

**WAC 357-25-030 What are the affirmative action reporting requirements that employers must comply with for purposes of chapter 357-25 WAC?** Employers must report affirmative action information to the director's office as follows:

(1) If an employer has federal affirmative action reporting obligations, the employer must submit an affirmative action plan on a two-year cycle as set by the director's office.

(2) If the employer does not have federal affirmative action reporting obligations, the reporting requirements depend upon the employer's size.

(a) Employers with 25-49 full-time equivalent (FTE) employees must submit a small agency/institution workforce profile annually.

(b) Employers with 50 or more FTE employees must submit an affirmative action plan on a four-year cycle as set by the director's office, with an update to the affirmative action plan two years into the cycle.

[Statutory Authority: Chapter 41.06 RCW. WSR 11-23-054, § 357-25-030, filed 11/10/11, effective 12/13/11; WSR 05-01-197, § 357-25-030, filed 12/21/04, effective 7/1/05.]