

## . Section 3.8

# COMPANY EEO/AA FORMS & DOCUMENTS

This is a list of forms and documents referenced in this chapter. Following this page, in numerical order are the forms and then in alphabetical order the documents.

### NUMERICAL SEQUENCE

<b>FDOT Form No.</b>	<b>Document Title</b>	<b>Work Book Section</b>
275-021-05	Record of Supervisory and Office Personnel EEO Meeting	3.3
275-021-07	Contractor's Company Wide EEO Report	3.4
275-021-13	Notification to FDOT Of EEO Officer	3.2.5
275-021-21	Contractor's Recruitment Report	3.5
275-030-13	Certification of Non Segregation and Non Discrimination	3.6, 3.7
*FDOT Equal Opportunity Office Website	EEO/AA Policy and Plan and Designation of EEO Officer	3.2

### ALPHABETICAL SEQUENCE

<b>Document Title</b>	<b>FDOT Form No.</b>	<b>Work Book Section</b>
Certification of Non Segregation and Non Discrimination	275-030-13	3.6, 3.7
Contractor's Company Wide EEO Report	275-021-07	3.4
Contractor's Recruitment Report	275-021-21	3.5
EEO/AA Policy and Plan and Designation of EEO Officer	*FDOT Equal Opportunity Office Website	3.2
Notification to FDOT Of EEO Officer	275-021-13	3.2.5
Record of Supervisory and Office Personnel EEO Meeting	275-021-05	3.3

# CONTRACTOR'S COMPANY WIDE EEO REPORT

<b>1. REPORT FOR PAY PERIOD INCLUDING:</b>  March 20 <sup>th</sup> <input type="text"/> June 20 <sup>th</sup> <input type="text"/> September 20 <sup>th</sup> <input type="text"/> December 20 <sup>th</sup> <input type="text"/>  YEAR: 2 ____	<b>2. NAME AND FLORIDA HOME OFFICE ADDRESS</b>   <b>3. FEID # OR FDOT VENDOR #</b>
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## 4. FLORIDA CONSTRUCTION EMPLOYMENT

JOB CATEGORIES	TABLE A																TABLE B				
	TOTAL EMPLOYEES		TOTAL MINORITIES		WHITE (Not of Hispanic Origin)		BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIF ISL		TWO OR MORE RACES		On-The-Job Trainees (OJT)		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS (MANAGERS)	0	0	0	0																	
SUPERVISORS	0	0	0	0																	
FOREMEN/WOMEN	0	0	0	0																	
ADMINISTRATIVE SUPPORT	0	0	0	0																	
EQUIPMENT OPERATORS	0	0	0	0																	
MECHANICS	0	0	0	0																	
TRUCK DRIVERS	0	0	0	0																	
IRONWORKERS	0	0	0	0																	
CARPENTERS	0	0	0	0																	
CEMENT MASONS	0	0	0	0																	
ELECTRICIANS	0	0	0	0																	
PIPEFITTERS, PLUMBERS	0	0	0	0																	
PAINTERS	0	0	0	0																	
LABORERS, SEMI-SKILLED	0	0	0	0																	
LABORERS, UNSKILLED	0	0	0	0																	
<b>TOTALS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE C																OJT TOTALS	
On-The-Job Trainees																M	F
																0	0

**5. IF ANY EMPLOYEES REPORTED IN 'TABLE A' ARE APPRENTICES, NAME OF THE PROGRAM, JOB CATEGORY, COUNT, RACE & SEX.**

**6. SUMMARIZE ALL HIRES FOR THE REPORTING PERIOD BY JOB CATEGORY, RACE, SEX (USE ADDITIONAL SHEET IF NEEDED). NEW HIRE REPORTING PERIODS ARE: JAN 1-MAR 30 OR APR 1-JUN 30 OR JLY 1-SEP 30 OR OCT 1-DEC 31**

	PRINTED NAME-FIRST/LAST	EMAIL ADDRESS	PHONE	SIGNATURE	DATE
<b>7. PREPARER</b>					
<b>8. REVIEWER</b>					



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**NOTIFICATION TO FDOT OF EEO OFFICER**

275-021-13  
 EQUAL OPPORTUNITY  
 01/07

Mail signed original to:  
 FDOT Equal Opportunity Office , 605 Suwannee Street-MS 65, Tallahassee, FI 32399-0450

**Section 1: COMPANY IDENTIFICATION**

1. Contractor Name:		2. FEID No.:	
3. Home Office Mailing Address: (street)		4. Home Office Mailing Address: (city, State, Zip))	
5. Main Phone Number:		6. Fax Number:	
7. What is being Changed?	Initial EEO Officer Notice to FDOT <input type="checkbox"/> Yes <input type="checkbox"/> No	New Person Appointed <input type="checkbox"/> Yes <input type="checkbox"/> No	Appointee Changed Name <input type="checkbox"/> Yes <input type="checkbox"/> No
	Contact Data Changed <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Section 2: EEO OFFICER IDENTIFICATION**

8. Name of EEO Officer: ( first name, middle initial, last name)		9. EEO Officer's Working Title:	
10. Work Address of EEO Officer: (Street)		11. Work Address of EEO Officer: (city, state, zip)	
12. EEO Officer Phone Number:		13. EEO Officer Fax Number:	
14. EEO Officer email address:			

**Section 3: SIGNATURE OF CORPORATE OFFICIAL**

As required in the Equal Employment Opportunity Special Provisions included in Federally Funded Highway Construction Contracts and as required in the Equal Employment Opportunity Requirements included in all State funded highway construction contracts, this official notice of EEO Officer appointment (and/or update) is made to the Florida Department of Transportation and the U.S. Federal Highway Administration (FHWA). I understand that additional Information regarding the EEO Officer, the EEO Policy and other aspects of the construction contract compliance program may be found in the EEO Construction Contract Compliance Workbook.

15. Appointing Official's Signature:		16. Date: (Mo/Day/Yr.)	
17. Official's Name: (printed)		18. Official's Title: (printed)	

**(This Section For FDOT Use) Section 4: Processing of Notification**

19. Processed by: (First and Last Name)		20. Date Processed: (mo/day/yr)	
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DISTRIBUTION: Original to FDOT Central EO Office Files; Copy: Mailed to Contractor  
 UPDATE ACTION: Input In EOR System



<b>1. Contractor's Name</b>	<b>2. FEID No.</b>	<b>3. Page No. (begin with #2)</b>
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**SECTION 4: HIRES (Group by Location- Additional data may be submitted in an EEO Officer's letter0**

A. Hiring location (x)	B.. Job Title Filled	C. Hire's Name ( first name/last name)	D. Sex and Race								
1 2 3 4			M	F	W	B	H	A	A	P	2
E. Hire Date	F. Hourly Pay Rate	G. 4-digit employee identifier	H How did the hire learn about the job?								
	\$										

**I. How was this Job Opening communicated? Mark all that apply.**

<input type="checkbox"/> No <input type="checkbox"/> Yes	Agency for Workforce Innovation	Name of Center/Office	Job Order #	Date placed
<input type="checkbox"/> No <input type="checkbox"/> Yes	Newspaper (Name each & ad dates)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Employee Referrals requested (how & date)	How communicated	Date(s)	
<input type="checkbox"/> No <input type="checkbox"/> Yes	Private Referral Sources (List Names & dates)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Internal (company) job posting (location & date)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Internet/email (site address & date)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Now Hiring Signs (location & date)			

**J. Are records available to support each 'Yes' answer in 'I' (above)?**  No  Yes

A. Hiring location (x)	B. Job Title Filled	C. Hire's Name ( first name/last name)	D. Sex and Race								
1 2 3 4			M	F	W	B	H	A	A	P	2
E. Hire Date	F. Hourly Pay Rate	G. 4-digit employee identifier	H How did the hire learn about the job?								

**I. How was this Job Opening communicated? Mark all that apply.**

<input type="checkbox"/> No <input type="checkbox"/> Yes	Agency for Workforce Innovation	Name of Center/Office	Job Order #	Date placed
<input type="checkbox"/> No <input type="checkbox"/> Yes	Newspaper (Name each & ad dates)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Employee Referrals requested (how & date)	How communicated	Date(s)	
<input type="checkbox"/> No <input type="checkbox"/> Yes	Private referral sources (Names & dates)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Internal (company) job posting (location & date)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Internet/email (site address & date)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Now Hiring Signs (location & date)			

**J. Are records available to support each 'Yes' answer in 'I' (above)?**  No  Yes

A.Hiring location (x)	B. Job Title Filled	C. Hire's Name ( first name/last name)	D. Sex and Race								
1 2 3 4			M	F	W	B	H	A	A	P	2
E. Hire Date	F. Hourly Pay Rate	G. 4-digit employee identifier	H. How did the hire learn about the job?								

**I. How was this Job Opening communicated? Mark all that apply.**

<input type="checkbox"/> No <input type="checkbox"/> Yes	Agency for Workforce Innovation	Name of Center/Office	Job Order #	Date placed
<input type="checkbox"/> No <input type="checkbox"/> Yes	Newspaper (Name each & ad dates)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Employee Referrals requested (how & date)	How communicated	Date(s)	
<input type="checkbox"/> No <input type="checkbox"/> Yes	Private referral sources (Names & dates)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Internal (company) job posting (location & date)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Internet/email (site address & date)			
<input type="checkbox"/> No <input type="checkbox"/> Yes	Now Hiring Signs (location & date)			

**J. Are records available to support each 'Yes' answer in 'I' (above)?**  No  Yes

**ATTACH AND NUMBER ADDITIONAL COPIES OF THIS PAGE AS NEEDED**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CERTIFICATION OF NON SEGREGATION &  
NON DISCRIMINATION**

275-030-13  
EQUAL OPPORTUNITY OFFICE  
07/09

<b>SECTION 1: PROJECT IDENTIFICATION</b>				
1. Financial Project No.	2. F.A.P. No.	3. FDOT LAP Contract No.	4. County	5. District or Name of Local Agency
6. Prime Contractor's Name				
7. Company Name of Contractor, Supplier, Rental Company or Agency Submitting this certification				8. FEID No of Co. in Box 7
<b>SECTION 2: CERTIFICATION STATEMENTS</b>				
<b>CERTIFICATION OF NONSEGREGATED FACILITIES</b>		<b>CERTIFICATION OF NON DISCRIMINATION</b>		
<p>As a federally assisted construction contractor, I hereby certify: the following for t his company:</p> <p>A. This company does not maintain or provide any segregated facilities for employees at any of our establishments and we do not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained.</p> <p>B. Agreement that a breach of this certification is a violation of the equal opportunity clause in this contract.</p> <p>C. We will obtain and retain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause.</p> <p>As used in this certification, the terms "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and fountains, recreation or entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or any other reason.</p>		<p>As a contractor, sub recipient or subcontractor on a Federally funded contract, this company certifies that it shall not discriminate on the basis of race, color, national origin, or sex in the performance of such contracts.</p> <p>The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. The company agrees that a failure to carry out these requirements is a material breach of contract, which may result in the contract's termination or such other remedy as the recipient deems appropriate.</p> <p>Each subcontract, rental agreement and or material supplier agreement this company subsequently enters into for this contact will require this same Certification.</p> <p>It is the policy of this company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Actions include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay and other forms of compensation; and selection for training, including apprenticeship, pre apprenticeship, and/or on-the-job training.</p> <p>This certification extends to the project identified above and affirms our commitment to insure nondiscrimination and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630 and 41 CFR 60) and orders of the Secretary of Labor as modified by the provisions of FHWA-1273.</p> <p>Compliance with Title VI of the Civil Rights Act and the provisions of the American Disabilities Act of 1990 are incorporated in this certification.</p>		
9. Name ( first/last) of corporate Official signing Certification		10. Job Title of person named in Box 9		
11. Signature of Certifying Official		12. Date of Signature		

hereafter referred to as ‘the Company’ or ‘this Company’ has adopted this policy and plan  
Date: \_\_\_\_\_ By: \_\_\_\_\_

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

### **EEO/AA POLICY AND PLAN**

#### **EEO/AA POLICY STATEMENT**

It is the policy of this Company to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of this Company is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of this Company not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, and national origin, disabilities or Vietnam Era and Special Disabled Veterans status.

This Company will take affirmative action to assure an equal employment opportunity to all qualified persons, and that employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veteran’s status. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer.
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay or other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

#### **EEO OFFICER DUTIES**

It is the policy of this Company to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO Officer will be communicated along with this policy. The EEO Officer has responsibility for effectively administering and promoting an active program of equal employment opportunity, The EEO Officer will coordinate the EEO efforts of superintendents, supervisors, foremen and others in the position of hiring personnel.

This Company's EEO Officer has the responsibility for effectively administering and promoting an active program of equal employment opportunity within the Company. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the Company's program. The EEO Officer will ensure that this policy and plan are being carried out.

## **EEO/AA PLAN**

It is the policy of this Company that there not be any discrimination by virtue of race, religion, color, age, sex, national origin, disabilities or Vietnam Era and Special Veterans status, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. The Company has affirmative action obligations in the hiring of minorities, females, disabled and veteran's applicants.

We will not use goals, timetables or affirmative action standards to discriminate against any person because of their race, religion, color, age, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status.

This Company shall take specific affirmative actions to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. This Company will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. We shall specifically ensure that all foremen, superintendents and other on-site supervisory personnel are aware of and carry out our obligations to maintain such a working environment.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when we have employment opportunities available, and maintain a record of the organization's responses.
3. Maintain a current file of the names, addresses and telephone number of each minority and females off-the-street applicant or female referral from a union and minority or female referrals from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. When applicable if such individual was sent to the Union hiring hall for referral and was not referred back to the Company by the union or, if referred, not employed by the Company, this shall be documented in the file with the reason therefore, along with whatever additional actions the Company may have taken.

4. When applicable provide immediate written notification to the Director when the union or unions with which we have a collective bargaining agreement have not referred to us a minority person or woman sent by us, or when we have other information that the union referral process has impeded our efforts to meet our obligations.
5. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Company's employment needs, especially those programs funded or approved by the Department of Labor. We shall provide notice of these programs to the sources complied under "2" above.
6. Disseminate the company EEO policy notice by providing notice to the unions and training programs and requesting their cooperation in assisting us in meeting our EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
7. Review, at least annually, the Company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc. prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed and disposition of the subject matter.
8. Disseminate the Company EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media and providing written notification to and discussing the company EEO policy with other contractors and subcontractors with whom the company does or anticipates doing business.
9. Direct our recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to female recruitment and training organizations serving our recruitment area and our employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, we shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
10. We will encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth, both on the site and in other areas of our workforce.

11. Validate all test and other selection requirements where there is an obligation to do so under 41 CFP Part 60-3.
12. Conduct at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc. such opportunities.
13. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and our obligations under these specifications are being carried out.
14. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.
15. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
16. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

## **RECORDS**

This company will keep records to monitor all employment related activity to ensure that the company's EEO policy is being carried out. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates and changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.

## **REPORTING OF COMPLAINTS**

If at any time anyone feels he or she has been discriminated against because of sex, race, religion, color, age, national origin, disabilities or Vietnam Era and Social Disabled Veteran status, they should report this matter to the company EEO Officer whose name and contact information is communicated along with this policy.

The EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. The EEO Officer will attempt to resolve such complaints, corrective actions to be taken and will then follow up on actions taken and their effect. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the EEO Officer will inform every complainant of all of his or her avenues of appeal. The addresses shown below are such avenues for appeals.

<p>Company EEO Officer</p> <p>See name and contact information subsequently shown or posted.</p>	<p>Florida Commission on Human Relations 2009 Apalachee Parkway, Tallahassee, FI 32303-4102</p> <p>(850) 488-7082 or (800) 342-8170</p>
<p>U.S. Dept. of Labor, Regional Director Office of Federal Contract Compliance 61 Forsyth Street, SW, Room 7B-75 Atlanta, Ga 30303</p> <p>(404)-562-2424</p>	<p>U.S. Federal Highway Administration 227 N. Bronough Street, Room 2015 Tallahassee, FI 32301</p> <p>(850) 942-9650</p>
<p>U.S. Equal Employment Opportunity Commission Miami District Office One Biscayne Tower, Suite 2700 Miami, FI 33131 (800) 669-4000</p>	<p>U.S. Equal Employment Opportunity Commission Tampa District Office 501 East Polk Street, Suite 1020 Tampa, FI 33602 (800) 669-4000</p>

-end: EEO/AA Policy & Plan-

\_\_\_\_\_ has made the following  
designation in accordance with the EEO/AA Policy and Plan.  
Date: \_\_\_\_\_ By: \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY OFFICER:**  
**EEO OFFICER**

**NAME:**

**ADDRESS:**

**PHONE:**