CHAPTER 4

PROJECT EEO/AA REQUIREMENTS

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Section 4.1

GENERAL INFORMATION

4.1.1 Purpose

The prime contractor and subcontractors of construction projects are subject to various requirements regarding EEO/AA. Project EEO/AA requirements are specific to one project.

4.1.2 Scope

Refer to Workbook Section 1.7, “Compliance Requirement Summary” for an overview of the Project EEO/AA Requirements of prime contractors and others on a project.

4.1.3 Project EEO/AA Elements

The following elements are included in Project EEO/AA Requirements. Subsequent sections of this workbook detail each element and associated requirements.

Job Site Bulletin Board
Project EEO Meetings
Annual July EEO Report
Project EEO Reports
Employee Interview Report -Labor/EEO Compliance (Form 700-010-63)

4.1.4 Contract Characteristics and Project EEO/AA Requirements

Four characteristics guide the determination as to which contracts are subject to Project EEO/AA Requirements:

Contract Funding
Original Contract Days
Original Contract Dollars
Type of Work.

Refer to Workbook Section 1.7, “Compliance Requirement Summary” for an overview of Project EEO/AA Requirements. Additional sections in Chapter 4 provide details regarding each Project EEO/AA element.

Section 4.2

JOB SITE BULLETIN BOARD

4.2.1 Purpose

Prime contractors are responsible for the job site installation and maintenance of a fixture for the display to all workers and the public, of information on various rights, protections and appeals. The phrase “job site bulletin board” includes the fixture and its contents.

4.2.2 Location

The job site bulletin board is located in a prominent and accessible site within the limits of the project. This site is readily and safely accessible to the employees of every contractor on the project; walk up access to the display area is to be maintained. Over the course of the project, work conditions may necessitate relocation.

Placement of the job site bulletin board outside of project limits requires prior approval of the District Contract Compliance Manager.

4.2.3 Timeframe

The job site bulletin board is in place during the life of a project while there are workers on the project.

Installed	Removed
On or before workers first appear at the project. This is usually the project begin work date	When workers are No longer on the project. This is usually the project conditional or final acceptance date

4.2.4 Fixture

The prime contractor determines the size and style of the fixture. There is no minimum required display space or standard style. The size of the posting area, however, should be sufficient to allow for single layout (versus overlap) of documents. The fixture may be ready-built or custom made. ***Attachment 4-2-10*** contains Project Site Bulletin Board Sample Layouts and Dimensions.

A clear, break-resistant protective cover should be placed over the documents to minimize fading, water damage, and vandalism. Covers, which are easily removable, facilitate document changes and the replacement of damaged covers.

4.2.5 Content

A maximum of five (5) standard posters plus three (3) project specific posters are required for compliance with FDOT requirements. The U.S. Department of Labor requires three additional posters. Projects which are funded by the American Recovery and Reinvestment Act (ARRA) require one additional poster: the ARRA Whistleblower's Poster. A summary of the content for the job site bulletin boards is shown in Table 4.2.5. Contractors are encouraged to display, where feasible, non-English versions of the posters.

The completion and maintenance of data on project specific posters is the prime's responsibility. Lamination or plastic page protectors are recommended for each document.

The three (3) nonstandard bulletin board documents, customized to the project, identify EEO Officer's names and contact information, the prevailing wage table(s) for the project, and additional wage decisions obtained for the project. Each of these documents may be more than one page long**.**

Refer to Section 1.4, "Directory of Compliance Related Websites" for the FDOT Equal Opportunity Office website where the posters are available for downloading. Several of these posters are also available from other organizations in different sizes, formats and languages.

Contractors are hereby advised that the USDOL and other federal, state, or local government agencies may require employers to post additional documents at their offices and/or work sites.

The job site bulletin board may also be used to display other documents of general relevance to the project and its employees such as environmental permits, worker's compensation rights, safety, etc.

4.2.6 Poster of EEO Policy and Officer

The Poster of EEO Policy and Officers (Form No. 275-020-28) includes a brief statement of the EEO Policy adopted by the contractors, advises that the policy may be obtained by contacting the companies, and identifies to workers the EEO Officer for the prime and each subcontractor having a subcontract of $10,000 or more. The EEO Officer information is to be kept up-to date during the term of the project.

Table 4.2.5
Content of Job Site Bulletin Boards

FDOT STANDARD POSTERS
EEO Is The Law
Florida Law Prohibits Discrimination
Notice
Important
Wage Determination Appeal Process
FDOT PROJECT SPECIFIC POSTERS
Poster of EEO Policy & Officers
Wage Rate Decisions
Additional Wage Determinations
U.S. DEPT. OF LABOR POSTERS
Employee Rights & Responsibilities under Family & Medical Leave Act
OSHA: Safe and Healthful Workplace Rights (English)
Employee Polygraph Protection
ADDITIONAL POSTER IF PROJECT IS FUNDED BY 'ARRA': American Recovery and Reinvestment Act of 2009
Whistleblower's Know Your Rights (ARRA projects only) Poster

4.2.6.1 Directions for Completing the Poster of EEO Policy and Officer Poster (Form No. 275-020-28)

The prime contractor is responsible for completing this form. Record the project identification at the top of each page. Type or print the company name, EEO Officer, mailing address and telephone number including area code of the prime contractor, and each subcontractor with a contract of $10,000 and above. Subcontractor data is posted as subcontracts are entered into and it remains posted until the bulletin board is removed from the project site.

The 'EEO Policy and Officers' form includes a second page for listing additional companies and as many second pages should be completed and posted as necessary. Fully display each page of this form on the job site bulletin board. Do not overlap or stack these pages. For ease of update, retain a copy of the posted form to add or update information.

4.2.7 Wage Rate Decision Poster(s)

General Wage Determinations (also known as “wage tables” and/or “wage rate decisions”) are documents issued by the U.S. Department of Labor stating the minimum hourly rate (and fringe benefit rate if applicable) for individual job classifications for a specified type of work within specified county(ies) of the project.

The contract document section titled “WAGE RATES FOR FEDERAL-AID PROJECTS” cites the specific wage rate decision number(s) (e.g. FL-307) and states that the version of the wage rate decision in effect is the one whose “modification date” is ten or more days prior to the opening of bids (also known as the contract letting date). Some contracts may state more than one wage rate decision number; each wage rate decision is posted. Wage decisions may be posted exactly as downloaded or they may be reformatted for ease of reading and display.

Refer to Workbook Section 1.4 Directory of Compliance Related Websites for the US DOL website where the wage rate decisions are available for downloading.

4.2.8 Additional Federal Wage Decisions Poster

Additional Federal Wage Rate Decisions poster (Form No. 700-010-67) records the minimum hourly rate (and fringe benefit rate if applicable) for each additional job classification requested on the project. It includes the decisions obtained by all contractors on the project and it is to be maintained during the term of the project. This poster eliminates the need to post individual U.S. Department of Labor wage rate decision letters.

4.2.8.1 Directions for Completing the Additional Federal Wage Decisions Poster (Form No. 700-010-67)

The prime contractor is responsible for completing this form for the project and posting it on the job site bulletin board. Type or print the financial project number, county, each wage decision number and modification number. Record the classification, rate and fringe data decisions issued by the FDOT Prevailing Wage Rate Coordinator. For ease of update, retain a copy of the posted form and add additional wage decisions as issued. Contractors may waive the construction job site posting of individual wage decision letters when this form is posted.

4.2.9 Wage Determination Appeals Poster

Information on how to file an appeal to wage decision is included at the end of each wage rate decision. This information has been recreated as a separate poster. When

the poster is displayed; the appeal information may be deleted from the individually posted wage rate decisions.

4.2.10 Inspecting Bulletin Board Content and Condition

Periodic inspections of the job site bulletin board are performed during the term of the project. Content and condition factors are reflected in the FDOT form titled "Inspection Report for Job Site Bulletin Board "(Form No. 275-021-10).

Attachment 4-2-10

JOB SITE BULLETIN BOARDS: SAMPLE LAYOUTS & DIMENSIONS

EXAMPLE 1
Project with Multiple Wage Decisions
Sample Layout and Dimensions

The following layout requires a minimum display space 48" wide and 48" high. Documents are displayed in four rows with each of the five standard posters placed on the top row. One-half inch is allowed around each side of the document. This sample shows two wage decisions (Highway and Heavy) each with two pages. There is space for at least five optional documents.

The wide bold lines denote the actual bulletin board posting space.

BOARD WIDTH: 48" Inches

BOARD HEIGHT: 48 inches

STANDARD POSTERS	**EEO IS THE LAW**	**FL LAW PROHIBITS DISCRIMINATION**	**NOTICE**	**IMPORTANT**	**WAGE DETERMINATION APPEALS**
PROJECT SPECIFIC POSTERS ☛	**POSTER OF EEO POLICY & OFFICERS PG 1**	**POSTER OF EEO POLICY & OFFICERS PG 2**	**HIGHWAY DECISION PG 1**	**HIGHWAY DECISION PG 2**	**ADDITIONAL WAGE DECISIONS (FDOT FORM) PG 1**
PROJECT SPECIFIC POSTERS ☛	**HEAVY DECISION PG 1**	**HEAVY DECISION PG 2**	**WATER-SEWER DECISION PG 1**	**WATER-SEWER DECISION PG 2**	**(if ARRA funded) WHISTLE-BLOWERs (ARRA PROJECT ONLY)**
U.S. DOL POSTERS ☛	**EMPLOYEE RIGHTS/RESP .FAMILY & MEDICAL LEAVE**	**OSHA SAFE & HEALTHFUL WORKPLACE**	**EMPLOYEE POLYGRAPH PROTECTION**		

Attachment 4-2-10-(continued)

JOB SITE BULLETIN BOARDS: SAMPLE LAYOUTS & DIMENSIONS

EXAMPLE 2
Project with One Wage Decision
Sample Layout and Dimensions

The following layout requires a display space 48” wide and 36” high (or 48” on ARRA funded projects). Documents are displayed in three rows with each of the five standard posters placed on the top row. One-half inch is allowed around each side of the document. The sample shows one wage decision on two pages. There is space for at least five optional documents.

The wide bold lines denote the actual bulletin board posting space.

BOARD WIDTH: 48” Inches

BOARD HEIGHT: ***36 inches***	*(STANDARD POSTERS)*	**EEO IS THE LAW**	**FL LAW PROHIBITS DISCRIMINATION**	**NOTICE**	**IMPORTANT**	**WAGE DETERMINATION APPEALS**
	PROJECT SPECIFIC POSTING ☛	**POSTER OF EEO POLICY & OFFICERS PG 1**	**POSTER OF EEO POLICY & OFFICERS PG 2**	**HIGHWAY DECISION PG 1**	**HIGHWAY DECISION PG 2**	**ADDITIONAL WAGE DECISIONS (FDOT FORM) PG 1**
	U.S. DOL POSTERS (& ARRA POSTER) ☛	**EMPLOYEE RIGHTS/RESP .FAMILY & MEDICAL LEAVE**	**OSHA SAFE & HEALTHFUL WORKPLACE (English)**	**EMPLOYEE POLYGRAPH PROTECTION**		**(if ARRA funded) WHISTLE-BLOWERS (ARRA PROJECT ONLY**

Section 4.3

EEO INFORMATION FOR PROJECT PERSONNEL

4.3.1 Purpose

Contractors are to routinely inform their project employees of their equal employment opportunity (EEO) civil rights, the contractor's policies, procedures, and various wage/payroll protections. This information is presented in meetings, and through other appropriate means such as employee handbooks, notices, and posters.

4.3.2 Means of Communication

Contractors may present information to project personnel regarding the EEO policy and procedures in one or more of a variety of means:

- Issuance of employee handbooks that include the EEO policy and procedure
- Placement of notices or posters describing the EEO policy and procedure
- Conducting meetings describing the EEO policy and procedures
- Other communication methods.

In selecting communication methods, contractors are encouraged to consider the rapidity with which their workforce turns over, the primary and secondary language of project personnel, average reading levels of personnel, and any need for addressing project specific information, such as wage rates and job site bulletin boards, etc.

4.3.3 Who is Included in Project Personnel

Project personnel include all of the contractor's full time and part time craft and laborer employees working on the project. Temporary workers and workers from a staffing firm who are working as craft or laborer employees for the contractor are considered project personnel and communications are to be extended to them.

Persons classified as journeymen/women, On-the-Job trainees and apprentices and working foremen/women in any of the following job categories are included in the meeting.

equipment operators	mechanics	truck drivers
ironworkers	carpenters	cement masons
electricians	pipe fitters/plumbers	painters
semi-skilled laborers	unskilled laborers	

4.3.4 Project Personnel EEO Meetings

Informational meetings conducted at the project site have served as the traditional means of communicating EEO policy and procedure information to project personnel. The meeting leader is a person who is knowledgeable in the topics to be addressed and the one who has attended their company's most recent Supervisory and Office Personnel EEO Meeting.

The following major topics are typically addressed at a Project EEO Meeting:

- EEO Policy and Affirmative Action Plan
- Identification of EEO Officer
- Workforce Diversity and Recruitment
- Wages and Payrolls
- Location & Content of Bulletin Boards
- Interviews by State and Federal Representatives
- Training Opportunities
- Complaints
- Utilization of Disadvantaged Businesses.

Meeting leaders are encouraged to develop an outline of subjects that will typically be covered in each of the topics; this can form the foundation for the contractor's development of full meeting scripts and fosters full coverage of each topic.

4.3.5 Recordkeeping

Contractors are to maintain records evidencing compliance with EEO communication requirements for employees. FDOT Form 275-021-06, "Record of Project EEO Meeting", may be used to document project personnel communications by means of meetings or alternative record keeping methods for other types of communications may be developed.

4.3.5.1 Directions for Completing "Record of Project EEO Meeting" (Form number 275-021-06)

General: Use one form for documenting each meeting. Attach additional copies for signatures, if needed.

Box 1 Company's official name.
Box 2 Record the Financial Project Number.
Box 3 Month, day, and year the meeting was held.
Box 4 Company's Federal Identification Number or FDOT vendor number.
Box 5 First and last name of person conducting meeting and their job title.
Box 6 Indicate if the Company is the prime contractor or subcontractor on the project.
Box 7 Description of where the meeting was held (e.g. project site next to bulletin board).
Box 8 Signature of meeting leader-certifying meeting.
Box 9 Informational
Box 10 Attendees of the meeting print their full name and record their signature confirming meeting attendance.

Section 4.4

ANNUAL JULY EEO REPORT

4.4.1 Purpose

Annually, the Federal Highway Administration (FHWA) submits a report on the status of the equal employment opportunity program to the U.S. Senate. July is the reporting period due to generally good weather nationwide. The Florida Department of Transportation (FDOT) creates one cumulative report from the individual contractor reports. This represents the total employment on all federal aid highway projects in Florida as of July 31 and the report is therefore known as the "July Report".

4.4.2 Scope

All FDOT construction projects active in July that receive federal aid participation (FAP) are included in Florida's July Report. All construction contractors having a contract of $10,000 or more and who were active one or more days between July 1 and July 31 prepare a report.

4.4.3 Content

All full-time and part-time employees employed on the specific FAP project during the selected July pay period must be accounted for by sex and race for each of the fifteen job categories. Note that Officials (Managers), Supervisors, Foremen/women and Clerical who are assigned primarily to the project are included in this report.

Data is reported on the Contractor's Annual July EEO Report Form Number 275-021-08. To ensure full project reporting, inactive contractors should submit the same form and record "inactive" in Box 6.

4.4.4 Pay Period Reported

Employment data is collected for a very specific time frame. The contractor's report is based on their final July pay period which is the last active pay week which falls fully within July. (The report is not based on the contractor's peak week of employment during the month of July.)

The pay period on which a contractor's report is based must fall fully in July; the pay period must have start and end dates between July 1 and July 31.

Selecting which pay period to base the report on depends on the contractor's activity during July.

If the Contractor is	Base the July Report on
Both active and inactive during July	The last pay period (*) that falls fully within July for which they were active on the project.
Active throughout July	The last pay period (*) that falls fully within July.
Inactive between July 1-31	Submit the Contractor's Annual July EEO Report form declaring same.
*The pay period must have start and end dates between July 1 and July 31.	

If contractors' only active work days in July are in a pay period that does not have start and end dates between July 1 and July 31, then the contractor would submit the July EEO Report reflecting 'inactive'.

4.4.5 Report Submission

On or before August 20**,** contractors submit the Contractor's Annual July EEO Report data by mailing a copy of the completed form to the Resident Compliance Specialist (RCS) of that project.

4.4.6 Florida's July Report Cycle

Contractor reports are compiled into project reports (including Local Agency project reports); project reports are compiled into District reports, District reports are compiled into the State report.

Timely submission of data on the proper form is essential to meeting FHWA's deadline. Table 4.4.6.1 summarizes Florida's July Report Cycle and report due dates. In the event a due date falls on a Saturday or Sunday, that report is due on the preceding Friday.

Table 4.4.6.1 Florida's July Report Cycle

Who is Reporting:	What is the FDOT form Number reported on?	Name of Form	What data is reported	What is the Due Date* (Or preceding Friday if date is a Saturday or Sunday	Who is the report sent to?
Contractors (contract of $10,000 or more) (includes contractors on Local Agency Projects)	275-021-08	Contractor's Annual July Report	Contractor's workforce on a project per the last active week falling fully in July (or 'no work' if not active in July)	Aug 20	Compliance Specialist
Resident and Local Agency Compliance Specialists	275-020-01	Federal Aid Projects: Summary Employment Data for July	Project total workforce (sum of all contractor 275-021-08 reports for a project)	Sept. 1	District Contract Compliance Office
District Contract Compliance Office	275-020-01	Federal Aid Projects: Summary Employment Data for July	District Project Total Workforce (3 Reports) : LAP Regular Work Program LAP & regular work program	Sept. 8	State Contract Compliance Administrator, FDOT Equal Opportunity Office
FDOT Equal Opportunity Office	n-a	FHWA Form 1392, Federal Aid Highway Construction, Summary of Employment Data including Minority Breakdown for all Federal Aid Projects for Month Ending 7/31/2___	LAP Statewide Total for of all Districts	Sept. 15	FI FHWA Civil Rights Specialist
			Regular (non LAP) Work Program Statewide Total for of all Districts		FI FHWA Civil Rights Specialist
			LAP & regular work program Statewide Total for of all Districts		FI FHWA Civil Rights Specialist

4.4.7 Directions for Completing the Contractors Annual July EEO Report (Form No. 275-021-08)

Box 1 Company's official name and the Florida home office address (mailing address, city, and zip code)
Box 2 Record the company's Federal Identification Number or FDOT vendor number
Box 3 Record the Financial Project Number
Box 4 Identify if the reporting company is the prime contractor or a sub-contractor on the project
Box 5 Record the year
Box 6 If you were active on the project one or more days between July 1 and 31 check yes; otherwise check no and proceed to Box 9
Box 7 This includes three tables: A, B and C. Table A is the report of all project employees, including On-the-Job trainees. Table B and Table C contain additional data regarding the On-the-Job Trainees included in Table A

TABLE A: This table reports the job category, race and sex of all employees assigned to the project for this pay period who are part-time and full-time, journeymen/women, On-the-Job trainees and apprentices. Officials (Managers), Supervisors, Foremen/women and Clerical who are assigned primarily to the project are included in this report.

Each employee is reported in only one job category. Employees who worked in more than one classification in the payroll period should be reflected in the category in which the employee performed the majority of work hours in that pay week.

Calculations:

TOTAL MALES (each race) (and) TOTAL FEMALES (each race)
The sum of employees reported in all Job Categories for that race and sex.

TOTAL MINORITIES MALE (and) TOTAL MINORITIES FEMALE
The sum of Black, Hispanic, American Indian or Alaskan Native, and Asian or Pacific Islander.

TOTAL EMPLOYEES MALE (and) TOTAL EMPLOYEES FEMALE:
The sum of "Total Minorities" and "White"

TABLE B Identify the job category and sex of each employee reported in Table A, who is recorded in the pay period as a trainee enrolled in the FDOT/FTBA On-the-Job Training Program. The numbers recorded in Table B are included in the race and sex numbers of Table A.

Calculations:

OJT TOTALS: The sum of male (and) female columns in Table B.

TABLE C: Record the race and sex of each employee reported in Table A who is recorded in the pay period as a trainee enrolled in the FDOT/FTBA On-the-Job Training Program. The numbers recorded in Table C are included in the race and sex numbers of Table A.

Box 8 If any employees reported in Table A are apprentices, state the name of the apprentice program. Identify the job category and the number or apprentices by race and sex.

Box 9 Print the first and last name of person who prepared this form, phone number and date (month/day/year) it was prepared

Box 10 Print the first and last name of person who reviewed this form, phone number and date.

Note Proper reporting of an employee working in an FDOT OJT classification or an approved apprentice program:

One (1) trainee (or apprentice) is reported three (3) times:
Table A: Report the race and sex of the trainee according to the job category of the training classification.
Table B: Report the sex of the trainee according to the job category of the training classification.
Table C: Report the race and sex of the trainee.

Section 4.5

PROJECT EEO REPORT

4.5.1 Purpose

Contractors report project workforce data by job category, race and sex as requested by FDOT or FHWA. The Resident Compliance Specialist(s) and District Contract Compliance Manager(s) analyze this data in conjunction with other information to confirm contractor compliance.

4.5.2 Reported Workforce

Data is recorded in the format shown on the Project EEO Report (Form 275-010-12).

All full-time and part-time construction craft and laborer employees working on the project during the specified payroll period must be accounted for by sex and race for each of the fifteen job categories. Classifications are recorded in the same EEO categories as those used for the Company EEO Report (Form 275-021-07).

Refer to Section 3.4 and Attachment 3.4.1 for the EEO category of job classifications.

Employees working in more than one job classification during the pay period are to be included in the one EEO category associated with the majority of their project work hours.

If the contractor has employed an agency for supplying job site workers, the agency's workers are included in that contractor's Project EEO Report if they are on the job the week reported.

4.5.3 Pay Period Reported

The Project EEO Report is based on a single weekly pay period and that period is specified by FDOT or FHWA at the time of request.

4.5.4 Directions for Completing the Project EEO Report (Form No. 275-010-12)

Box 1	Place a check to indicate if you are the prime contractor or subcontractor on the project
Box 2	Company's official name and the Florida home office address (mailing address, city, and zip code)
Box 3	Record the company's Federal Identification Number or FDOT vendor number

Box 4 State the county where the project is located

Box 5 State the project's Financial Project Number

Box 6 Record the month, day and year the reporting contractor began work on the project

Box 7 Record the FDOT contract number for this project

Box 8 Record the ending date (mm/dd/yy) of the pay period this report is based on

Box 9 Entries are to be confined to the job categories, races and sexes shown and are to be incorporated in the most appropriate item listed on the form. This box includes three tables: A, B and C

Table A includes part time and full time Journeymen/women, On-the- Job Trainees and Apprentices.

Table B is the job category and sex of On-the-Job Trainees included in Table A.

Table C is the race and sex of the On-the-Job Trainees included in Table A.

Table A: This table includes part-time and full-time, Journeymen/women, On-the-Job Trainees and Apprentices by job category, race, and sex. This data is based on the company pay period that includes the date specified in Box 8. Report each employee in only one job category. Each job classification is considered to belong to one of the broad categories. Employees, who worked in more than one classification in the payroll period, should be recorded in the category in which the employee performed the majority of work hours in that pay week.

TABLE CALCULATIONS:

'TOTAL MINORITIES MALE' and 'TOTAL MINORITIES FEMALE': This is the sum of Black, Hispanic, American Indian or Alaskan Native, and Asian or Pacific Islander for each sex.

'TOTAL EMPLOYEES MALE' and 'TOTAL EMPLOYEES FEMALE': This is the sum of Total Minorities and White for each sex.

Table B: Identify the job category and sex of each employee reported in Table A, who is recorded on the noted payroll period as a trainee in FDOT/FTBA On-the-Job Training Program in this payroll period. The numbers recorded in Table B are included in the race and sex numbers of Table A.

Table C: Record the race and sex of each employee in Table A, who is recorded on the noted payroll period as a trainee in the FDOT/FTBA On-the-Job

Training Program in this payroll period. The numbers recorded in Table C are included in the race and sex numbers of Table A.

OJT TOTALS:
The sum of male (and) female On-the-Job Trainees in Table B and Table C should be equal and reported in the OJT TOTALS box.

Box 10 If any employees reported in Table A are apprentices, state the name of the apprentice program, the job category, count, race and sex.

Box 11 Report by job category, race, and sex all hires (new and rehires) for the entire calendar month of the pay period reported in Box 8. This includes the first day of that month through the last day of that month. Hires are to include:

Those still employed as of the noted payroll period.
Those terminated prior to the noted payroll period.

Box 12: Print the first and last name of the person who prepared this form, their email address, phone number, and signature and date (month/day/year) it was prepared.

Box 13: Print the first and last name of the person who reviewed this form, their email address, phone number, signature and date (month/day/year) it was reviewed.

<u>Note</u> Proper reporting of an employee working in an FDOT OJT classification or an approved apprentice program:

One (1) trainee (or apprentice) is reported three (3) times:
<u>Table A:</u> Report the race and sex of the trainee according to the job category of the training classification.
<u>Table B:</u> Report the sex of the trainee according to the job category of the training classification.
<u>Table C</u>: Report the race and sex of the trainee.

. Section 4.6

PROJECT EEO/AA FORMS & DOCUMENTS

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

NUMERICAL SEQUENCE

FDOT Form No.	Document Title	Workbook Section
275-010-12	Contractor's Project EEO Report	4.5
275-020-01	Federal Aid Projects: Summary Employment Data for July	n-a
275-020-28	Poster of EEO Policy and Officers	4.2
275-021-06	Project Personnel EEO Meeting Record	4.3
275-021-08	Contractor's Annual July EEO Report	4.4
275-021-10	Inspection Report for Job Site Bulletin Board	4.2
700-010-67	Additional Federal Wage Rate Decisions	4.2
FDOT Equal Opportunity Office Website	EEO Is the Law (Poster)	4.2
FDOT Equal Opportunity Office Website	Employee Rights & Responsibilities Under the Family & Medical Leave Act (Poster)	4.2
FDOT Equal Opportunity Office Website	Florida Law Prohibits Discrimination (Poster)	4.2
FDOT Equal Opportunity Office Website	Important (Poster)	4.2
FDOT Equal Opportunity Office Website	Job Safety & Health It's the Law (OSHA) (Poster)	4.2
FDOT Equal Opportunity Office Website	Notice Employee Polygraph Protection (Poster)	4.2
FDOT Equal Opportunity Office Website	Notice –FHWA Highway Construction (Poster)	4.2
FDOT Equal Opportunity Office Website	Wage Determination Appeal Process (Poster)	4.2
FDOT Equal Opportunity Office Website	Whistleblowers Know Your Rights (Poster-ARRA projects only)	4.2

ALPHABETCAL SEQUENCE

Document Title	FDOT Form No.	Workbook Section
Additional Federal Wage Rate Decisions	700-010-67	4.2
Contractor's Annual July EEO Report	275-021-08	4.4
Contractor's Project EEO Report	275-010-12	4.5
EEO Is the Law (Poster)	FDOT Equal Opportunity Office Website	4.2
Employee Rights & Responsibilities Under the Family & Medical Leave Act (Poster)	FDOT Equal Opportunity Office Website	4.2
Federal Aid Projects: Summary Employment Data for July	275-020-01	n-a
Florida Law Prohibits Discrimination (Poster)	FDOT Equal Opportunity Office Website	4.2
Important (Poster)	FDOT Equal Opportunity Office Website	4.2
Inspection Report for Job Site Bulletin Board	275-021-10	4.2
Job Safety & Health It's the Law (OSHA) (Poster)	FDOT Equal Opportunity Office Website	4.2
Notice Employee Polygraph Protection (Poster)	FDOT Equal Opportunity Office Website	4.2
Notice –FHWA Highway Construction(Poster)	FDOT Equal Opportunity Office Website	4.2
Poster of EEO Policy and Officers	275-020-28	4.2
Project Personnel EEO Meeting Record	275-021-06	4.3
Wage Determination Appeal Process (Poster)	FDOT Equal Opportunity Office Website	4.2
Whistleblowers Know Your Rights (Poster-ARRA projects only)	FDOT Equal Opportunity Office Website	4.2

STATE OF FLORIDA DEPARTMENT OF TRANSPORATION

CONTRACTOR'S PROJECT EEO REPORT

Form 275-010-12
Equal Opportunity
05/02

1. Check One ☐ Prime Contractor ☐ Subcontractor	2 Name and Address	3. FEID # or FDOT Vendor #
4. County		5 Financial Project No.

6.Contractor's Beginning Work Date on Project	7. Check Active Month Of this Report ☐ 1st ☐ 2nd ☐ 3rd	8. Employment for Pay Period Ending (M/D/Y)

9. PROJECT EMPLOYMENT REPORT

TABLE A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN or PACIFIC ISLANDER		WHITE (Not of Hispanic Origin)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)														
Supervisors														
Foremen/Women														
Clerical														
Equipment Operators														
Mechanics														
Truck Drivers														
Ironworkers														
Carpenters														
Cement Masons														
Electricians														
Pipefitters, Plumbers														
Painters														
Laborers, Semi Skilled														
Laborers, Unskilled														
TOTALS														

TABLE B

On-The-Job Trainees (OJT)	
M	F

TABLE C

On-The-Job Trainees																

OJT TOTALS

M	F

10. If any employees reported in 'Table A' are apprentices, state the name of the program, the job category, race and sex.

11. Summarize all hires for the entire active month by job category, race, sex (use additional sheet if needed).

12. Preparer	First, Last Name and Title	Area Code and Phone Number	Date Prepared
13. Reviewer	First, Last Name and Title	Area Code and Phone Number	Date Reviewed

FORM 275-020-01
EQUAL OPPORTUNITY
01/10

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

FLORIDA FHWA STATE CODE: 12-04	FEDERAL AID PROJECTS SUMMARY EMPLOYMENT DATA FOR JULY	1. YEAR 2 _ _ _	2. DISTRICT

3. THIS IS A SUMMARY OF (X)					9. IF PROJECT SUMMARY, LIST EACH FIN. PROJ. NO.	
		ONE PROJECT	4. NO. OF PROJECTS IN SUMMARY			
		TWO/MORE PROJECTS	5. SUM OF CONTRACT AMOUNT(S) PER BID BLANK			
		ALL DISTRICT PROJECTS	6. NO. CO's REPORTING 1/MORE WORKERS			
		ALL LAP PROJECTS	7. TOTAL WORKFORCE			
			8. NAME OF LOCAL AGENCY (N-A IF NOT LA)	_ N-A		

10. PROJECT EMPLOMENT DATA

TABLE A

JOB CATEGORIES	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 PACIFIC IS.		TWO OR MORE RACES	
	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														
ADMIN 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														
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0

TABLE B

Appren-tices		On-The-Job Trainees	
M	F	M	F
TOTALS			

TABLE C

Apprentices																		
On-The-Job Trainees																		

	PRINTED NAME -FIRST/LAST	EMAIL	PHONE	SIGNATURE	DATE
11. PREPARER					
12. REVIEWER					

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY ('EEO') POLICY & OFFICERS

PROJECT

Financial Project No.	F.A.P. No.	Contract No.	County	Prime Contractor

POLICY DECLARATION

The prime contractor and each subcontractor having a Contract of $10,000 or more on this project have accepted the following operating policy. A copy of the full policy may be obtained by contacting the contractor's EEO Officer identified below:

"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. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

CONTRACTOR EEO OFFICERS

Anyone who feels they have been discriminated against because of their sex, race, religion, color, age, national origin or Vietnam era and special disabled veteran status, should report the matter to the appropriate EEO Officer

Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY ('EEO') POLICY & OFFICERS (continued)

PROJECT

Financial Project No.	F.A.P. No.	Contract No.	County	Prime Contractor

CONTRACTOR EEO OFFICERS

Anyone who feels they have been discriminated against because of their sex, race, religion, color, age, national origin or Vietnam era and special disabled veteran status, should report the matter to the appropriate EEO Officer

Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

RECORD OF PROJECT PERSONNEL EEO MEETING

1. COMPANY NAME:	2. FINANCIAL PROJECT #:	3. DATE OF MEETING:
4. FEID # OR FDOT VENDOR #:	5.NAME AND TITLE OF PERSON CONDUCTING MEETING	
6. CHECK ONE: __PRIME __SUBCONTRACTOR	7. DESCRIBE LOCATION WHERE WAS MEETING HELD:	

8. CERTIFICATION OF MEETING:
The signature below is certification that a meeting was held with project personnel informing them of their equal employment opportunity (EEO) civil rights, company's policies and various wage/payroll protections. The major topics wer addressed and a signed attendance record was made.

SIGNATURE: _____, Meeting Leader

9. MAJOR TOPICS ADDRESSED:

- ✓ EEO Policy and Affirmative Action Plan
- ✓ Identification of EEO Officer
- ✓ Work force diversity and recruitment
- ✓ Wages and Payrolls
- ✓ Utilization of Disadvantaged Businesses
- ✓ Bulletin Boards
- ✓ Interviews by State and Federal representatives
- ✓ Training opportunities
- ✓ Complaints

9. ATTENDEE SIGNATURES	ATTENDEE SIGNATURES

ATTACH ADDITIONAL PAGES IF NECESSARY

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CONTRACTOR'S ANNUAL JULY EEO REPORT

July Employment Data (Including Minority Breakdown) on a Federal-Aid Highway Project

1. NAME AND FLORIDA HOME OFFICE ADDRESS	**3. FINANCIAL PROJECT NO.**	**5. YEAR:** 2 ___ ___ ___
		6. CHECK ONE: DID YOU HAVE EMPLOLYES ON THIS PROJECT ONE OR MORE DAYS BETWEEN JULY 1 AND JULY 31? ___YES _____NO (If NO proceed to Box No. 9)
2. FEID # OR FDOT VENDOR #	**4. CHECK ONE** ___ PRIME CONTRACTOR ___SUBCONTRACTOR	

7. PROJECT EMPLOMENT DATA

TABLE A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN or PACIFIC ISLANDER		WHITE (Not of Hispanic Origin)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (MANAGERS)														
SUPERVISORS														
FOREMEN/WOMEN														
CLERICAL														
EQUIPMENT OPERATORS														
MECHANICS														
TRUCK DRIVERS														
IRONWORKERS														
CARPENTERS														
CEMENT MASONS														
ELECTRICIANS														
PIPEFITTERS, PLUMBERS														
PAINTERS														
LABORERS, SEMI-SKILLED														
LABORERS, UNSKILLED														
TOTALS														

TABLE B

On-The-Job Trainees (OJT)	
M	F

TABLE C

On-The-Job Trainees (OJT)														

OJT TOTALS

M	F

8. IF ANY EMPLOYEES REPORTED IN 'TABLE A' ARE APPRENTICES, STATE THE NAME OF THE PROGRAM, THE JOB CATEGORY, RACE AND SEX.

9. PREPARER	FIRST, LAST NAME AND TITLE	AREA CODE AND PHONE NUMBER	DATE PREPARED
10. REVIEWER	FIRST, LAST NAME AND TITLE	AREA CODE AND PHONE NUMBER	DATE REVIEWED

INSPECTION REPORT FOR JOB SITE BULLETIN BOARD

SECTION 1	PROJECT	SECTION 2	INSPECTOR
Prime Contractor		Name & Title of Person performing inspection	
Financial Project #	Count	Date Inspected (M/D/Y)	
Circle applicable wage tables HIGHWAY HEAVY WATER/SEWER BUILDING		Photos Taken? (attach to Inspection Report)	Yes No

SECTION 3	LOCATION & STYLE	SECTION 4	CONDITION
Specific Location (Road/Street)		Access to fixture is clear	Yes No
		Protective cover is in good condition	Yes No
Location is within Project Limits?	Yes No	Documents are at readable height	Yes No
Describe style of fixture & covering		Documents are not faded /water stained	Yes No
		Each document is clearly / fully displayed	Yes No
Comments Section 3		Comments Section 4	

SECTION 5	FDOT REQUIRED POSTERS	SECTION 6	WAGE INFORMATION
EEO Is The Law	Yes No	Is each page of every Wage table posted?	Yes No
Fl. Law Prohibits Discrimination (bi-lingual)	Yes No	Is Additional Wage Decisions Posted?	Yes No
Notice	Yes No	Number of Additional Classifications listed	
Important Wage Rate Information	Yes No	**SECTION 7**	**US DEPT OF LABOR POSTERS**
Wage Determination Appeals	Yes No	Family & Medical Leave Act Rights	Yes No
(ARRA projects only) ARRA Whistleblower Poster	Yes No	OSHA Safe Healthful Workplace in English & Spanish	Yes No
Comments -Sections 5		Employee Polygraph protections	Yes No
		Comments	

SECTION 8 — **EEO OFFICERS LIST** (FDOT FORM # 275-020-28) *Prior to Inspection, list each Subcontractor*

Name of Contractor	Co. Name	Officer's Name	Address	Phone #	Name of Contractor	Co. Name	Officer's Name	Address	Phone #
PRIME	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No			Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No

Comments Section 8

SECTION 9	COMPLIANCE STAFF'S DETERMINATION OF COMPLIANCE		
Compliance Comments			
Is Bulletin Board in Compliance?	Yes No	If 'No' was written notice issued to prime	Yes No
Compliance Staff Signature			Date of Signature

ADDITIONAL FEDERAL WAGE RATE DECISIONS

The U.S. Dept. of Labor has established Wage Rates for the following additional classifications of work on this project.

FINANCIAL PROJECT NO.		COUNTY:

DECISION TYPE	WAGE DECISION NO. (or NA)	MODIFICATION NO. (or NA)
HIGHWAY		
HEAVY		
BUILDING		
WATER/SEWER		

CLASSIFICATION	RATE ($)	FRINGE ($ or NA)

Directions: The prime contractor is responsible for completing this form for the project and posting it on the job-site Bulletin Board. Type or print the financial project number, county, each Wage Decision number and Modification Number. Record the classification, rate and fringe data decisions issued by the FDOT Prevailing Wage Rate Coordinator. For ease of update, retain a copy of the posted form and add additional wage decisions as issued. Contractors may waive the construction job site posting of individual wage decision letters when this form is posted.

Equal Employment Opportunity is

THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment with qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job

VIETNAM ERA AND SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended,38 U.S.C., 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal Laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W. Washington, D.C. 20210 or Call (202) 693-0101, or call an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor. For individuals with hearing impairment, OFCCP's TTY number is 202-693-1337.

Private Employment, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy and sexual harassment) or national origin. Religious discrimination includes failing to reasonable accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the American with Disabilities Act of 1990 (ADA), as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification referral and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship of the employer.

AGE

The Age discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort and responsibility under similar working conditions, in the same establishment.

RETALIATION

Retaliating is prohibited against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes discrimination under these Federal laws.

If you believed that you have been discriminated against under any of the above laws, and to ensure that you meet strict procedural timelines to preserve the ability of EEOC to investigate your complaint and to protect your right to file a private lawsuit, you should immediately contact. The U.S. Equal Employment Opportunity Commission (EEOC), Washington, D.C. 20507 or an EEOC field office by calling toll free 1-800) -669-4000. For individuals with hearing impairments, EEOC's toll free TTY number is 1-(800) 669-6820

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973,as amended, prohibits employment discrimination on the basis of disability in any program or activity which receive Federal financial assistance in the federal government, public or private agency. Discrimination is prohibited in all aspects of employment against persons with disabilities who, or without reasonable accommodation perform the essential function of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Publication OFCCP 1420, Revised August 2008

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Wage and Hour Division

FLORIDA LAW

PROHIBITS

DISCRIMINATION

BASED ON:

RACE, COLOR, RELIGION,
SEX, NATIONAL ORIGIN, DISABILITY, AGE
OR MARITAL STATUS

WHAT IS COVERED UNDER THE LAW:

- **EMPLOYMENT**
- **PUBLIC ACCOMODATIONS**
- **RETALIATION AFTER FILING A CLAIM**
- **STATE EMPLOYEE WHISTLE-BLOWER RETALIATION**

If you feel that you have been discriminated against,
visit our web site or call us!

FLORIDA COMMISSION ON HUMAN RELATIONS
2009 Apalachee Parkway, Suite 200, Oakland Building
Tallahassee, Florida 323201-4857
http://FCHR.state.fl.us
Phone: (850) 488-7082 Voice Messaging: 1-800-342-8170

LA LEY DE LA FLORIDA

PROHIBE

DISCRIMINACION

BASADA EN:

RAZA, COLOR, RELIGION, SEXO, ORIGEN NACIONAL,
INCAPACIDAD, EDAD, O ESTADO CIVIL

LO QUE ESTA CUBIERTO BAJO LA LEY:

- **EMPLEO**
- **LUGARES DE ACOMODO PUBLICO**
- **ACCION VENGATIVA DESPUES DE PRESENTAR UNA QUEJA**
- **ACCION VENGATIVA EN CONTRA DE U TRABAJADOR PUBLICO, DESPUES DE PRESENTAR UNA QUEJA BAJO LA LEY DE "SOPLON" (WHISTLE-BLOWER)**

Si usted siente que ha sido discriminado,
visite nuestra pagina web o llamenos!

LA COMISION DE RELACIONES
HUMANAS DE LA FLORIDA
2009 Apalachee Parkway, Suite 200, Oakland Building
Tallahassee, Florida 323201-4857
http://FCHR.state.fl.us
Telefono: (850) 488-7082 Correo de Voz 1-800-342-8170

Important

U.S. Department of Transportation

U.S. Department of Labor

Wage Rate Information
Federal-Aid Highway Project

Construction work on this project is subject to the minimum wage rate provisions of Section 113, Title 23, Untied States Code and the overtime provisions of the Contract Work Hours and Safety Standards Act.

As an employee of the contractor or subcontractor, you are entitled to be paid not less than the hourly rate for the particular classification of work performed as set forth in the schedule affixed below.

The schedule affixed below contains no minimum wage rates for the following employees:

1. Apprentices properly registered under approved Federal or State apprenticeship programs. Each Approved program contains the applicable rates.
2. Persons employed pursuant to apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting equal employment opportunity in connection with Federal Aid Highway construction program. Programs thus certified will set forth the rates applicable.

Call any failure to receive the required rates to the attention of the representative of the contracting agency shown below to the nearest representative of the Federal Highway Administration.

***Representative for Florida Department of Transportation*:**

David Sadler
Director, Office of Construction
Florida Department of Transportation
605 Suwannee Street
Tallahassee, Florida 32399-0450
850-414-4150

Additional information may be obtained from the Federal Highway Administration, Washington, D.C. 20590. Any communication should list the name, location and type of project, the name of the contractor and his address, your name and address, and a statement of what you do, what rate you are paid, and what rate you think you should be paid.

Updated 2008

1-800-321-OSHA
www.osha.gov

OSHA

Occupational Safety & Health Administration
U.S. Department of Labor

Job Safety and Health It's the Law!

Adminiscración de Seguridad y Salud Ocupacional
Departamento del Trabajo de los Estados Unidos

Seguridad y Salud en el Trabajo ¡Es la Ley!

EMPLOYEES:
You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.

You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.

You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.

You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.

Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.

You have the right to copies of your medical records and records of your exposure to toxic and harmful substances or conditions.

Your employer must post this notice in your workplace.

You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

EMPLOYERS:
You must furnish your employees a place of employment free from recognized hazards.

You must comply with the occupational safety and health standards issued under the *OSH Act*.

Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

EMPLEADOS:
Usted tiene el derecho de notificar a su empleador o a la OSHA sobre peligros en el lugar de trabajo. Usted también puede pedir que la OSHA no revele su nombre.

Usted tiene el derecho de pedir a la OSHA que realize una inspección si usted piensa que en su trabajo existen condiciones peligrosas o poco saludables. Usted o su representante pueden participar en esa inspeccion.

Usted tiene 30 dias para presentar una queja ante la OSHA si su empleador llega a tomar represalias o discriminar en su contra por haber denunciado la condición de seguridad o salud o por ejercer los derechos consagrados bajo la Ley OSH.

Usted tiene el derecho de ver las citaciones enviadas por la OAHS a su empleador. Su empleador debe colocar las citaciones en el lugar donde se encontraron las supestas infracciones o cerca del mismo.

Su empleador debe corregir los peligros en el lugar de trabajo para la fecha indicada en la citacion y debe certificar que dichos peligros se hayan reducido o desaparecido.

Usted tiene derecho de recibir copias de su historil o registro médico y el registro de su exposición a sustancias o condiciones tóxicas o dañinas.

Su empleador debe colocar este aviso en su lugar de trabajo.

Usted debe cumplir con todas las normas de seguridad y salud ocupacionales expedidas conforme a la ley OSH que sean aplicables a sus propias acciones y conducta en el trabajo.

EMPLEADORES:
Usted debe proporcionar a sus empleados un lugar de empleo libre de peligros conocidos.

Unted debe cumplir con las normas de seguridad y salud ocupacionales expedidas conforme a la Ley OSH

Los empleadores pueden obtener ayuda gratis para identificar y corregir las fuentes de peligro y para cumplir con las normas, sin citación ni multa, por medio de programas de consulta respaldados por la OSHA en cada estado del pais.

OSHA 3165-12-06R

U.S. DEPARTMENT OF LABOR
EMPLOYEMENT STANDARDS ADMINISTRATION
Wage and Hour Division
Washington, D.C. 20210

NOTICE

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to test given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to $10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division, which are listed in the telephone directory under U.S. Government, Department of labor, Employment Standards Administration.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT

******The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

U.S. DEPARTMENT OF LABOR
EMPLOYEMENT STANDARDS
ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
September 1988

U.S. Department
of Transportation
Federal Highway
Administration

NOTICE

The highway construction underway at this location is a Federal or Federal-aid project and is subject to applicable State and Federal laws, including Title 18, United States Code, Section 1020, which reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or any State or Territory, or whoever, whether a person, association, firm or corporation, knowingly makes any false statement, false representation or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the costs thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction of any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever, knowingly makes any false statement, false representation, false report, or false claim with respect to the character, quality, quantity or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to a material fact in any statement, certificate, or report submitted pursuant to the provision of the Federal Aid Road Act approved July 11, 1916 (39 Stat. 355) as amended and supplemented,

Shall be fined under this title or imprisoned not more than five years, or both."

Any person having reason to believe this statute is being violated should report the same to the agency representative(s) named below.

(Federal-Aid & non Federal Aid Projects	*(Both Federal and Federal Aid Projects)*	*(Both Federal and Federal Aid Projects)*
Fl. Dept. Of Transportation ***David Sadler*** ***Director, Office of Construction*** ***605 Suwannee St.*** ***Tallahassee, Fl 32399-0450*** ***(850) 414-4150***	***U.S. Dept. of Transportation*** ***Toll-free Hotline for Fraud, Waste & Abuse*** ***1-800-424-9071***	***Federal Highway Administration*** ***Martin C. Knopp*** ***Division Administrator*** ***545 John Knox Rd., Suite 200*** ***Tallahassee, Fl 32303*** ***(850) 942-9650***

Federal Wage Rate Table(s)

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:
**** an existing published wage determination***
**** a survey underlying a wage determination***
**** a Wage and Hour Division letter setting forth a position on a wage determination matter***
**** a conformance (additional classification and rate) ruling***

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U. S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U. S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

4.) All decisions by the Administrative Review Board are final.

---END OF GENERAL DECISION----

Know Your Rights
Under the Recovery Act!

Did you know?

The American Recovery and Reinvestment Act of 2009 [1] provides protections for certain employees of non-federal employers who make specified disclosures relating to possible fraud, waste and/or abuse or Recovery Act funds.

Who is protected?

Employees of non-federal employers receiving recovery funds. This includes State and local governments, contractors, subcontractors, grantees or professional membership organizations acting in the interest of recovery fund recipients.

How are Whistleblowers Protected?

You cannot be discharged, demoted or otherwise discriminated against as a reprisal for making a protected disclosure.

What types of disclosures are protected?

The disclosure must be made by the employee to the Recovery Accountability and Transparency Board, an Inspector General, the Comptroller General, a member of Congress, a state or federal regulatory or law enforcement agency, a person with supervisory authority over the employee, a court or grand jury, or the head of a federal agency or his/her representatives.

The disclosure must involve information that the employee believes is evidence of:

- gross mismanagement of an agency contract or grant relating to recovery funds;
- a gross waste of recovery funds;
- a substantial and specific danger to public health or safety related to the implementation or use of recovery funds;
- an abuse of authority related to the implementation or use of recovery funds; or
- a violation of law, rule, or regulation related to an agency contract or grant awarded or issued relating to recovery funds.

Take Action!

Log on to Recovery.gov for more information about your rights and details on how to report at www.recovery.gov.

[1] Section 1553 of Division A, Title XV of the American Recovery and Reinvestment Act of 2009, P.L. 111-5