractor</li> <li>• Its request for priority referrals</li> <li>• Contact information for any outside job search companies it uses. [Part 60-300.5(a)]</li> </ul>	<ul style="list-style-type: none"> <li>• Create a separate user account for each hiring official. There can be multiple user accounts added to a single employer account in WorkInTexas.com. User accounts require the name, email address, and phone number of the hiring official.</li> <li>• When creating a new job posting, check the “Federal Contractor Job Listing” box.</li> <li>• Priority referrals in WorkInTexas.com are automatic. (See below)</li> </ul>
Requires federal contractors to state that they are an equal opportunity employer of protected veterans in solicitations and advertisements. [Part 60-300.5(a)]	Include your Equal Opportunity clause and the phrase “VEVRAA Federal Contractor” in the job description for each federal contractor job posting.
Requires federal contractors to state in solicitations and advertisements that they are an equal opportunity employer of individuals with disabilities. [Part 60-741.5(a)(7)]	Include your Equal Opportunity clause in the job description for each federal contractor job posting.
Requires TWC to refer qualified protected veterans to fill employment openings listed by federal contractors, and requires TWC to give priority to protected veterans in making such referrals. [Part 60-300.84]	WorkInTexas.com provides priority of service to all military veterans by briefly limiting the ability to match with new job postings to veteran job seekers only. After the brief hold, job postings are released to all qualified job seekers, with equally qualified veterans listed first. Additionally, if “Veterans Only” is selected, job postings will only match veteran job seekers during the entire time the job posting is open.

### Other Requirements Not Covered By WorkInTexas.com

There are additional items in the new regulations that may need your attention since they are *not* covered by automated features in WorkInTexas.com.

- *Invitation to Self-Identify*  
Requires federal contractors to make a pre-offer invitation to self-identify as a “protected veteran.” Permits invitation to be made at the same time race/gender information is requested, after the basic qualification screen. Requires post-offer voluntary self-

identification in any of the specific categories of protected veteran for which the contractor is required to report data to VETS.

Requires federal contractors to invite voluntary self-identification of disability at the pre-offer stage. Requires that all invitations to self-identify be made using OFCCP's new Voluntary Self-Identification of Disability form (Form CC-305).

- *Required Contents of Affirmative Action Plan*  
Requires federal contractors to document and update annually:
  - the total number of applicants for employment and the number of applicants who are protected veterans;
  - the total number of job openings and the number of jobs filled; and
  - the total number of applicants hired and the number of applicants hired who are protected veterans.
  
- *Benchmarks for Hiring*  
Requires federal contractors to set an annual hiring benchmark to use as a yardstick to measure success of outreach and recruitment efforts. Benchmark may be set in either of two ways:
  1. Contractors may use as their benchmark the national percentage of veterans in the civilian labor force, as posted on OFCCP's Web site; or
  2. Contractor may establish an individual benchmark by considering five specified factors, including state civilian labor force data and employment service delivery system participants (both published in the Benchmark Database on the OFCCP Web site).

Failure to meet the benchmark is not a violation of VEVRAA.

- *Utilization Goals*  
Adds a national 7% utilization goal for the employment of individuals with disabilities.  
Failure to meet the goal is not a violation.

For more information on these and other requirements included in the VEVRAA and Section 503 Final Rules, visit the OFCCP website at <http://www.dol.gov/ofccp/regs/compliance/vevraa.htm> and <http://www.dol.gov/ofccp/regs/compliance/section503.htm>.