

INSTRUCTIONS FOR FILING "MINORITY WORK FORCE UTILIZATION REPORT"
(CHRO CC-257)

The monthly utilization report is to be completed by each subject contractor (both prime and sub) and signed by a responsible official of the company. The reports are to be filed by the 15th day of each month during the term of the contract, and they shall include the total work hours for each employee classification in each trade on the project for the monthly reporting period. The prime contractor shall submit a report for its work force and collect and submit reports for each subcontractor's workforce to the contract-awarding agency and to the Commission on Human Rights and Opportunities.

Minority -----Includes Blacks, Hispanics, American Indians, Alaskan Natives, and Asian and Pacific Islanders.

1. Covered Area -----State Labor Market area.
2. Employer I.D. Number -----Federal Identification Number used on Company Tax Return.
3. Current Goals (min & Fem) -----See contract notice.
4. Reporting Period -----Each month for duration of the project.
5. Construction Trade -----Those construction crafts in which contractor employs workers.
6. Work Hours of Employment (a-e) -----
 - a. The total number of male **hours** and the total number of female **hours** worked by employees in each classification.
 - b-e. The total number of male **hours** and the total number of female **hours** worked by each specified group of minority employees in each classification.
7. Minority Percentage -----The total work **hours** worked by all minority male workers divided by the total work **hours** of all workers, shown as a percentage.
8. Female Percentage -----The total work **hours** worked by all female workers divided by the total work **hours** of all workers, shown as a percentage.
9. Total Number of Employees -----The total number of all workers who are included in the reported work hours shown.
10. Total Number of Minority Employees -----The total number of minority employees who are included in the reported work hours shown.