

situation, the employer must take steps to make jobs available to all qualified employees in all classifications without regard to sex. (Example: An electrical manufacturing company may have a production division with three functional units: One (assembly) all female; another (wiring), all male; and a third (circuit boards), also all male. The highest wage attainable in the assembly unit is considerably less than that in the circuit board and wiring units. In such a case the employer must take steps to provide qualified female employees opportunity for placement in job openings in the other two units.)

(c) To avoid overlapping and conflicting administration the Director will consult with the Administrator of the Wage and Hour Administration before issuing an opinion on any matter covered by both the Equal Pay Act and Executive Order 11246, as amended.

§ 60-20.6 Affirmative action.

(a) The employer shall take affirmative action to recruit women to apply for those jobs where they have been previously excluded.

NOTE: This can be done by various methods. Examples include: (1) Including in itineraries of recruiting trips women's colleges where graduates with skills desired by the employer can be found, and female students of coeducational institutions and (2) designing advertisements to indicate that women will be considered equally with men for jobs.

(b) Women have not been typically found in significant numbers in management. In many companies management trainee programs are one of the ladders to management positions. Traditionally, few, if any, women have been admitted into these programs. An important element of affirmative action shall be a commitment to include women candidates in such programs.

(c) Distinctions based on sex may not be made in other training programs. Both sexes should have equal access to all training programs and affirmative action programs should require a demonstration by the employer that such access has been provided.

PART 60-30—RULES OF PRACTICE FOR ADMINISTRATIVE PROCEEDINGS TO ENFORCE EQUAL OPPORTUNITY UNDER EXECUTIVE ORDER 11246

GENERAL PROVISIONS

- Sec.
60-30.1 Applicability of rules.
60-30.2 Waiver, modification.
60-30.3 Computation of time.
60-30.4 Form, filing, service of pleadings and papers.

PREHEARING PROCEDURES

- 60-30.5 Administrative complaint.
60-30.6 Answer.
60-30.7 Notice of prehearing conference.
60-30.8 Motions; disposition of motions.
60-30.9 Interrogatories, and admissions as to facts and documents.
60-30.10 Production of documents and things and entry upon land for inspection and other purposes.
60-30.11 Depositions upon oral examination.
60-30.12 Prehearing conferences.
60-30.13 Consent findings and order.

HEARINGS AND RELATED MATTERS

- 60-30.14 Designation of Administrative Law Judges.
60-30.15 Authority and responsibilities of Administrative Law Judges.
60-30.16 Appearances.
60-30.17 Appearance of witnesses.
60-30.18 Rules of evidence.
60-30.19 Objections; exceptions; offer of proof.
60-30.20 Ex parte communications.
60-30.21 Oral argument.
60-30.22 Official transcript.
60-30.23 Summary judgment.
60-30.24 Participation by interested persons.

POST HEARING PROCEDURES

- 60-30.25 Proposed findings of fact and conclusions of law.
60-30.26 Record for recommended decision.
60-30.27 Recommended decision.
60-30.28 Exceptions to recommended decisions.
60-30.29 Record.
60-30.30 Final Administrative order.

EXPEDITED HEARING PROCEDURES

- 60-30.31 Expedited hearings—when appropriate.
60-30.32 Administrative complaint and answer.
60-30.33 Discovery.
60-30.34 Conduct of hearing.
60-30.35 Recommended decision after hearing.
60-30.36 Exceptions to recommendations.