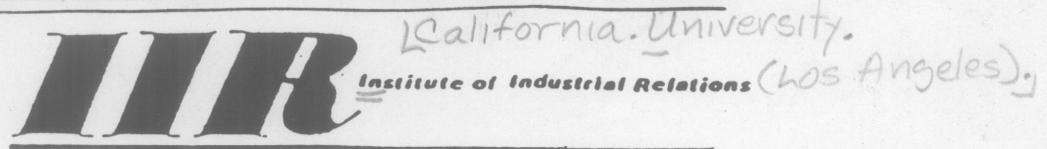


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EEO

RESOURCE DIRECTORY:

Technical Assistance Guide
for Southern California
Personnel Practitioners //

UCLA Institute of Industrial Relations &
Southern California Employment Round Table

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[Los Angeles, Sept. 1, 1987]

**Institute of Industrial Relations
Publications Center
University of California
Los Angeles, CA 90024-1478
(213) 825-9191**

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Printed in the United States of America**

FOREWORD

The directory of technical resources was jointly developed by the Southern California Employment Round Table (SCERT) and the UCLA Institute of Industrial Relations. SCERT, a liaison group associated with the California Department of Fair Employment and Housing and the UCLA Institute both have an active interest and role in educating the community in the practice of equal employment opportunity. The project was initiated by the California Department of Fair Employment and Housing, who saw making appropriate information available to the practitioners as an important component of employer compliance with EEO law.

This directory includes a variety of resources about various aspects of EEO. The initial section, "General Information" contains references to resources that discuss EEO in general or deal with a number of topics. The section, as in each section, is broken down according to resource, i.e., books, film, etc. The following sections deal with specific EEO topics. Listings within each sub-section are in alphabetical order by author. Where there is no identifiable author, the title instead is used.

While certainly not all inclusive, we hope this directory expedites the efforts of practitioners to find solutions for specific EEO efforts -- from planning to implementation to training.

We would appreciate any suggestions for further editions.

Rosalind M. Schwartz
Assistant Director for
Management Research
and Education
UCLA Institute of
Industrial Relations
September 1, 1987

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EMPLOYMENT DISCRIMINATION LAWS
CALIFORNIA LAWS At a Glance

Applies to:

Public Sector	Private Sector	Administrative Agency	Provisions
---------------	----------------	-----------------------	------------

Statutes:

Fair Employment & Housing Act, 1959	Yes	Yes	Dept. of Fair Employment & Housing (DFEH)	Prohibits all forms of employment discrimination based on race, religious creed, color, national origin, ancestry, physical handicap, sex, marital status, age, or medical condition.
Equal Pay Act, 1968	No	Yes	Division of Labor Standards Enforcement, Department of Industrial Relations	Prohibits wage discrimination based on sex (equal pay for equal work).
Section 3095 Labor Code: Apprenticeship Program	No	Yes	Division of Apprenticeship Standards, Dept. of Industrial Relations	Prohibits discrimination in any recruitment or apprenticeship program based on race, religious creed, color, national origin, ancestry, or sex.
Section 1735 Labor Code: Public Works	No	Yes	Division of Labor Standards Enforcement, Department of Industrial Relations	Prohibits discrimination in employment in public works because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex.

Source: Reproduced from Equal Employment Opportunity and Affirmative Action in Labor-Management Relations - A Primer by Geraldine Leshin, UCLA, IIR, 1979 (updated to show changes in law and enforcement agencies).

**EMPLOYMENT DISCRIMINATION LAWS
FEDERAL LAWS/EXECUTIVE ORDERS At a Glance**

Applies to:

Public Sector	Private Sector	Administrative Agency
---------------	----------------	-----------------------

Provisions

Statutes*:

Equal Pay Act of 1963	Yes	Yes	Equal Employment Opportunity Commission (EEOC)	Prohibits wage discrimination based on sex (equal pay for equal work).
Title VI, Civil Rights Act of 1964	Yes	Yes	Individual agencies with jurisdiction	Prohibits discrimination under any program receiving federal assistance. Cuts off aid to employment programs which discriminate. Also prohibits discrimination against beneficiaries of federal assistance. "Pinpoint Proviso" explicitly limits the cutoff action to particular political entity or other recipient involved in discriminatory action.
Title VII, Civil Rights Act of 1964, as amended in 1972	Yes	Yes	Equal Employment Opportunity Commission (EEOC)	Prohibits all forms of employment discrimination based on race, color, religion, sex, national origin.
Age Discrimination in Employment Act of 1967, as amended in 1974	Yes	Yes	Equal Employment Opportunity Commission (EEOC)	Prohibits discrimination based on age 40 and over.
Civil Rights Act of 1968	Yes	Yes	Individual agencies with jurisdiction	Provides criminal penalties for interfering with employment based on race, color, sex, religion, national origin.

*Excludes Civil Rights Acts of 1866 and 1871 since no agency administers their enforcement. The acts are invoked through law suits by plaintiffs.

Applies to:

Public Sector Private Sector Administrative Agency Provisions

Statutes: (continued)

Intergovernmental Personnel Act, 1970	State Local	No	Bureau of Inter-governmental Personnel Programs (BIPP), U.S. Office of Personnel Management	Requires state and local governments receiving IPA grants or funds for certain programs to treat all applicants and employees without regard to race, color, religion, sex, national origin. Requires affirmative action.
Public Health Service Act, 1943, as amended in 1971	Yes	Yes	Individual agencies within Health Human Services (HHS)	Prohibits sex discrimination in federally funded health training facilities.
Vietnam Era Veterans Act, 1972	Yes	Yes	Veterans Employment Service (VES), DOL	Requires those receiving federal funds or under federal contract to give special emphasis to qualified veterans.
Vietnam Era Veterans Readjustment Act, 1974 (Section 401)	Yes	Yes	Office of Federal Contract Compliance Programs (OFCCP)	Requires all federal government contractors with contracts of \$10,000 or more to take affirmative action to employ and promote veterans of Vietnam era.
Titlè IX, Education Amendments, 1972	Yes	Yes	Health Human Services (HHS)	Prohibits sex discrimination in all federally funded education projects.
General Revenue Sharing Act, 1972	Yes	No	Office Revenue Sharing (U.S. Treasury)	Prohibits discrimination based on race, color, sex, national origin, religion, age, handicap in programs funded by General Revenue Sharing.
Rehabilitation Act, 1973 (Sections 503 and 504)	Yes	Yes	Office of Federal Contract Compliance (DOL) & other Federal agencies	Prohibits discrimination against handicapped under federally funded contracts (Sec. 503) or by those receiving federal financial assistance (Sec. 504).

NO LONGER IN EFFECT

Applies to:

Public Sector Private Sector Administrative Agency Provisions

Executive Orders

Executive Order 11141 (1964)	Yes	Yes	Individual contracting agencies	Prohibits age discrimination by federal contractors except on the basis of a BFOQ.
Executive Order 11246 (1965) (as amended by EO 11375)	Yes	Yes	Office of Federal Contract Compliance Programs (OFCCP)	Prohibits federal contractors/subcontractors from discriminating based on race, color, sex, national origin, religion. Covers contracts for \$10,000 or more.
Executive Order 11478 (1969)	Federal	No	U.S. Office of Personnel Management (OPM)	Requires equal employment opportunity and affirmative action on part of Federal government agencies as employers.

Source: Reproduced from Equal Employment Opportunity and Affirmative Action in Labor-Management Relations - A Primer by Geraldine Leshin, UCLA, IIR, 1979 (updated to show changes in law and enforcement agencies).

MAJOR ENFORCEMENT AGENCIES

The major enforcement agencies are listed below with their headquarters and southern California local addresses and telephone numbers.

It is suggested that the agencies be contacted for information on their enforcement procedures and any technical assistance they may offer.

Title: Department of Fair Employment and Housing (DFEH) (State)

Description: Laws administered: California's laws prohibiting discrimination in employment, housing and public accommodations. Enforces laws by processing complaints of discrimination; by educating employers, employees, property owners, tenants, and the general public. Its role is that of a neutral factfinder and facilitator of voluntary resolution. DFEH prosecutes complaints before the Fair Employment and Housing Commission (FEHC). The commission issues orders enforceable by and appealable to the courts. The DFEH and FEHC work cooperatively to enforce the state's civil rights laws. The FEHC publishes precedential decisions and issues regulations to interpret the Fair Employment and Housing Act administered by the DFEH.

**Address/Phone no.: Department of Fair Employment and Housing:
1201 I Street, Sacramento, CA 95814
(916) 445-9918. Southern California District
Offices: Los Angeles (213) 620-2610; Field
Offices: San Bernardino (714) 383-4711;
Santa Ana (714) 558-4159; San Diego
(619) 237-7405; El Centro (619) 353-3420;
Ventura (805) 654-4513.**

Title: Equal Employment Opportunity Commission (EEOC) (Federal)

Description: Laws administered: 1) Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination in employment based on race, color, religion, sex, or national origin; 2) the Age Discrimination in Employment Act (ADEA), as amended, that protects workers over the age of 40; 3) the Equal Pay Act (EPA), as amended, that protects employees against pay discrimination based on sex; and 4) Section 501, Rehabilitation Act of 1973, as amended, which prohibits handicap discrimination in the Federal sector. EEOC receives and investigates employment discrimination charges/complaints. The staff also conducts Commission-initiated investigations under Title VII, ADEA, and EPA. The Voluntary Assistance Program provides educational and technical assistance to employers, unions, employment agencies and individuals.

Address/Phone no.: 2401 E Street, N.W., Washington, D.C. 20506 (202) 634-6922; Los Angeles District Office: 3660 Wilshire Blvd. 5th Floor, Los Angeles, California 90010 (213) 251-7278; San Diego (619) 293-6288

Title: Office of Federal Contract Compliance Programs (OFCCP), U.S. Dept. of Labor

Description: Laws administered include Executive Order NO. 11246, which prohibits discrimination on the basis of race, color, religion, sex or national origin; Sec. 503 of the Rehabilitation Act prohibiting discrimination against the handicapped; and the Sec. 402 of the Vietnam Era Adjustment Assistance Act of 1974, all of which require non-discrimination and affirmative action of federal contractors and subcontractors. Contractors required to have formal affirmative action plans. OFCCP investigates individual complaints, conducts compliance reviews, investigates systemic discrimination.

Address/Phone no.: 200 Constitution Ave. N.W. Washington D.C. 20210, (202)523-9426. Regional Office: 450 Golden Gate Ave., Room 11435, San Francisco 94102, (415) 556-6060; Van Nuys (818) 904-6285; Los Angeles (213)688-4961.

MEMBERSHIP ORGANIZATIONS

Practitioners may find participation in membership organizations helpful in keeping updated and understanding EEO laws and regulations. A variety of organizations are listed below.

Merchants and Manufacturers Association

Organizational memberships provide information on personnel and industrial relations, latest laws, rules and regulations, manuals and publications offering practical solutions to everyday human resource problems and guidelines to assist in complying with regulatory requirements, wide range of seminars, and consulting services.

Membership dependent on annual payroll

2300 Transamerica Center, P.O. Box 15013,
Los Angeles, California 90015 (213) 748-0421

Personnel and Industrial Relations Associations (PIRA)

Practitioner organization providing regular meetings and special seminars dealing with a wide range of human resource management issues, including EEO. Monthly newsletter.

3600 Wilshire Blvd, Suite 2124
Los Angeles, California 90010 (213) 383-PIRA

Southern California Employment Round Table (SCERT)

Practitioner group which serves as liaison with California Department of Fair Employment and Housing, provides education forums including meetings and annual conference and undertakes activities. The chairperson rotates. For the name and number of the current contact person, call the Regional DFEH Office, Los Angeles, (213) 620-2630.

Liaison Groups Affiliated with the Office of Federal Contract Compliance Programs (OFCCP):

The following groups meet periodically to update themselves on developments in EEO and affirmative action. As indicated in their titles, some groups are specific to an industry; some are multi-industry, organized by geographical area. As the contact persons are rotated, call the OFCCP for the name and number of the current chairperson. The telephone number of the OFCCP regional office in San Francisco is (415) 556-6060.

**Higher Education Liaison
California State University
Affirmative Action - 48**

Banking Industry Liaison Group

Aerospace Industry Equal Opportunity Committee

Handicapped Liaison Committee

**Inland Empire Liaison Group,
San Bernardino-Riverside Liaison Committee**

Orange County Liaison Group

Higher Education Liaison Group

San Diego Liaison Group

Multi-Liaison Group, San Fernando Valley

Multi-Liaison Group, Ventura County, Conejo Valley

Motion Pictures Industry Liaison Groups

Aerospace Industry Liaison Group

Other organizations:

International Association of Personnel Women, L.A. Chapter (IAPW)

Ms. Leona M. Stoffer

United Way, Inc.

621 S. Virgil Ave.

Los Angeles, California 90005

(213) 736-1300

Leadership Education for Asian Pacifics (LEAP)

Mr. Ron Kuramoto

Executive Director, LEAP

3921 Wilshire Blvd., Suite 315

Los Angeles, California 90010

(213) 381-5068/5192

Los Angeles Basin Equal Opportunity League (LABEOL)

Mr. Milton La Pointe

Southern California Edison Co.

2244 Walnut Grove Ave.

Rosemead, California 91770

(818) 302-1462

Personnel Management Association of Aztlan (PMAA)

Los Angeles, Orange County Chapter

Ms. Cynthia Flores

Charo Graphics

3951 E. Medford

Los Angeles, California 90063

(213) 268-1100

Women of Color, Inc.

Ms. Ann Kusumoto

Coordinator of Equal Opportunity Affairs

Atlantic Richfield Company

(213) 486-1681

GENERAL INFORMATION: BOOKS/BOOKLETS

Title: **Affirmative Action Compliance Manual for Banks**
Author:
Description: **Designed to assist the banking community in complying with the laws, regulations, and judicial decisions in the area of affirmative action. Includes affirmative action plans for minorities, women, handicapped and veterans.**
Cost: **\$30.00 members, \$45.00 non-members.**
Publisher/Supplier: **American Bankers Association**
Date of Publication: **1980**
Address/Phone no.: **Order Processing Department, 44B Industrial Park Circle, Waldorf, MD 20601 (202) 467-4118.**

Title: **Affirmative Action Today**
Author:
Description: **This report discusses the effects of the 1986 Supreme Court affirmative action rulings on affirmative action programs. The cases are analyzed, and guidance is offered to help organizations in compliance and in plans for the future.**
Cost: **\$75.00**
Publisher/Supplier: **Bureau of National Affairs**
Date of Publication: **1986**
Address/Phone no.: **Circulation Dept. P.O. Box 40947, Washington D.C. 20016. (800) 372-1033.**

Title: 1983-84 Supplement of Employment
Discrimination-second edition
Author: American Bar Association's Section of Labor
and Employment Law
Description: Legal developments in the field of equal
employment opportunity are covered in this
first annual supplement which highlights
significant lower court decisions from 1982
through 1983, and Supreme Court decisions
from 1982 through 1984.
Cost: \$17.50
Publisher/Supplier: Bureau of National Affairs Books
Distribution Center
Date of Publication: 1984
Address/Phone no.: 300 Raritan Center Parkway CN 94, Edison, NJ
08818 (201) 225-1900.

Title: Job Analysis: An Effective Management Tool
Author: Stephen E. Bemis, Ann Holt-Belenky and Dee
Ann Soder

Description: Assists personnel practitioners in
constructing empirical and legally
defensible job analysis systems; combines a
"how to" manual on the Versatile Job
Analysis system (VERJAS) with a survey of
other job analysis methods; includes a
discussion of current and future EEO and
other legal issues contributed by Donald J.
Schwartz, Chief psychologist, Equal
Employment Opportunity Commission. 240
pages.

Cost: \$28.00
Publisher/Supplier: Bureau of National Affairs Books
Distribution Center
Date of Publication: 1983
Address/Phone no.: 300 Raritan Center Parkway CN 94, Edison, NJ
08818 (201) 225-1900.

Title: Law For Personnel Managers: How to Hire the People You Need Without Discriminating
Author: Robert L. Brady, J.D.
Description: Topics include anti-discrimination laws, recruitment, interviewing, establishing non-discriminating employment qualifications, sexual harassment, and setting up an affirmative action program.
Cost: \$21.95
Publisher/Supplier: Business and Legal Reports
Date of Publication: 1982
Address/Phone no.: 64 Wall street, Madison, CN 06443-1513 (203) 245-7448 or toll free (800) 553-4569.

Title: Commerce Clearing House EEOC Decisions
Author:
Description: Reproduces decisions of the Equal Employment Opportunity Commission from January 20, 1973 through April 21, 1983.
Cost: \$15.00
Publisher/Supplier: Commerce Clearing House, Inc.
Date of Publication: See description
Address/Phone no.: 911 Wilshire Blvd. Suite 1040, Los Angeles, CA 90017 (213) 624-9571.

Title: Alcohol and Drugs: Issues in the Workplace
Author: Tia Schneider Denenberg and R. V. Denenberg
Description: Provides employee relations practitioners with an exploration of the impact on labor-management relations of rehabilitation and treatment options, employee assistance programs, company rules on alcohol and drugs abuse and collective bargaining agreement provisions dealing with alcohol and drugs. 219 pages.
Cost: \$33.00
Publisher/Supplier: Bureau of National Affairs Distribution Center
Date of Publication: 1984
Address/Phone no.: 300 Raritan Center Parkway CN 94, Edison, NJ 08818 (201) 225-1900.

Title: EEO Update: California Threshold Issues
Author:

Description: Includes two papers related to the application of EEO in California: "AIDS As a Physical Handicap" (Gloria Barrios); and "Sexual Preference and Job Rights Under the California State Labor Code" (Manuel Medeiros). Provides relevant FEH regulations regarding physical handicap discrimination and the California Attorney General's opinion regarding employment discrimination on the basis of sexual orientation.

Cost: \$3.00 each
Publisher/Supplier: UCLA Institute of Industrial Relations
Date of Publication: 1987
Address/Phone No.: Publication Center, 1001 Gayley 2nd Floor, Los Angeles, CA 90024 (213) 825-9191.

Title: Employment Discrimination Charges Filed With the EEOC: How Banks Respond

Author:

Description: Explains the administrative procedure used by EEOC in employment discrimination charges and offers guidance on how to respond. The appendices contain a checklist for dealing with a charge and samples of EEOC charge forms.

Cost: \$12.00 members, \$18.00 non-members.
Publisher/Supplier: American Bankers Association
Date of Publication: 1982
Address/Phone no.: Order Processing Department, 44B Industrial Park Circle, Waldorf, MD 20601 (202)467-4118.

Title: Employment in Perspective: Women in the Labor Force

Author:

Description: Summarizes annual developments in the employment of women.

Cost: No charge
Publisher/Supplier: United States Department of Labor, Bureau of Labor Statistics
Date of Publication: Annual
Address/Phone no.: 450 Golden Gate Avenue, Box 36017, San Francisco, CA 94102 (415) 556-4678.

Title: Employment Law Briefing Manual
Author:
Description: Includes coverage of recent judicial developments in employment discrimination and reductions in force, employment right to know issues, internal complaint appeal systems, evaluation of cases for settlement, developments under the National Labor Relations Act, sexual harassment, discrimination dangers in performance appraisal, and extended papers on alcohol, drugs, and AIDS and the workplace.
Cost: \$95.00
Publisher/Supplier: National Employment Law Institute
Date of Publication: 1985
Address/Phone no.: 444 Magnolia Avenue, Suite 200 Larkspur, CA 94939 (415) 924-3844.

Title: Employment Regulations in California--A Survival Kit for California Employers
Author:
Description: Coverage includes: California's wage and hour orders; discrimination in employment regulations; penalties and sanctions; government contracts; affirmative action; U.S. Department of Labor Fair Labor Standards Act; Office of Contract Compliance Programs compliance reviews; internal audits; preventive action; immigration enforcement policies.
Cost: \$133.00
Publisher/Supplier: California Business Law Institute
Date of Publication: April 1986
Address/Phone no.: P.O. Box 3727, Santa Monica, California 90403 (213) 450-0500.

Title: **Supervisor's EEO Handbook**
Author: **Executive Enterprises Publications Co., Inc.**

Description: **This is an EEO Handbook for supervisors containing 1) a brief description of key legislation concerning EEO, 2) commonly asked questions and answers, 3) a list of do's and don'ts for an employer concerning hiring, training, promotion, discipline, termination, and discrimination, and 4) several case studies.**

Cost: **\$9.95 per copy. Multiple-copy discounts are available.**
Publisher/Supplier: **Executive Enterprises Publications Co., Inc.**
Date of Publication:
Address/Phone no.: **22 West 21st St., New York, NY
10010-6904 (212) 645-7800 ext. 210.**

Title: **A Guide to Federal Laws and Regulations Prohibiting Sex Discrimination**

Author:

Description: **Explains current federal laws that prohibit sex discrimination, as well as policies and regulations of federal agencies prohibiting sex discrimination. It describes the major provisions of each law and regulation and the complaint procedures established under each.**

Cost: **No charge**
Publisher/Supplier: **U.S. Commission on Civil Rights**
Date of Publication: **July 1976**
Address/Phone no.: **Office of Management, Publications
Management Division, 1121 Vermont Avenue,
N.W., Washington, D.C. 20425 (703) 557-1794.**

Title: **Hospital Equal Employment Opportunity Manual**

Author:

Description: **Integrates federal and state laws and regulations pertaining to discrimination, affirmative action, and reports into a comprehensive working reference.**

Cost: **\$40.00 members, \$75.00 non-members.**
Publisher/Supplier: **California Hospital Association**
Date of Publication: **1985**
Address/Phone no.: **Order Processing Department, P.O. Box 1100,
Sacramento, CA 95805-1100 (916)
443-7401.**

Title: **How to Avoid Being Sued When You Hire, Fire, and Discipline**

Author:

Description: Provides a four-part program: 1) self-paced personnel audit using checklists to update policies; 2) planning charts and forms to profile your workforce and highlight needed changes; 3) implementation-instructions to help you reorganize programs and rewrite documents; and 4) day-to-day administration-provides hiring, firing, and disciplining procedure.

Cost: \$21.95

Publisher/Supplier: Bureau of Law and Business, Inc.

Date of Publication: 1983

Address/Phone no.: 64 Wall street, Madison, CN 06443-1513
(203) 245-7448 or toll free (800) 553-4569.

Title: **The Law of the Workplace: Rights of Employers and Employees**

Author: James Hunt

Description: A summary of workplace laws and the agencies and programs that have been established to enforce them, and an explanation of how the laws affect both employers and employees. Covers such topics as EEO, collective bargaining, privacy in the workplace, wages and working conditions, and employee benefits. 174 pages.

Cost: \$15.00

Publisher/Supplier: Bureau of National Affairs Books
Distribution Center

Date of Publication: 1984

Address/Phone no.: 300 Raritan Center Parkway CN 94, Edison, NJ
08818 (201) 225-1900.

Title: Equal Employment Opportunity And
Affirmative Action in Labor-Management
Relations--Primer
Author: Geraldine Leshin
Description: A reference manual and practitioner's guide
to EEO doctrine and enforcement at the
workplace. Includes coverage of EEO
legislation, guidelines, and issues. 557
pages.
Cost: \$20.00
Publisher/Supplier: UCLA Institute of Industrial Relations
Date of Publication: 1979
Address/Phone no.: Publications Center, 1001 Gayley Avenue 2nd
floor, Los Angeles, CA 90024 (213)
825-9191.

Title: 1980 Report on EEO and Affirmative
Action-Supplement to the Primer
Author: Geraldine Leshin
Description: Updates the Primer, Equal Employment
Opportunity And Affirmative Action in
Labor-Management Relations, on developments
in voluntary affirmative action, EEO
legislation, sex-based and other
discrimination issues. EEO For The
Handicapped analyzes Sections 503 and 504 of
the Rehabilitation Act of 1973; examines the
concept of "qualified handicapped,"
enforcement procedures, and pertinent court
cases. 526 pages.
Cost: \$20.00
Publisher/Supplier: UCLA Institute of Industrial Relations
Date of Publication: 1980
Address/Phone no.: Publication Center, 1001 Gayley Avenue 2nd
floor, Los Angeles, CA 90024
(213) 825-9191.

Title: **Primer of Equal Employment Opportunity--
Third Edition**
Author: **Michael D. Levin-Epstein**
Description: **Includes coverage of federal and state court
decisions, legislation, and activities of
the agencies that enforce and administer
fair employment practice laws. Nontechnical
examination of complex policy and practice
issues includes recent revisions in EEO
reporting requirements, new enforcement
procedures, and new national self-monitoring
programs established by the Office of
Federal Contract Compliance Programs. 160
pages.**
Cost: **\$15.00**
Publisher/Supplier: **Bureau of National Affairs Books
Distribution Center**
Date of Publication: **1984**
Address/Phone no.: **300 Raritan Center Parkway CN 94, Edison,
NJ 08818 (210) 225-1900.**

Title: **Personal Liability for Corporate EEO
Policies and Decisions**
Author: **Daniel R. Levinson**
Description: **Provides the background necessary to
identify and analyze some of the issues that
might arise when plaintiffs make EEO related
liability claims against supervisors.**
Cost: **\$5.95 members, \$6.95 non-members.**
Publisher/Supplier: **Equal Employment Advisory Council**
Date of Publication: **1982**
Address/Phone no.: **1015 15th street, N.W., Washington, D.C.
20005 (202) 789-8600.**

Title: Manager's Desk Book on Employment Law: Practical Guidelines for Preventing Discrimination on the Job

Author:

Description: Case studies are presented to aid managers in understanding critical EEO issues. Points out legal complexities of employment in the workplace.

Cost: \$49.95
Publisher/Supplier: Executive Enterprises Publications Co., Inc.
Date of Publication: 1986
Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904. (212) 645-7880.

Title: The New Supervisor's EEO Handbook

Author:

Description: Discusses the supervisor's everyday judgments, such as hiring, job assignments, promotions, and dismissals.

Cost: \$9.95
Publisher/Supplier: Executive Enterprises Publications Co., Inc.
Date of Publication: 1985
Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: Dealing with Employment Discrimination
Author: Richard Peres

Description: Laws and legislation relating to employment discrimination and the rights of employees and employers.

Cost: \$9.95
Publisher/Supplier: McGraw Hill
Date of Publication: 1979
Address/Phone no.: 1221 Avenue of the Americas, New York, NY 10020 (212) 512-2000.

Title: **The Personnel Manager's Decision Tree**
Author:
Description: A decision-making guide that provides the decision-maker with lists of important questions for such areas as summary discharge, documentation of poor performance, unions, and discrimination on the basis of religion, ethnicity, and handicap.
Cost: \$21.95
Publisher/Supplier: Business and Legal Reports
Date of Publication: 1986
Address/Phone no.: 64 Wall Street, Madison, CN 06443-1513 (203) 245-7448 or toll free (800) 553-4569.

Title: **Employment Discrimination Law--second edition**
Author: Barbara Lindemann Schlei and Paul Grossman
Description: A comprehensive casebook and research tool which incorporates changing patterns in the law and its enforcement, reproducing over 100 cases, one-third of which are new to this edition. 720 pages.
Cost: \$100.00
Publisher/Supplier: American Bar Association's Section of Labor and Employment Law
Date of Publication: 1983
Address/Phone no.: 300 Raritan Center Parkway CN 94, Edison, NJ 08818 (201) 225-1900.

Title: **Employment Discrimination and EEO Practice Manual**
Author: **Richard J. Simmons**
Description: **Basic civil rights obligations imposed by state and federal equal employment opportunity laws. Covers topics such as EEO laws, pre-employment practices, sex, pregnancy, marital status, age, handicap and religious discrimination; discipline and termination of employees; and complaint investigation and enforcement procedures. In addition, it is intended to provide practical advice to assist employers to avoid, resolve, and, where necessary, defend employment discrimination claims. It does not emphasize an analysis of judicial opinions.**
Cost: **\$56.00**
Publisher/Supplier: **Castle Publications, Inc.**
Date of Publication: **1985**
Address/Phone no.: **P.O. Box 580, Van Nuys, CA 91408 (818) 789-2199.**

Title: **Overview of Recent Developments in Disparate Treatment and Disparate Impact Analysis. Disparate Treatment and Disparate Impact: A Tale of Two Theories**
Author: **Gary R. Siniscalco, David Copus, and Deborah Follows, respectively**
Description: **These papers were prepared for the 1985 Employment Law Litigation program conducted by the National Employment Law Institute in February and March 1985. They include an analysis of current case law developments applying the theories, the elements required to sustain the application of each theory and selection devices subject to adverse impact analysis.**
Cost: **\$20.00**
Publisher/Supplier: **National Employment Law Institute**
Date of Publication: **February and March 1985**
Address/Phone no.: **444 Magnolia Avenue, Suite 200, Larkspur, CA 94939 (415) 924-3844.**

Title: Solving EEO Problems: A Guide to EEO Law and Practice
Author:
Description: A compilation of twenty-five articles selected from the journal, EEO Today.
Cost: \$5.95
Publisher/Supplier: Executive Enterprises Publications Co., Inc.
Date of Publication: 1980
Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: Understanding EEO: A Supervisor's Case Book
Author:
Description: Focuses on specific cases where supervisors acted wrongly in a variety of typical everyday work situations and explains why they should have done something else.
Cost: \$5.95
Publisher/Supplier: Executive Enterprises Publications Co., Inc.
Date of Publication: 1976
Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: Wage and Salary Handbook of Comparable Worth Compliance
Author:
Description: Written for personnel professionals. Provides explanations and instructions for simplifying comparable worth analysis; improving wage and salary administration; writing job descriptions; performing job analysis, job evaluations, and performance evaluations.
Cost: \$59.95
Publisher/Supplier: Bureau of Law and Business, Inc.
Date of Publication: 1984
Address/Phone no.: 64 Wall Street, Madison, CN 06443-1513 (203) 245-7448 or toll free (800) 553-4569.

Title: **What Every Personnel Assistant Should Know About EEO Law**
Author:
Description: Includes case studies that explain EEO on the job; gives practical explanations on how to comply with age, sex, religion, handicapped, ethnic and reverse discrimination laws.
Cost: \$21.95
Publisher/Supplier: Business and Legal Reports
Date of Publication: 1984
Address/Phone no.: 64 Wall Street, Madison, CN 06443-1513 (203) 245-7448 or toll free (800) 553-4569.

Title: **Equal Employment Audit Handbook**
Author: Zachery, Album, and Gies
Description: Provides explanation of the law in critical areas of hiring and employment; provides details on conducting in-house equal employment audits.
Cost: \$95.00
Publisher/Supplier: Executive Enterprises Publications Co., Inc.
Date of Publication: 1983
Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: **1984 Guidebook to Fair Employment Practices**
Author:
Description: Directed at those charged with observing individual job rights under the bans on employment decisions that are based on race, color, religion, national origin, sex, age, and physical or mental handicap. Includes explanations of obligations and rights and how certain job practices violate the EEO laws. 192 pages.
Cost: \$4.00/copy
Publisher/Supplier: Commerce Clearing House, Inc.
Date of Publication: November 1983
Address/Phone no.: 911 Wishire Blvd., Suite 1040, Los Angeles, CA 90017 (213) 624-9571.

GENERAL INFORMATION: SUBSCRIPTIONS, PAMPHLETS, LOOSE-LEAF SERVICES, INFORMATION SERVICES, SERIALS

Title: Affirmative Action Register, The EEO
Recruitment Publication
Resource Type: Subscription

Description: Affirmative Action Register is the only national EEO recruitment publication directed to females, minorities, and handicapped that is distributed free of charge. Lists available jobs.

Cost: No charge
Publisher/Supplier: Affirmative Action Register
Date of Publication: Monthly
Address/Phone no.: 8356 Olive Blvd., St. Louis, MO 63132
(314) 991-1335.

Title: The EEO Review
Resource Type: Subscription

Description: Designed for supervisors and department managers in industry, commerce, and government. Includes actual cases resolved by the Equal Employment Opportunity Commission and the courts. Helps to solve EEO problems before they get started.

Cost: \$79.00/year
Publisher/Supplier: Executive Enterprises Publications Co., Inc.
Date of Publication: Monthly
Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: **EEOC Compliance Manual**
Resource Type: **Loose leaf updated service**

Description: **Reproduces the policies, procedures and standards the Equal Employment Opportunity Commission and its General Counsel use to guide their investigation, conciliation and enforcement staffs. Changes are reported as released by the EEOC.**

Cost: **\$120.00/year**
Publisher/Supplier: **Commerce Clearing House, Inc.**
Date of Publication: **Periodically**
Address/Phone no.: **911 Wilshire Blvd., Suite 1040, Los Angeles, CA 90017 (213) 624-9571.**

Title: **Employment Coordinator**
Resource Type: **Loose leaf update services**

Description: **Provides coverage of six areas of employment law in 15 volumes. Volumes 7-9 cover topics such as job discrimination, employee selection, hiring, discharge, employment-at-will, affirmative action, comparable worth, and sexual harassment.**

Cost: **\$795.00 annually, \$771.00 biannually**
Publisher/Supplier: **Research Institute of America**
Date of Publication:
Address/Phone no.: **589 Fifth Avenue, New York, NY 10017. In Los Angeles, Bonnie Flamer, 15012 Greenleaf St., Sherman Oaks, CA (818) 990-8877.**

Title: **Employment Practices Decisions**
Resource Type: **Loose leaf update service**

Description: **Bound volumes of federal and state court cases involving issues of employment discrimination on account of race, color, sex, religion, national origin, age, mental and physical handicap, and veteran's job rights.**

Cost: **\$470.00/year**
Publisher/Supplier: **Commerce Clearing House, Inc.**
Date of Publication: **Updated bimonthly**
Address/Phone no.: **911 Wilshire Blvd., Suite 1040, Los Angeles, CA 90017 (213) 624-9571.**

Title: **Employment Practices Guide**
Resource Type: **Loose leaf update service**

Description: **Spans a broad range of employment issues, including job advertising as affected by rules of the Equal Employment Opportunity Commission, Office of Federal Contract Compliance Programs, and state Fair Employment Practice agencies; laws; court and administrative decisions; equal pay; veteran hiring requirements.**

Cost: **\$470.00/year**
Publisher/Supplier: **Commerce Clearing House, Inc.**
Date of Publication: **Semi-monthly**
Address/Phone no.: **911 Wilshire Blvd., Suite 1040, Los Angeles, CA 90017 (213) 624-9571.**

Title: **The Equal Employer**
Resource Type: **Subscription, newsletter**

Description: **A newsletter which reports developments in all areas of EEO including court cases, laws, and administrative decisions. Subscription includes an annual index and one complementary registration at an annual EEO update conference.**

Cost: **\$245/year**
Publisher/Supplier: **Tours College School of Law, Y.S. Publications**
Date of Publication: **Bi-weekly**
Address/Phone no.: **1005 Kenbrook Drive, Silver Springs, MD. 20902 (301) 649-1231.**

Title: **Equal Employment Opportunity Compliance Manual**
Resource Type: **Loose leaf update services**

Description: **Complete guidance on how to operate safely within the anti-discrimination laws. Includes monthly report bulletins with summaries of key EEOC decisions, court cases, and two volumes that state what you must and cannot do to comply with EEO and Civil Rights Acts.**

Cost: **\$294/year**
Publisher/Supplier: **Prentice Hall Information Services**
Date of Publication: **Updated service**
Address/Phone no.: **1575 Westwood Blvd. #201, Los Angeles, CA 90024 (213) 473-4517.**

Title: **Equal Employment Opportunity--A Handbook for Managers and Supervisors**
Resource Type: Pamphlets
Description: Points out employer's liabilities and obligations related to EEO law.
Cost: \$1.50 each
Publisher/Supplier: Haimes Associates, Inc.
Date of Publication: 1985
Address/Phone no.: 708 South Washington Square, Philadelphia, PA 19106 (215) 922-1617.

Title: **Fair Employment Practice Service**
Resource Type: Loose-leaf update service
Description: A comprehensive reference service on EEO updated weekly. Includes: federal and state laws, court decisions, EEOC rulings, information on administration and enforcement, record-keeping and reporting company and union practices, and regulated actions.
Cost: \$468/year
Publisher/Supplier: Bureau of National Affairs
Date of Publication: Weekly
Address/Phone no.: 1231 25th St., N.W., Washington D.C. 20037
1-800-372-1033 (or) the Los Angeles Office (213) 385-1741.

Title: **Focus: An Overview, Analysis, and Reference on Today's Hot Spots**
Resource Type: Pamphlets
Description: Each Focus monograph presents a concise overview of a single significant personnel topic relating to federal and state law.
Cost: \$3.75/copy
Publisher/Supplier: Prentice Hall Information Services
Date of Publication: Bi-monthly
Address/Phone no.: 1517 Westwood Blvd. #201, Los Angeles, CA 90024 (213) 473-4517.

Title: Information for Managers on Personnel and Current Trends in Human Resources (IMPACT)
Resource Type: Subscription

Description: IMPACT articles are based on material from Prentice Hall Personnel Management Program Information Services.

Cost: \$126.00
Publisher/Supplier: Prentice Hall Inc.
Date of Publication: Bi-weekly publication
Address/Phone no.: 1517 Westwood Blvd. #201, Los Angeles, CA 90024 (213) 473-4517.

Title: Labor and Employment Alert
Resource Type: Subscription, loose-leaf update service

Description: This bi-monthly newsletter covers developments under all areas of employment law, both national and California. Each issue contains a section on developments in employment discrimination.

Cost: \$45/year
Publisher/Supplier: Castle Publications, Ltd.
Date of Publication: Bi-monthly
Address/Phone no.: P.O. Box 580, Van Nuys, CA 91408 (818) 789-2199.

Title: New Perspectives
Resource Type: Subscription

Description: Focuses on civil rights and equal opportunity issues involving racial and ethnic minorities.

Cost: No charge
Publisher/Supplier: U.S. Commission on Civil Rights
Date of Publication: Quarterly
Address/Phone no.: 1121 Vermont Avenue, N.W., Washington, D.C. 20425 (202) 376-8312.

Title: Personnel Law Update
Resource Type: Subscription

Description: Covers Federal and California EEO Law.

Cost: \$96.00
Publisher/Supplier: Borgman Associates
Date of Publication: Monthly
Address/Phone no.: 321 Lennon Lane , Walnut Creek, CA 94598 (415) 944-9444.

Title: **Personnel Manager's Legal Reporter**
Resource Type: **Subscription**

Description: **Provides compliance programs for recent laws, regulations and guidelines from reverse discrimination to minimum wages to Employment Retirement Income Security Act (ERISA) to testing guidelines and age discrimination.**

Cost: **\$6.00/month**
Publisher/Supplier: **Business and Legal Reports**
Date of Publication: **Monthly publication**
Address/Phone no.: **64 Wall Street, Madison, CT 06443-1513 (203) 245-7448 or toll free (800) 553-4569.**

Title: **The President's Committee on Employment of the Handicapped (PCEH)**
Resource Type: **Articles, reports**

Description: **Offers free publications concerning employment, EEO and affirmative action for the mentally retarded, the physically handicapped, and disabled veterans.**

Cost: **No charge**
Publisher/Supplier: **President's Committee on Employment of the Handicapped**
Date of Publication: **Varies**
Address/Phone no.: **1111 20th Street, N.W., Washington, D.C. 20036 (202) 653-5044.**

GENERAL INFORMATION: AUDIOVISUAL/FILM

Title: Boomerang II--A Management Training Program in Equal Employment Opportunity

Description: Shows managers how to problem solve in these areas: job qualifications; the interview; supervision; equal pay for equal work. Explains the requirements of Title VII, the age discrimination in Employment Act, The Equal Pay Act, the executive orders on affirmative action, and the Rehabilitation Act.

Cost: \$75.00
Publisher/Supplier: Bureau of National Affairs Communications, Inc.
Date of Publication: 1979
Address/Phone no.: 9439 Key West Avenue, Rockville, MD 20850-3396 (301) 948-0540.

Title: Fair Employment Practice

Description: A presentation of management techniques intended to assist in avoiding EEO infractions in the areas of recruitment, selection, and placement; promotion and transfer; discipline and discharge; sexual harassment; and age discrimination.

Cost: \$310/film for one week rental. \$1075 rental for entire series. Five films total. Purchase price: \$4015.
Publisher/Supplier: Bureau of National Affairs Communications, Inc.
Date of Publication: 1980
Address/Phone no.: 9439 Key West Avenue, Rockville, MD 20850-3396 (301) 948-0540.

Title: Opportunity for All: Making a Go of EEO

Description: A management/supervisory training program that covers five major case studies: 1) discipline and job performance documentation; 2) sexual biases in career development; 3) EEO considerations in job interviewing; 4) equal pay issues; and 5) racial bias and tokenism.

**Cost: Rental for 5 days--\$150.00
Purchase--\$595.00**

**Publisher/Supplier: Roundtable Film and Video
Date of Publication: 1970
Address/Phone no.: 113 North San Vicente Blvd., Beverly Hills, CA 90211-2387 (213) 657-1402.**

Title: The Real Inside

Description: With an animated cartoon character, this film deals with equal opportunity hiring.

**Cost: 16mm/\$275, Video/\$250, Rental/\$75
Publisher/Supplier: Simon & Schuster Communications**

**Date of Publication:
Address/Phone no.: 108 Wilmot Road, Deerfield, IL 60015
(800)255-0208.**

Title: Take This Woman

Description: The film takes a look at educational and employment opportunities as they relate to women and documents several case histories to show that women have been denied equal opportunities for career training and advancement. The effect of a landmark court decision on female employment is examined from the perspective of the talents of over half the population which are not being used to its fullest potential. 25 minute color film.

**Cost: \$50.00 rental only
Publisher/Supplier: Anti-Defamation League of B'nai B'rith
Date of Publication: Contact supplier
Address/Phone no.: 823 United Nations Plaza, Dept G-1, New York, NY 10017 (212) 490-2525.**

Title: **A Tale of "O" On Being Different**

Description: This is a training package which covers such issues as working with people who are different, managing skills for managing group diversity, and showing various commonalities among people thereby creating a more positive climate.

Cost: Available in slide-tape or videocassette formats. The regular version costs \$680.00 and the Comprehensive Training Package is \$720.00. 3-Day rentals are available for \$180.00.

Publisher/Supplier: Goodmeasure, Inc.
Date of Publication: 1983
Address/Phone no.: P.O. BOX 3004, Cambridge, MA. 02139 attn: Media & Publication Dept. (617) 492-2714.

GENERAL INFORMATION: AUDIOCASSETTE/TAPE

Title: **Annual Conference on Equal Employment**

Description: Practical approach to EEO related problems for attorneys and industrial relations specialists. A faculty of private practitioners, government and other experts discuss current developments in EEO. Tape of BNA conference.

Cost: Audiocassette program: \$95.00, coursebook: \$50.00

Publisher/Supplier: Bureau of National Affairs Conferences
Date of Publication: Updated annually
Address/Phone no.: 1231 25th Street, N.W., Westbridge, Suite 699, Washington, D.C. 20037 (202) 452-4420 or toll free (800) 424-9890.

Title: **EEO and Affirmative Action**

Description: Covers the impact of the EEOC modified litigation policy on protected individuals and corporate employers; the Supreme Court and civil rights; whether or not the Uniform Guidelines for Employee Selection should be modified; recent activities of the Civil Rights Division of the Department of Justice; recent developments in age discrimination; recent decisions in wrongful discharge cases; update on EEO and affirmative action at the Department of Labor; and sex discrimination in pension benefits and working conditions. Tape of BNA conference.

Cost: Audiocassette program: \$105.00, course manual: \$35.00

Publisher/Supplier: Bureau of National Affairs Conferences
Date of Publication: Updated annually
Address/Phone no.: 1231 25th Street, N.W., Westbridge, Suite 699, Washington, D.C. 20037 (202) 452-4420 or toll free (800) 424-9890.

Title: **Employment Law Conference**

Description: This advanced level program features an analysis of recent developments and current trends in employment law. Designed for employment relations professionals and legal practitioners. The presentations focus on preventive strategies for handling EEO issues which have the greatest potential for liability, including equal employment, wrongful discharge, compensation and benefit programs, employee privacy and confidentiality, and seniority programs. The program is a live recording of a November 1984 conference sponsored by BNA and the National Employment Law Institute.

Cost: Audiocassette program: \$95.00, coursebook: \$60.00

Publisher/Supplier: Bureau of National Affairs Conferences
Date of Publication: Updated annually
Address/Phone no.: 1231 25th Street, N.W., Westbridge, Suite 699, Washington, D.C. 20037 (202) 452-4420 or toll free (800) 424-9890.

Title: **Employment-at-Will and Unjust Dismissal**

Description: Covers the major issues and trends affecting the erosion of the employment-at-will doctrines. Practitioners and academics explore: legal issues and trends--state court developments; statutory law issues--legislation, defenses, and remedies; employee relations issues; problem employees; and sexual harassment. Tape of BNA conference.

Cost: Audiocassette: \$85.00, coursebook: \$60.00
Publisher/Supplier: Bureau of National Affairs Conferences
Date of Publication: Updated annually
Address/Phone no.: 1231 25th Street, N.W., Westbridge, Suite 699, Washington D.C. 20037 (202) 452-4420 or toll free (800) 424-9890.

Title: **1985 Employment Law Conference--
Audiocassette Program**

Description: The conference topics are: 1) developments in wrongful termination law, in equal employment opportunity law, in the law of salary discrimination and in the law of employee privacy; 2) alcohol, drug abuse and other employee misconduct; 3) how to minimize exposure; and 4) principal employment law problems of 1986.

Cost: Audiocassette program--\$115.00, course training manual--\$95.00
Publisher/Supplier: National Employment Law Institute
Date of Publication: December 1985
Address/Phone no.: 444 Magnolia Avenue, Suite 200, Larkspur, CA 94939 (415) 924-3844.

SEMINARS

The following organizations regularly offer seminars on EEO topics. Contact the organizations for specific dates or to be placed on their mailing list.

- Publisher/Supplier:** Bureau of National Affairs Conferences
- Address/Phone no.:** 1231 25th street N.W. Westbridge Suite 699, Washington, D.C. 20037 (202) 452-4420 or toll free (800) 424-9890.
- Description:** Annual conference on current issues in EEO.
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- Publisher/Supplier:** California Foundation on Employment and Disability, Inc. (CFED)
- Address/Phone no.:** 2415 North Catherine Road, Altadena, CA 91001 (818) 798-7976. Windmills Training Group, Box 6375, Portland, OR 97228 (503) 246-0852.
- Description:** Works with the private sector to enhance positive attitude toward awareness, and employability of persons with disabilities; conducts and administers several programs, such as Windmills Attitudinal Training Program, which is designed for employers.
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- Publisher/Supplier:** Equal Employment Advisory Council
- Address/Phone no.:** 1015 15th street, Suite 1220, N.W., Washington, D.C. 20005 (202) 789-8650.
- Description:** Explains how standard statistical concepts and methodologies can be used to analyze and verify the accuracy of typical allegations of discrimination. Covers topics such as discriminatory hiring, disparate impact, discriminatory promotion, and wage discrimination.

Publisher/Supplier: **Haimes Associates, Inc.**

Address/Phone no.: 708 South Washington Square, Philadelphia, PA 19106 (215) 922-1617.

Description: Offers seminars that include topics such as: sexual harassment; age and handicap bias; writing your next affirmative action program; employment at will; jury trials and your managers; and avoiding class actions.

Publisher/Supplier: **National Employment Law Institute**

Address/Phone no.: 444 Magnolia Avenue Suite 200, Larkspur, CA 94939 (415) 924-3844.

Description: Offers several annual seminars: 1) defending EEO lawsuits: the pre-trial stage; 2) employment discrimination law update; 3) EEO in federal, state, and local government; 4) affirmative action briefing; and 5) employment law conference.

Publisher/Supplier: **National Foundation for the Study of Equal Employment Policy**

Address/Phone no.: 1015 15th street, Suite 1200, N.W., Washington, D.C. 20005 (202) 789-8685.

Description: Provides practical guidance for EEO professionals and attorneys. Covers topics such as EEO laws and regulations, establishing nondiscriminatory practices, managing complaint investigations, and affirmative action planning. The materials consist of an outline of EEO requirements supplemented with relevant statutes, executive orders, regulations and model affirmative action plans.

Publisher/Supplier: **Professional Seminar Associates, Inc.**

Address/Phone no.: Administration Building, 515 Coleman Place, Westfield, NJ 07090 (201) 232-2455.

Description: Offers two seminars: 1) preparing your affirmative action plan in 1986; and 2) EEO law and compliance. The latter covers various topics such as sexual harassment, age discrimination, advanced EEO, new Office of Federal Contract Compliance Program and EEO regulations, and employee rights.

Publisher/Supplier: **UCLA Institute of Industrial Relations**

Address/Phone no.: **1001 Gayley Avenue, Second Floor, Los Angeles, CA 90024 (213) 825-8035.**

Description: **Covers rights of the handicapped affirmative action and sex-based issues. Includes topics such as expanding definition of handicapped, emergence of AIDS issue, courts interpretation of affirmative action plans since the Supreme Court's Stotts decision, comparable worth, sexual harassment and pregnancy leave/job return rights.**

Publisher/Supplier: **U.S. Equal Employment Opportunity Commission**

Address/Phone no.: **2401 E. Street, N.W., Washington, D.C. 20507 (800) USA-EEOC.**

Description: **Provides educational and technical assistance regarding rights and obligations under federal laws prohibiting discrimination in employment. Each symposium may include some or all of the following topics: sex discrimination; age discrimination; theories of discrimination under Title VII; employee selection procedures; EEOC's role with state and local fair employment practices agencies, and recordkeeping requirements.**

Publisher/Supplier: **The Write Group, Inc.**

Address/Phone no.: **21757 Devonshire St., Suite 5, Chatsworth, CA 91311 (818) 709-1626.**

Description: **Offer workshops in english as a second language (ESL), reading, and writing that assist business firms to develop or improve their affirmative action programs. Workshops teach people of all skill levels how to write letters, memos, and reports of all types from general to technical.**

AFFIRMATIVE ACTION: BOOKS

Title: **The Affirmative Action Compliance Kit**

Description: Step by step guidance using four tools: 1) working manual; 2) forms package; 3) reference guide; and 4) equal employment dictionary.

Cost: \$125.00

Publisher/Supplier: Executive Enterprises Publications Co., Inc.

Date of Publication: 1980

Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: **Affirmative Action Compliance Manual for Banks**

Description: Designed to assist the banking community in complying with the laws, regulations, and judicial decisions in the area of affirmative action. Includes affirmative action plans for minorities, women, handicapped and veterans.

Cost: \$30.00 members, \$45.00 non-members.

Publisher/Supplier: American Bankers Association

Date of Publication: 1980

Address/Phone no.: Order Processing Department, 44B Industrial Park Circle, Waldorf, MD 20601 (202) 467-4118.

Title: **Affirmative Action Today**

Description: This report discusses the effects of the 1986 Supreme Court affirmative action rulings on affirmative action programs. The cases are analyzed, and guidance is offered to help organizations in compliance and in plans for the future.

Cost: \$75.00

Publisher/Supplier: Bureau of National Affairs

Date of Publication: 1986

Address/Phone no.: Circulation Dept. P.O. Box 40947, Washington D.C. 20016 (800) 372-1033.

Title: Annual Los Angeles County Manpower Information For Affirmative Action Programs

Description: For use in developing affirmative action plans as required for federal contract compliance. General information relating to the population's racial, ethnic, sex, occupational, employment, and other factors are included.

Cost: No charge
Publisher/Supplier: State of California Employment Development Department, Employment Data and Research
Date of Publication: Annual
Address/Phone no.: 1525 South Broadway, Los Angeles, CA 90015 (213) 744-2509.

Title: EEO Update: Affirmative Action--Layoffs, Minority Hiring, and Promotions in the Light of Recent Supreme Court Decisions

Description: Discusses affirmative action as it relates to layoffs and minority hiring and promotions, paying particular attention to three 1986 decisions: Firefighters, Local 93 v. City of Cleveland; Wygant v. Jackson Board of Education; and Sheet Metal Workers, Local 28 v. EEOC. Includes summary of U.S. Supreme Court Affirmative Action decisions, as well as text of important affirmative action legislation.

Cost: \$5.00 each
Publisher/Supplier: UCLA Institute of Industrial Relations
Date of Publication: 1987
Address/Phone No.: Publications Center, 1001 Gayley Ave., 2nd Floor, Los Angeles, CA 90024 (213)825-9191.

Title: Employer's Affirmative Action Handbook: A Guide for Employing Disabled Persons

Description: Designed to provide employer's with a basis to affirmative action for disabled people. It is not designed to answer all of an employer's legal concerns relating to his/her employment practices.

Cost: No charge
Publisher/Supplier: Mayor's Office for the Handicapped
Date of Publication: October 1980
Address/Phone no.: 200 North Spring street, Suite 2100, Los Angeles, CA 90012-4837 (213) 485-6334.

Title: **Employing Workers with Disabilities-A
Model Affirmative Action Plan for Private
and Public Employers**

Description: **Consists of several components, each of
which should be evaluated to determine if
equal employment opportunity does exist for
handicapped persons. Each major component is
outlined on a worksheet, which presents
objectives and suggested actions to be
implemented.**

Cost: **No charge**
Publisher/Supplier: **Governor's Committee for Employment of the
Handicapped**
Date of Publication: **September 1981**
Address/Phone no.: **800 Capitol Mall, Sacramento, CA
95814 (916) 323-2545.**

Title: **Employment in Perspective: Minority Workers**

Description: **Gives labor market developments for blacks
and hispanics.**

Cost: **No charge**
Publisher/Supplier: **United States Department of Labor, Bureau of
Labor Statistics**
Date of Publication: **Annual**
Address/Phone no.: **450 Golden Gate Avenue, Box 36017, San
Francisco, CA 94102 (415) 556-4678.**

Title: **Employment in Perspective: Women in the
Labor Force**

Description: **Summarizes annual developments in the
employment of women.**

Cost: **No charge**
Publisher/Supplier: **United States Department of Labor, Bureau of
Labor Statistics**
Date of Publication: **Annual**
Address/Phone no.: **450 Golden Gate Avenue, Box 36017, San
Francisco, CA 94102 (415) 556-4678.**

Title: 1986 Affirmative Action Compliance Manual
Author: John Charles Fox

Description: Designed to provide guidance for developing an affirmative action plan update in compliance with recent regulatory changes and administrative and judicial decisions. Includes step-by-step instructions, sample forms, and a model plan, together with an analysis of recent decisions and related materials regarding executive order enforcement.

Cost: \$125.00
Publisher/Supplier: National Employment Law Institute
Date of Publication: 1985
Address/Phone no.: 444 Magnolia Avenue, Suite 200, Larkspur, CA 94939 (415) 924-3844.

AFFIRMATIVE ACTION: SEMINARS

Title: Professional Seminar Associates, Inc.

Description: Offers two seminars: 1) preparing your affirmative action plan in 1986; and 2) EEO law and compliance. The latter covers various topics such as sexual harassment, age discrimination, advanced EEO, new Office of Federal Contract Compliance Program and EEO regulations, and employee rights.

Cost: Varies according to seminar
Publisher/Supplier: Professional Seminar Associates, Inc.
Date of Publication: Monthly each year
Address/Phone no.: Administration Building, 515 Coleman Place, Westfield, NJ 07090 (201) 232-2455.

Title: The Write Group, Inc.
Description: Offer workshops in English as a second language (ESL), reading, and writing that assist business firms to develop or improve their affirmative action programs. Workshops teach people of all skill levels how to write letters, memos, and reports of all types from general to technical.
Cost: Dependent on number of employees per workshop
Publisher/Supplier: The Write Group, Inc.
Date of Publication:
Address/Phone no.: 21757 Devonshire St., Suite 5, Chatsworth, CA 91311 (818) 709-1626.

AFFIRMATIVE ACTION: AUDIOVISUAL/FILM

Title: Come Work With Us
Description: This is a film that illustrates affirmative action of employees with disabilities.
Cost: No loan charge. The film may be purchased for \$150 through the distributor: Filmasters Inc. 410 First Ave. Pittsburgh, PA 15219.
Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41
Date of Publication:
Address/Phone no.: P.O. Box 942880 Sacramento, CA 94280-0001 (916)323-2545.

AFFIRMATIVE ACTION: SUBSCRIPTIONS, PAMPHLETS, REPORTS

Title: Affirmative Action Guidelines- Equal Employment Opportunity and Affirmative Action Program
Resource Type: Manual
Description: Generic affirmative action plan for EEO practitioners.
Cost: \$10.00/copy
Publisher/Supplier: Mexican-American Legal Defense and Educational Fund (MALDEF)
Date of Publication: January 1985
Address/Phone no.: 634 South Spring street, 11th Floor, Los Angeles, CA 90014 (213) 629-2512.

Title: Affirmative Action Register, The EEO
Recruitment Publication
Resource Type: Subscriptions
Description: Affirmative action register is the only
national EEO recruitment publication
directed to females, minorities, and
handicapped that is distributed free of
charge. Lists available jobs.
Cost: No charge
Publisher/Supplier: Affirmative Action Register
Date of Publication: Monthly
Address/Phone no.: 8356 Olive Blvd., St. Louis, MO 63132
(314) 991-1335.

Title: Affirmative Action to Employ Handicapped
People
Resource Type: Pamphlet
Description: A pocket guide to the regulations of the
affirmative action requirements of Section
503 of the Rehabilitation Act of 1973.
Cost: No charge
Publisher/Supplier: California Governor's Committee For
Employment of the Handicapped
Date of Publication: March 1980
Address/Phone no.: 800 Capitol Mall, Sacramento, CA
95814 (916) 323-2545.

Title: Personnel Management Program
Resource Type: Loose leaf updated service
Description: Covers policies and practices, industrial
and labor relations, communications, equal
employment opportunity, employee
termination, and affirmative action.
Cost: Varies, contact Prentice Hall
Publisher/Supplier: Prentice Hall Information Services
Date of Publication: Updated service
Address/Phone no.: 1517 Westwood Blvd. #201, Los Angeles,
CA 90024 (213) 473-4517.

Title: The President's Committee on Employment of the Handicapped (PCEH)
Resource Type: Articles, reports
Description: Offers free publications concerning employment, EEO and affirmative action for physically handicapped, and disabled veterans.
Cost: No charge
Publisher/Supplier: President's Committee on Employment of the Handicapped
Date of Publication: Varies
Address/Phone no.: 1111 20th street, N.W., Washington, D.C. 20036 (202) 653-5044.

RECRUITMENT: BOOKS

Title: **Locating, Recruiting, and Hiring The Disabled**
Author: **Rami Rabby**
Description: **Offers short and long term strategies for locating qualified job candidates. Assists personnel executives, recruiters and all other managers and supervisors. Contains over 500 listings including publications directed at the disabled; job banks; private sector training and/or placement projects; information and referral plus other resources for contacting qualified candidates.**
Cost: **\$3.95**
Publisher/Supplier: **Pilot Books**
Date of Publication: **1983**
Address/Phone no.: **103 Cooper street, Babylon, NY 11702 (516) 422-2225.**

RECRUITMENT: SUBSCRIPTIONS, PAMPHLETS

Title: **Affirmative Action Register, The EEO Recruitment Publication**
Resource Type: **Subscriptions**
Description: **Affirmative action register is the only national EEO recruitment publication directed to females, minorities, and handicapped that is distributed free of charge. Lists available jobs.**
Cost: **No charge**
Publisher/Supplier: **Affirmative Action Register**
Date of Publication: **Monthly**
Address/Phone no.: **8356 Olive Blvd., St. Louis, MO 63132 (314) 991-1335.**

Title: **Minority Recruiting**
Author: **Rick Stoops**
Resource Type: **Articles**
Description: **An article on minority recruiting.**
Cost: **\$3.00/reprint**
Publisher/Supplier: **Personnel Journal**
Date of Publication: **April 1982, pg. 254-255. Reprint no. 234.**
Address/Phone no.: **245 Fischer Avenue B-2, Costa Mesa, CA 92626 (714) 751-1883.**

SELECTION PROCEDURES: BOOKS

Title: The Annotated Employment Application Form
Author:

Description: Provides a sample employment application form that complies with federal legislation, executive orders and regulations and a step-by-step guide for gathering pre-employment information on the applicant; discusses problem areas; examines regulations regarding post-employment inquiries etc.

Cost: \$12.00 members, \$18.00 non-members.
Publisher/Supplier: American Bankers Association
Date of Publication: 1981
Address/Phone no.: Order Processing Department, 44-B Industrial Park Drive, Waldorf, MD 20601 (202) 467-4118.

Title: Law For Personnel Managers: How to Hire The People You Need Without Discriminating
Author: Robert L. Brady, J.D.

Description: Topics include anti-discrimination laws, recruitment, interviewing, establishing non-discriminating employment qualifications, sexual harassment, and setting up an affirmative action program.

Cost: \$21.95
Publisher/Supplier: Business and Legal Reports
Date of Publication: 1982
Address/Phone no.: 64 Wall street, Madison, CN 06443-15 (203)245-7448 or toll free (800) 553-4569.

Title: Effective Interviewing and Equal Employment Opportunity-A Handbook For Managers and Supervisors

Author:

Description: Points out the laws, liabilities, and obligations to interviewers in the area of equal employment opportunity.

Cost: \$1.50 each
Publisher/Supplier: Haines Associates, Inc.
Date of Publication: 1978
Address/Phone no.: 708 South Washington Square, Philadelphia, PA 19106 (215) 922-1617.

Title: **How to Avoid Being Sued When You Hire, Fire, and Discipline**

Author:

Description: Provides a four-part program: 1) self-paced personnel audit using checklists to update policies; 2) planning charts and forms to profile your workforce and highlight needed changes; 3) implementation-instructions to help you reorganize programs and rewrite documents; and 4) day-to-day administration-provides hiring, firing, and disciplining procedure.

Cost: \$21.95

Publisher/Supplier: Bureau of Law and Business, Inc.

Date of Publication: 1983

Address/Phone no.: 64 Wall street, Madison, CN 06443-1513
(203)245-7448 or toll free (800) 553-4569.

Title: **Interviewing Women: Avoiding Charges of Discrimination**

Author:

Description: Provides preparation and techniques for interviews that comply with the law and helps the reader examine his or her own attitude. Includes guidelines, case histories, and self-quizzes.

Cost: \$5.95

Publisher/Supplier: Executive Enterprises Publications Co., Inc.

Date of Publication: 1979

Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: **Conducting the Lawful Employment Interview: How to Avoid Charges of Discrimination When Interviewing Job Candidates**

Author: Alan M. Koral

Description: See title.

Cost: \$9.95

Publisher/Supplier: Executive Enterprises Publications Co., Inc.

Date of Publication: 1986

Address/Phone no.: 22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.

Title: Law For Personnel Managers: How to Hire the People You Need Without Discriminating
Author:
Description: Helps personnel managers avoid common EEO mistakes.
Cost: \$21.95
Publisher/Supplier: Business and Legal Reports
Date of Publication: 1985
Address/Phone no.: 64 Wall street, Madison, CN 06443-151
(203)245-7448 or toll free (800) 553-4569.

Title: Pre-employment Inquiry Guidelines
Author:
Description: Information on how to avoid discrimination charges due to employment application items and job interviewing practices.
Cost: \$0.15 each. Minimum of 25.
Publisher/Supplier: State of California Department of General Services, Documents and Publications
Date of Publication: April 1984
Address/Phone no.: P.O. Box 1015, 4675 Watt Avenue, North Highlands, CA 95660.

Title: Locating, Recruiting, and Hiring The Disabled
Author: Rami Rabby
Description: Offers short and long term strategies for locating qualified job candidates. Assists personnel executives, recruiters and all other managers and supervisors. Contains over 500 listings including publications directed at the disabled; job banks; private sector training and/or placement projects; information and referral plus other resources for contacting qualified candidates.
Cost: \$3.95
Publisher/Supplier: Pilot Books
Date of Publication: 1983
Address/Phone no.: 103 Cooper Street, Babylon, NY 11702 (516) 422-2225.

Title: **A Simplified Approach To: The Uniform Guidelines on Employee Selection Procedures**

Author:

Description: Helps bankers comply with EEO regulations by discussing in non-legal terms: selection procedures; performance tests; physical, educational, and work experience requirements; interview formats; methods of discrimination measurement; recordkeeping guidelines; acceptable testing practices; and recent court procedures.

Cost: \$12.00 members, \$18.00 non-members.

Publisher/Supplier: American Bankers Association

Date of Publication: 1981

Address/Phone no.: Order Processing Department, 44B Industrial Park Circle, Waldorf, MD 20601 (202) 467-4118.

Title: **Overview of Recent Developments in Disparate Treatment and Disparate Impact Analysis. Disparate Treatment and Disparate Impact: A Tale of Two Theories**

Author: Gary R. Siniscalco, David Copus and Deborah Follows, respectively.

Description: These papers were prepared for the 1985 Employment Law Litigation program conducted by the National Employment Law Institute in February and March 1985. They include an analysis of current case law developments applying the theories, the elements required to sustain the application of each theory and selection devices subject to adverse impact analysis.

Cost: \$20.00

Publisher/Supplier: National Employment Law Institute

Date of Publication: February and March 1985

Address/Phone no.: 444 Magnolia Avenue, Suite 200, Larkspur, CA 94939 (415) 924-3844.

SELECTION PROCEDURES: SEMINARS

Title: California Foundation on Employment and Disability, Inc.

Description: Works with the private sector to enhance positive attitude toward awareness, and employability of persons with disabilities; conducts and administers several programs, such as Windmills Attitudinal Training Program, which is designed for employers.

Cost: \$475.00

Publisher/Supplier: California Foundation on Employment and Disability, Inc. (CFED)

Date of Publication:

Address/Phone no.:

2415 North Catherine Road, Altadena, CA 91001 (818) 798-7976. Windmills Training Group, Box 6375, Portland, OR 97228 (503) 246-0852.

Title: Voluntary Assistance Program

Description: Provides educational and technical assistance regarding rights and obligations under federal laws prohibiting discrimination in employment. Each symposium may include some or all of the following topics: sex discrimination; age discrimination; theories of discrimination under Title VII; employee selection procedures; EEOC's role with state and local fair employment practices agencies, and recordkeeping requirements.

Cost: Contact EEOC

Publisher/Supplier: U.S. Equal Employment Opportunity Commission

Date of Publication: Quarterly

Address/Phone no.: 2401 E. Street, N.W., Washington, D.C. 20507 (800) USA-EEOC.

SELECTION PROCEDURES: AUDIOVISUAL/FILM

Title: I Know You Can Do It.

Description: This film deals with the training and selective placement of four disabled people.

Cost: No loan charge.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41

Date of Publication: 1986

Address/Phone no.: P.O. BOX 942880 Sacramento, CA 94280-0001 (916)323-2545.

DEMOGRAPHIC DATA: BOOKS

Title: Annual Los Angeles County Manpower Information for Affirmative Action Programs

Author:

Description: For use in developing affirmative action plans as required for federal contract compliance. General information relating to the population's racial, ethnic, sex, occupational, employment, and other factors are included.

Cost: No charge

Publisher/Supplier: State of California Employment Development Department, Employment Data And Research Annual

Date of Publication: Annual

Address/Phone no.: 1525 South Broadway, Los Angeles, CA 90015 (213) 744-2509.

Title: Annual Planning Information

Author:

Description: A report for Los Angeles area designed to meet informational goals of the employment security system by providing government agencies, educators, and other interested organizations and persons with analyses of recent changes in the labor market, short-term outlooks, and long-term trends.

Cost: No charge

Publisher/Supplier: State of California Employment Development Department, Southern California Data And Research Annual

Date of Publication: Annual

Address/Phone no.: 1525 South Broadway, Los Angeles, CA 90015 (213) 744-2509.

Title: Employment in Perspective: Minority Workers

Author:

Description: Gives labor market developments for blacks and hispanics.

Cost: No charge

Publisher/Supplier: United States Department of Labor, Bureau of Labor Statistics Annual

Date of Publication: Annual

Address/Phone no.: 450 Golden Gate Avenue, Box 36017, San Francisco, CA 94102 (415) 556-4678.

Title: **Employment in Perspective: Women in the Labor Force**
Author:
Description: **Summarizes annual developments in the employment of women.**
Cost: **No charge**
Publisher/Supplier: **United States Department of Labor, Bureau of Labor Statistics**
Date of Publication: **Annual**
Address/Phone no.: **450 Golden Gate Avenue, Box 36017, San Francisco, CA 94102 (415) 556-4678.**

Title: **Geographic Profile of Employment and Unemployment**
Author:
Description: **Annual publication giving distribution of employed workers by age, sex, ethnic background, occupation, state, and Standard Metropolitan Statistical Area (SMSA).**
Cost: **No charge**
Publisher/Supplier: **Department of Labor, Bureau of Labor Statistics**
Date of Publication: **Annual**
Address/Phone no.: **Sales Department, Regional Office, United States Department of Labor, Bureau of Labor Statistics, 450 Golden Gate Avenue, Box 36017, San Francisco, CA 94102 (415) 556-4678.**

DEMOGRAPHIC DATA:

SUBSCRIPTIONS, PAMPHLETS

Title: **National Planning Data Corporation (NPDC)**
Resource Type: **Reports**

Description: **The NPDC makes available the following statistics on workforce characteristics:**
1) Labor Force Essentials-provides detailed occupation by race and sex from the 1980 census for the nation, individual states, SMSA's, MSA's, and counties;
2) Occupation Profiles-a tabulation of the 1980 census containing occupation data by race, sex, industry, earnings, and education;
3) Labor Force Updates-provides current estimates and projections for 514 occupations by race and sex for the nation, individual states, and SMSA's; and
4) Occupation-Education Updates-two sets of current U.S. estimates and projections by race and sex: a) 169 occupations by education level and b) 181 fields of study by degree.

Cost: **Dependent on nature of data requested and the number of geographical units and occupational profiles desired.**

Publisher/Supplier: **National Planning Data Corporation Western Region**

Date of Publication:
Address/Phone no.: **1801 Avenue of the Stars, Los Angeles, CA 90067-5952 (213) 557-0158.**

SEXUAL HARASSMENT: BOOKS

Title: EEO Update: Sexual Harassment--Employer Liability and "Hostile Work Environment"

Author:

Description: Presents discussion by Christine Littleton and Brian Hembacher of federal and California laws governing sexual harassment, as they relate to issues such as: what counts as sexual harassment; employer liability; evidentiary issues; and remedies. Provides the text of relevant regulations and citations for major sexual harassment cases.

Cost: \$5.00 each
Publisher/Supplier: UCLA Institute of Industrial Relations
Publication Date: 1987
Address/Phone No.: Publications Center
1001 Gayley Ave. Second Floor
Los Angeles, CA 90024
(213) 825-9191

Title: Employment Law Briefing Manual

Author:

Description: Includes coverage of recent judicial developments in employment discrimination and reductions in force, employment right to know issues, internal complaint appeal systems, evaluation of cases for settlement, developments under the National Labor Relations Act, sexual harassment, discrimination dangers in performance appraisal, and extended papers on alcohol, drugs, and AIDS and the workplace.

Cost: \$95.00
Publisher/Supplier: National Employment Law Institute
Date of Publication: 1985
Address/Phone no.: 444 Magnolia Avenue, Suite 200 Larkspur,
CA 94939 (415) 924-3844.

Title: **Sexual Harassment: A Handbook for Managers and Supervisors**
Author:
Description: **Reviews the law and points out manager's and supervisor's liabilities and obligations.**
Cost: **\$1.50 each**
Publisher/Supplier: **Haimes Associates, Inc.**
Date of Publication: **1985**
Address/Phone no.: **708 South Washington Square, Philadelphia, PA 19106 (215) 922-1617.**

Title: **Sexual Harassment: The Issues and The Law**
Author:
Description: **Reviews the issue and current state of the law; presents a suggested policy statement and guidelines with checklist for implementation. 24 pages.**
Cost: **\$18.00**
Publisher/Supplier: **American Bankers Association**
Date of Publication: **1982**
Address/Phone no.: **Order Processing Department, 44B Industrial Park Circle, Waldorf, MD 20601 (202) 467-4118.**

Title: **Sexual Harassment in the Workplace: A Guide to the Law**
Author:
Description: **Covers current state of developing legal standards. Case studies are included to illustrate the fine distinctions involved.**
Cost: **\$9.95**
Publisher/Supplier: **Executive Enterprises Publications Co., Inc.**
Date of Publication: **1986**
Address/Phone no.: **22 West 21st Street, New York, NY 10010-6904 (212) 645-7880.**

SEXUAL HARASSMENT: SUBSCRIPTIONS, PAMPHLETS

Title: Sexual Harassment Fact Sheet
Resource Type: One single sheet

Description: What to do if you think you have been sexually harassed, what your rights are, and where to go for help.

Cost: No charge
Publisher/Supplier: Los Angeles County Commission For Women
Date of Publication: 1986
Address/Phone no.: 383 Hall of Administration, 500 West Temple, Los Angeles, CA 90012 (213) 974-1455.

SEXUAL HARASSMENT: AUDIOVISUAL/FILM

Title: The Power Pinch
Author: Mary Coeli Meyer, Jeanenne Oestreich

Description: The Power Pinch, a multi-media training system for dealing with sexual harassment in the workplace, deals with the following topics: 1) an unbiased presentation of the sexual harassment issue, 2) management responsibilities for dealing with sexual harassment, 3) workshop components consisting of film, leader's guide, overhead transparencies, manager's handbook, and employee guide.

Cost: Film: \$575, Video: \$575, One Week Rental: \$150
Publisher/Supplier: Michael J. Carlson, Account Executive Business and Industry. Coronet/MTI Film & Video
Date of Publication: 1986
Address/Phone no.: 108 Wilmot Road. Deerfield, IL 60015 (800)621-2131.

Title: The Workplace Hustle

Author:

Description: The Workplace Hustle is a documentary film with group discussions, interviews, and dramatized sequences about the emotional trauma, the financial implications, and the adverse effects of sexual harassment of women. The film is also a guide for those victims of sexual harassment.

Cost: Purchase Price: Film \$550/ Video \$495. One week rental: \$100 applicable toward purchase price.

Publisher/Supplier: Coronet/MTI Film & Video

Date of Publication: 1986

Address/Phone no.: 108 Wilmot Road. Deerfield, IL 60015
(800)621-2131.

HANDICAPPED: BOOKS

Title: **Employer's Affirmative Action Handbook: A Guide for Employing Disabled Persons**

Author:

Description: **Designed to provide employer's with a basis to affirmative action for disabled people. It is not designed to answer all of an employer's legal concerns relating to his/her employment practices.**

Cost: **No charge**

Publisher/Supplier: **Mayor's Office for the Handicapped**

Date of Publication: **October 1980**

Address/Phone no.: **200 North Spring street, Suite 2100, Los Angeles, CA 90012-4837 (213) 485-6334.**

Title: **Employing Workers with Disabilities-A Model Affirmative Action Plan for Private and Public Employers**

Author:

Description: **Consists of several components, each of which should be evaluated to determine if equal employment opportunity does exist for handicapped persons. Each major component is outlined on a worksheet, which presents objectives and suggested actions to be implemented.**

Cost: **No charge**

Publisher/Supplier: **Governor's Committee for Employment of the Handicapped**

Date of Publication: **September 1981**

Address/Phone no.: **800 Capitol Mall, Sacramento, CA 95814(916) 323-2545.**

Title: **Locating, Recruiting, and Hiring the Disabled**
Author: **Rami Rabby**
Description: **Offers short and long term strategies for locating qualified job candidates. Assists personnel executives, recruiters and all other managers and supervisors. Contains over 500 listings including publications directed at the disabled; job banks; private sector training and/or placement projects; info. and referral plus other resources for contacting qualified candidates.**
Cost: **\$3.95**
Publisher/Supplier: **Pilot Books**
Date of Publication: **1983**
Address/Phone no.: **103 Cooper street, Babylon, NY 11702 (516) 422-2225.**

HANDICAPPED: SUBSCRIPTIONS, PAMPHLETS

Title: **Affirmative Action to Employ Handicapped People**
Resource Type: **Pamphlet**
Description: **A pocket guide to the regulations of the affirmative action requirements of Section 503 of the Rehabilitation Act of 1973.**
Cost: **No charge**
Publisher/Supplier: **California Governor's Committee For Employment of the Handicapped**
Date of Publication: **March 1980**
Address/Phone no.: **800 Capitol Mall, Sacramento, CA 95814 (916) 323-2545.**

Title: Affirmative Action Register, The EEO
Recruitment Publication
Resource Type: Subscriptions
Description: Affirmative action register is the only
national EEO recruitment publication
directed to females, minorities, and
handicapped that is distributed free
of charge. Lists available jobs.
Cost: No charge
Publisher/Supplier: Affirmative Action Register
Date of Publication: Monthly
Address/Phone no.: 8356 Olive Blvd., St. Louis, MO 63132
(314) 991-1335.

Title: The President's Committee on Employment of
the Handicapped (PCEH)
Resource Type: Articles, reports
Description: Offers free publications concerning
employment, EEO and affirmative action for
the mentally retarded, the physically
handicapped, and disabled veterans.
Cost: No charge
Publisher/Supplier: President's Committee on Employment of the
Handicapped
Date of Publication: Varies
Address/Phone no.: 1111 20th street, N.W., Washington, D.C.
20036 (202) 653-5044.

HANDICAPPED: AUDIOVISUAL/FILM

Title: Bottom Line
Description: This is a dramatized film of a company
administrator who unknowingly hires a most
qualified wheelchair individual.
Cost: No loan charge. The film is also available
for purchase through the distributor for
\$225. Inquiries may be directed to:
Learning Systems Division of Mississippi
Methodist Rehab. Center, 1675 Lakeland Dr.
Jackson, MS. 39216.
Publisher/Supplier: The California Governor's Committee for
Employment of the Handicapped. MIC 41
Date of Publication:
Address/Phone no.: P.O. Box 942880, Sacramento, CA
94280-0001 (916)323-2545.

Title: Breakthrough-A Management Training Program in Equal Employment Opportunity

Description: Gives practical, legal training in how to hire, accommodate, and supervise qualified handicapped people; defines and explains the Rehabilitation Act, the term "handicapped," who is qualified, "reasonable accommodation," and accessibility measures.

Cost: Rental for one week: \$510. Purchase price: \$2000.

Publisher/Supplier: Bureau of National Affairs, Inc.

Date of Publication: 1980

Address/Phone no.: 9439 Key West Avenue, Rockville, MD 20850-3396 (301) 948-0540.

Title: Come Work With Us

Description: This is a film that illustrates affirmative action of employees with disabilities.

Cost: No loan charge. The film may be purchased for \$150 through the distributor: Filmasters Inc. 410 First Ave. Pittsburgh, PA 15219.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41

Date of Publication: P.O. Box 942880 Sacramento, CA 94280-0001
Address/Phone no.: (916)323-2545.

Title: Cripples Need Not Apply

Description: This film delves into the effects of disabilities on four different people.

Cost: No loan charge. This film may be purchased for \$200 through the distributor: WCCO-TV Minneapolis, MN.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41

Date of Publication: 1974
Address/Phone no.: P.O. BOX 942880 Sacramento, CA 94280-0001 (916)323-2545.

Title: **A Different Approach**

Description: This is a film to encourage employment and equality for persons with physical disabilities.

Cost: No loan charge. Film or videotape may be bought for the price of \$225 through the distributor: The South Bay Mayor's Committee for Employment of the Handicapped 2409 N. Sepulveda Blvd., Suite 202 Manhattan Beach, CA 90266. (213)545-4596.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped, MIC 41

Date of Publication: 1978

Address/Phone no.: P.O. BOX 942880, Sacramento, CA 94280-001 (916)323-2545.

Title: **A Fighting Chance**

Description: This film attempts to demonstrate that in the hiring of disabled employees the primary consideration would be the employee's ability to do the job.

Cost: No loan charge. The film may be bought for \$200 through the distributor: National Audiovisual Center Attn: Sales Branch Washington D.C. 20409.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41

Date of Publication:

Address/Phone no.: P.O. Box 942880 Sacramento, CA 94280-0001 (916)323-2545.

Title: **Good People**

Description: This is a film about employees with disabilities performing a wide range of work at the Hughes Aircraft Plant in Los Angeles.

Cost: No loan charge. This film may be purchased for \$200 through the distributor: Bob Linvall c/o Gemini Productions 6335 Homewood Ave. Hollywood, CA 90028.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41

Date of Publication: 1973

Address/Phone no.: P.O. Box 942880 Sacramento, CA 94280-0001 (916) 323-2545.

Title: **I Know You Can Do It**
Description: This film deals with the training and selective placement of four disabled people.
Cost: No loan charge.
Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41
Date of Publication: 1986
Address/Phone no.: P.O. BOX 942880 Sacramento, CA 94280-0001 (916)323-2545.

Title: **Just Three People**
Description: This film is about three people and the way they live everyday life.
Cost: No loan charge.
Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41
Date of Publication: 1981
Address/Phone no.: P.O. BOX 942880 Sacramento, CA 94280-0001 (916)323-2545.

Title: **A New Day**
Description: This is a film of the new attitudes and new technologies available to disabled people.
Cost: No loan charge.
Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped MIC 41
Date of Publication:
Address/Phone no.: P.O. BOX 942880, Sacramento, CA 94280-0001 (916)323-2545.

Title: **Tell Them I'm a Mermaid**
Description: A musical about people's ability to lead meaningful productive lives despite handicaps.
Cost: No loan charge
Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41
Date of Publication: 1983
Address/Phone no.: P.O. BOX 942880 Sacramento, CA 94280-0001 (916) 323-2545.

Title: Working With A Winner

Description: This film focuses on employment opportunities for mentally restored patients.

Cost: No loan charge.

Publisher/Supplier: The California Governor's Committee for Employment of the Handicapped. MIC 41

Date of Publication: 1985

Address/Phone no.: P.O. BOX 942880 Sacramento, CA 94280-0001 (916)323-2545.

HANDICAPPED: SEMINARS

Title: California Foundation on Employment and Disability, Inc.

Description: Works with the private sector to enhance positive attitude toward awareness, and employability of persons with disabilities; conducts and administers several programs, such as Windmills Attitudinal Training Program, which is designed for employers.

Cost: \$475.00

Publisher/Supplier: California Foundation on Employment and Disability, Inc. (CFED)

Date of Publication:

Address/Phone no.: 2415 North Catherine Road, Altadena, CA 91001 (818) 798-7976. Windmills Training Group, Box 6375, Portland, OR 97228 (503) 246-0852.

Title: Focus on EEO

Description: Covers rights of the handicapped affirmative action and sex-based issues. Includes topics such as expanding definition of handicapped, emergence of AIDS issue, courts interpretation of affirmative action plans since the Supreme Court's Stotts decision, comparable worth, sexual harassment and pregnancy leave/job return rights.

Cost: \$140.00/single person enrollment
\$125.00/multiple person enrollment

Publisher/Supplier: UCLA Institute of Industrial Relations

Date of Publication: Annual

Address/Phone no.: 1001 Gayley Avenue, Second Floor, Los Angeles, CA 90024 (213) 825-8035.

AGE DISCRIMINATION: BOOKS

Title: Age Discrimination in Employment Law
Author: Joseph E. Kalet Ed.

Description: Provides information on the administration and enforcement of the Age Discrimination in Employment Act, relevant statutory and regulatory developments, and analysis of cases interpreting the Act. The reference guide compiles ADEA enforcement procedures, regulations, and other legal principles, as well as a table of cases and the text of the Act, EEOC regulations, and model jury instructions presented to the American Bar Association. 230 pages.

Cost: \$35.00
Publisher/Supplier: Bureau of National Affairs Books
Distribution Center
Date of Publication: 1986
Address/Phone no.: 300 Raritan Center Parkway, CN 94, Edison, NJ 08818 (201) 225-1900.

Title: Age Discrimination in Employment Act: A Compliance and Litigation Manual For Lawyers and Personnel Practitioners
Author: Monte B. Lake Ed.

Description: A resource for lawyers and non-lawyers seeking guidance on substantive and procedural requirements of Age Discrimination and Employment Act (ADEA), EEOC's enforcement policies, procedures, and structuring company personnel policies to avoid age discrimination suits.

Cost: \$14.95 members, \$19.95 non-members.
Publisher/Supplier: Equal Employment Advisory Council
Date of Publication: 1982
Address/Phone no.: 1015 15th street, N.W. Suite 1220, Washington D.C. 20005 (202) 789-8600.

Title: **Reductions-in-Force Under the Age
Discrimination in Employment Act**

Author: **N. Thompson**

Description: **Addresses objective and subjective means of
selecting employees for termination-
seniority, job elimination, compensation
level, and judgments of performance. Also
discusses early retirement programs,
severance benefits, and their relationship
to retirement eligibility.**

Cost: **\$25.00**

Publisher/Supplier: **National Employment Law Institute**

Date of Publication: **1986**

Address/Phone no.: **444 Magnolia Avenue, Suite 200, Larkspur,
CA 94939 (415) 924-3844.**