

THE ILLINOIS TOLLWAY

Affirmative Action Plan

Fiscal Year 2015

(July 1, 2014-June 30, 2015)



Kristi Lafleur
Executive Director

Lisa G. Williams
Equal Employment Opportunity/
Affirmative Action Officer
& ADA Coordinator

TABLE OF CONTENTS

Introduction 1

Section One:

EEO/AA Certification Program..... 3
Tollway’s Policy Statement 4
Agency Profile 6
EEO/AA Officer Identification and Duties 7
EEO Organizational Charts 10
Methods of Disseminating the EEO/AA Policy Plan of the Tollway 12

Section Two: Final Availability Analysis

Description of Internal Workforce Analysis 14
Summary of Workforce Analysis by Region (Form DHR-9)..... 15
Transactions Definition 18
Summary of Workforce Transactions Report (Form DHR-10) 19
Description of Availability Analysis for External Workforce..... 26
Description of Availability Percent (AP) Worksheet 26
Description of Calculating the AP 28
Categories Used for Determination of Promotion 30
State Map of IDHR Regions 31
State Counties by Regions 32
Availability Percent Worksheets (Form DHR-5)..... 33/49
Summary of Workforce Analysis by Region 45/55
Utilization Analysis by Region..... 46/56
Underutilization Summary by Region (Form DHR-11)..... 59

Section Three: Affirmative Action Goals and Timetables

Description of How Goals and Timetables are Developed	61
Numerical Goals	62
• Region 1	
• Region 2	
Program Goals	71

Section Four: Employment Discrimination Complaint Process

EEO Complaint Investigation Procedure	75
Discrimination Complaint Form.....	78

Section Five: Affirmative Action for Employing People with Disabilities

Description of Affirmative Action for People with Disabilities.....	81
Disability Accommodation Policy and Procedure for Requesting Accommodation from Policy and Procedure Manual.....	82
Labor Force Analysis for People with Disabilities (Form DHR-34)	83
Numeric Goals.....	84
Statement of Reasonable Accommodation	85
Request for Reasonable Accommodation Form (Applicant).....	86
Physician’s Disability Determination Questionnaire (Applicant)	87
Request for Reasonable Accommodation Form (Employee)	89
Physician’s Disability Determination Questionnaire (Employee)	91
Authorization of Release of Medical Records.....	93
Accommodation Request Procedures for Employees	94
Physical Barrier	96
Procedural Barriers.....	97
• Pre-employment Screening Process	
• Employment Criteria and Job Description Review	
• Employment Testing	
• Identification of ADA Coordinator	

- Emergency Evacuation Plan
- Disability Survey Form

Section Six: Applicable Federal EEO Laws

Civil Rights Act of 1964, as amended..... 105

Equal Employment Opportunity Act of 1972..... 105

Pregnancy Discrimination Act..... 105

Civil Rights Act of 1991 105

Age Discrimination in Employment Act of 1967 (ADEA)..... 106

Rehabilitation Act of 1973..... 106

Equal Pay Act 1963 106

Americans with Disabilities Act of 1990, as amended by the
Americans with Disabilities Amendments Act of 2008 (ADA) 106

Family and Medical Leave Act of 1993..... 107

Uniformed Services Employment and Re Employment
Rights Act (USERRA) 108

Genetic Information Non Discrimination Act of 2008 108

Section Seven:

Hiring Monitor 110

Promotion Monitor 111

Employment Decision Form 112

Candidate Rankings 113

Exit Interview Cover Letter 114

Exit Interview Questionnaire 115

Appendix

- A. Illinois Tollway Employment Application
- B. Explanation of Terms
- c. EEO Job Categories

INTRODUCTION

The Illinois Human Rights Act authorizes the Illinois Department of Human Rights (IDHR) to issue guidelines for Development and Implementation of Affirmative Action Plans by State Agencies and to approve such Plans. These guidelines apply to the state executive departments, boards, commissions and instrumentalities of Illinois state government.

An Affirmative Action Plan is a detailed, results-oriented, set of procedures arising from an in-depth review of all aspects of the agency's employment process, which may impact upon the full utilization of equal employment opportunities for minorities, women and people with disabilities.

Each fiscal year, state agencies' Affirmative Action Plans must adhere to the format, content and procedures outlined by the Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies.

The Guidebook outlines and explains the components of the plans and sets forth the criteria for affirmative action performance. The Liaison Unit of IDHR is responsible for monitoring and implementing these guidelines.

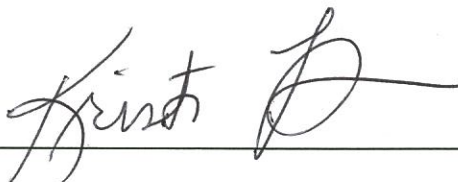
This Affirmative Action Plan adheres to the format, content and procedures as outlined by IDHR.

SECTION ONE

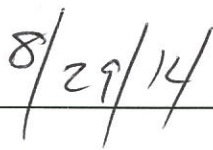
Equal Employment Opportunity/Affirmative Action Plan Program Certification

Agency: The Illinois State Toll Highway (Tollway)
Address: 2700 Ogden Avenue, Downers Grove, IL 60515
Telephone: 630/241-6800, ext. 1010, TDD 630/241-6898
Executive Director: Kristi Lafleur
EEO/AA Officer: Lisa G. Williams


This is to certify that the attached document represents the Equal Employment Opportunity/ Affirmative Action Plan of the Illinois Tollway.




Executive Director



Date



EEO/AA Officer
ADA Coordinator



Date

Policy Statement

The Illinois Tollway affirms its commitment to the full realization of affirmative action and equal opportunity in its employment practices.

It is the policy of the Tollway to create a favorable work environment in which all employees, regardless of race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, unfavorable discharge from military service, arrest record, or citizenship status, can enjoy equal opportunities in their employment relationship. In an effort to maintain equal employment opportunities, the Tollway has recognized the need to adopt, implement, and periodically evaluate the Affirmative Action Plan which consists of specific action measures to be taken in order to achieve its goals.

The Tollway has developed, and maintains, a comprehensive Affirmative Action Plan covering all elements of its personnel policies and practices. Discriminatory employment barriers shall be removed when and where they are found to exist in order to enable all individuals to qualify for employment opportunities on an equal basis. All levels of management staff are committed to carrying out the requirements of the Affirmative Action Plan and creating a work environment free from discriminatory harassment and unlawful discrimination.


The Tollway's Equal Employment policy requires that:

1. Decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits must be made without regard to the following bases; including but not limited to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, unfavorable discharge from military service, arrest record, or citizenship status.
2. A commitment to undertaking affirmative action to correct the underutilization of minorities and females in all levels of employment.
3. The agency is committed to implementing sexual harassment and other harassment policies and programs.
4. The agency is committed to undertaking affirmative action to increase the number of persons with disabilities in the agency as a whole.
5. The support and commitment is expected of all executive, managerial and supervisory staff in implementing the agency's affirmative action plan.

6. Any employee or job applicant who feels that he or she has been subjected to unlawful discrimination or harassment by employees, officers, or agents of the Tollway is requested to report the incident or complaint directly to his or her direct supervisor or the EEO/AA Officer who will investigate and attempt to resolve the matter. Retaliation for filing a complaint will not be tolerated. Anyone found to have retaliated against a complainant will be subject to discipline up to and including discharge.

The Tollway has taken active steps in creating an aggressive program to eliminate and prohibit discriminatory harassment of any kind, including sexual harassment. The policy regarding zero tolerance has been widely communicated within the Tollway and to prospective employees. Sexual Harassment training is ongoing for managers, supervisors and staff. Complaints of sexual harassment are addressed swiftly and effectively.

As Executive Director, I am committed to undertaking affirmative action in order to correct any underutilization of minorities, females or individuals with disabilities that exist within the Tollway in all levels of employment.



Kristi Lafleur
Executive Director



Lisa G. Williams
EEO/AA Officer and ADA Coordinator

8/28/14
Date

AGENCY PROFILE

MISSION STATEMENT

The Illinois Tollway is dedicated to providing and promoting a safe and efficient system of highways while ensuring the highest possible level of customer service.

The Illinois Tollway is dedicated to providing and promoting a safe and efficient system of highways while ensuring the highest possible level of customer service.

The Illinois Tollway operates, maintains and staffs a 24-hour, seven-day-a-week tollway operation that consists of 286 miles of roadway. The Tollway is composed of four routes: the Tri-State (I-94/I-294/I-80), Jane Addams Memorial (I-90), Reagan Memorial (I-88) and the Veterans Memorial (I-355) tollways. The Tollway has about 111 facilities that span across 12 counties in Northern Illinois, including toll plazas, maintenance garages, communications towers, oases and a central administration site.

In 2011, the Illinois Tollway completed a comprehensive 18-month review and public discussion of the Illinois Tollway's needs for its existing system and opportunities to improve regional mobility. As a result of the public input and discussion, the Illinois Tollway Board of Directors adopted the 15-year, \$12 billion capital program, *Move Illinois: The Illinois Tollway Driving the Future*.

Move Illinois is addressing the needs of the existing Tollway system, as well as:

- Rebuilding and widening the Jane Addams Memorial Tollway (I-90) as a state-of-the-art 21st century corridor
- Constructing a new, all-electronic interchange to connect the Tri-State Tollway (I-294) to I-57
- Building a new, all-electronic Elgin O'Hare Western Access
- Funding planning studies for the Illinois Route 53/120

Move Illinois will improve mobility, relieve congestion, reduce pollution and link economies across Northern Illinois. Further, *Move Illinois* will be the "cleanest and greenest" program in the Tollway's history by seeking to minimize the environmental impact of new roadway construction by reducing, recycling and reusing materials.

The *Move Illinois* Program is projected to create as many as 120,000 permanent jobs and link economies across the Midwest region. The Illinois Tollway is committed to ensuring that this region remains competitive with other major cities in the U.S. and around the world and unlocking the economic potential of the region for years to come.

The *Move Illinois* Program is funded by bonds and toll revenue generated through a toll rate increase for passenger vehicles in 2012 and a previously approved increase for commercial vehicles beginning in 2015.

The Illinois Tollway staff of approximately 1,495 employees, is responsible for the maintenance and operations of the roadway system, including collecting, processing and auditing over \$1 billion in revenue. In 2013, Illinois Tollway operating revenues

and investment income totaled \$1,010 million, including \$943 million of tolls collected via cash and I-PASS from an estimated 1.4 million motorists per day. Other revenue sources include evasion recovery including payment of unpaid tolls and associated fines, concession revenue from the oases, investment income, rental income from towers and fiber optic lines and other miscellaneous receipts.

The Illinois Tollway is a user-fee system that receives no state or federal dollars to support the operation and maintenance of the Tollway system. The Tollway depends on toll revenues and proceeds from the issuance of revenue bonds for the expansion, reconstruction and improvement of the Tollway system.

The Illinois Tollway's headquarters are located in Downers Grove, Illinois. All administrative, engineering, financial, telecommunications, electronic data processing, Illinois State Police District 15 and legal services are performed at this location.

AREAS TO BE ADDRESSED

In fiscal year 2014, 25 internal EEO cases were filed. Eighty reasonable accommodation requests were received. The training subjects for fiscal year 2015 will be ADA, Sexual Harassment and Diversity Awareness.

Identification and Duties of EEO/AA Officer

Lisa G. Williams, EEO/AA/Ethics Officer and ADA Coordinator
The Illinois Tollway
2700 Ogden Avenue
Downers Grove, IL 60515
630/241-6800, extension 1010
TTY 630/241-6898

Responsibilities:

The EEO/AA Officer has responsibility for planning, evaluating, reporting and documenting all phases of the Affirmative Action Plan. The EEO/AA Officer is responsible for developing and managing the investigative process for complaints of discrimination or harassment. The EEO/AA Officer processes complaints of discrimination or harassment made by employees against the Illinois Tollway, reviews, receives, investigates and makes recommendations for remedial action when deemed appropriate, prepares all correspondence and reports, and establishes a total working file. The EEO/AA Officer is also the Americans with Disabilities Act (ADA) Coordinator and is responsible for ADA activities. The EEO Office is also responsible for ensuring all required federal and state posters are current and posted in a visible location at each of its locations.

Additional responsibilities of the EEO/AA Officer include, but are not limited to:

1. Developing the Tollway's Affirmative Action Plan, goals, and objectives;

2. Assisting in identifying and solving EEO and disability related problems;
3. Designing and implementing internal audits and reporting systems for measuring the effectiveness of agency programs, indicating need for remedial action and the degree to which the Tollway's goals and objectives have been attained;
4. Serving as liaison between the Tollway and EEO enforcement authorities;
5. Serving as liaison between the agency and organizations that advocate on behalf of minorities, women and individuals with disabilities;
6. Informing management of developments in the EEO field;
7. Assisting in the evaluation of employees and job applicants so that minorities, women and persons with disabilities are given equal employment opportunity;
8. Regularly conferring with managers, supervisors and employees to ensure that the Tollway's EEO policies are observed;
9. Advising managers and supervisors if employment practices comply with the Illinois Human Rights Act;
10. Reporting to IDHR all internal and external complaints of discrimination against the agency;
11. Assisting in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of the Administrative Code regulations;
12. At the request of the Executive Director, directing Tollway staff in taking appropriate action to correct discriminatory practices identified by the Department and reporting to the Executive Director on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, submitting recommendations to the Executive Director and the Department for improvements to the agency's Affirmative Action Plan;
14. Immediately notifying the Executive Director and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or people with disabilities;

15. Working with the Department to develop programs for the preparation and promotion of the affirmative action group in question in the event the Tollway is in noncompliance, as described in Section 2520.795,

The EEO/AA Officer's duties also include:

1. Reporting on and/or analyzing layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
2. Evaluating tests, employment policies and practices and reporting to the Executive Director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women, and people with disabilities. The Tollway's EEO Officer will also assist in the recruitment of minorities, women and people with disabilities;
3. Providing counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, order of protection status, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, disability, citizenship status, and disability.
4. Performing other duties as required or assigned.

Ultimate responsibility for implementation will reside with the Executive Director.



Kristi Lafleur
Executive Director

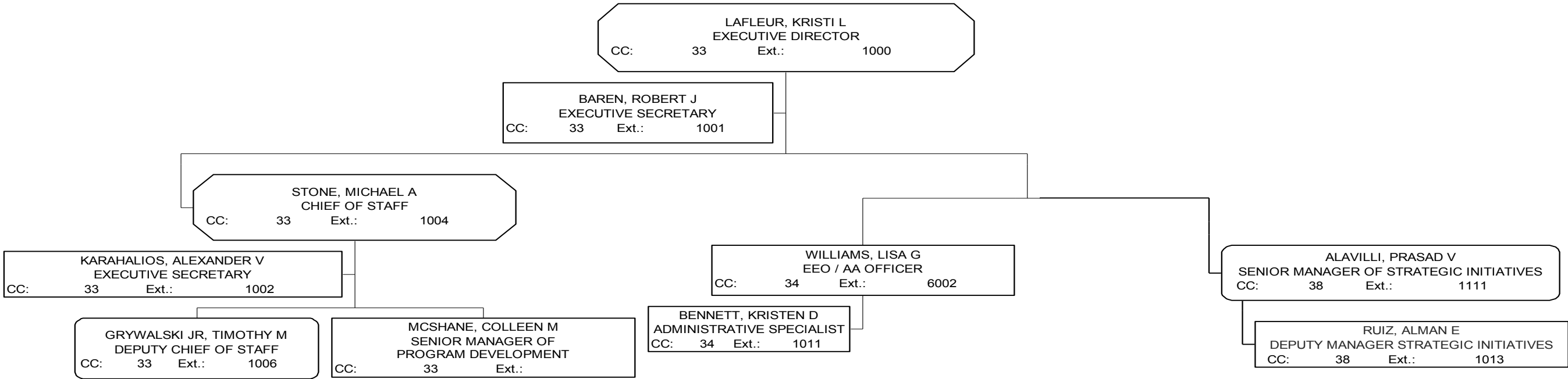


Lisa G. Williams
EEO/AA Officer and ADA Coordinator



Date

EXECUTIVE



**Methods of Disseminating
The Agency's Affirmative Action Policy and Plan**

EEO/AA Policies Are

1. Displayed on bulletin boards and in other conspicuous locations in the Central Administration building, Central Warehouse, Central Shop, Plazas and Maintenance Buildings;
2. Included in the Personnel Policies and Procedures Manual;
3. Included in brochures and other appropriate publications which discuss hiring practices of the Illinois State Toll Highway Authority;
4. Discussed in staff development training programs;
5. Included in new employee orientation;
6. Posted on the Tollway's website and intranet site.

The Affirmative Action Plan Is

1. Distributed to the Executive Director, Chief of Staff, Deputy Chief of Staff, Chief of Administration, Senior Manager of Employee Services and the Inspector General;
2. Available for review by employees and the Board of Directors;
3. Available to all recruitment sources;
4. Submitted to the State Library, to the Illinois State Library Acquisitions Division, Illinois Document Division;
5. Posted on the Tollway's website and intranet site.

SECTION TWO

Internal Workforce Analysis

This section of the Affirmative Action Plan includes a copy of the Workforce Analysis (DHR-9) and Workforce Transaction (DHR-10). Also included is a narrative analyzing each one of the summaries.

The Tollway reviews practices, policies, and procedures to determine whether they adversely affect minorities, women, or people with disabilities. New policies adopted during the year will be examined for their impact on affirmative action group members. Existing practices will also be examined for any ongoing or new effect they may have on affirmative action group members. Data will be analyzed to see whether one group of employees is more adversely affected than another by a particular policy or practice. If there appears to be a statistically significant difference between an affirmative action group and a non-affirmative action group in regards to the implementation of an agency policy or practice, the EEO/AA Officer will determine an appropriate course of action.

Important note about comparing underutilization figures from year to year

Beginning in fiscal year 2013, the Department of Human Rights modified the way it calculates utilization of minorities, women, and people with disabilities. Computation of the Availability Percent is now based upon a two-factor weighted mathematical formula (instead of the previous nine-factor weighted mathematical formula). Accordingly, the fiscal year 2012 and prior underutilization figures are not comparable to the underutilization figures of fiscal year 2013 and beyond.

Workforce Analysis by Region

Agency: Illinois Tollway

Reporting Period: As of June 30, 2014

Region: **1**

EEO Category	Grand Total	MALES										FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	OTH	D
Officials / Administrators	22	13	10	2	1	0	0	0	0	0	9	8	1	0	0	0	0	0	0	59.09%	40.91%	81.82%	13.64%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	110	70	53	4	2	11	0	0	0	1	40	28	6	3	2	0	0	1	0	63.64%	36.36%	73.64%	9.09%	4.55%	11.82%	0.00%	0.00%	0.91%	0.91%
Technicians	227	120	88	22	6	3	0	0	1	12	107	78	18	8	3	0	0	0	14	52.86%	47.14%	73.13%	17.62%	6.17%	2.64%	0.00%	0.00%	0.44%	11.45%
Protective Service	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	151	54	45	5	3	1	0	0	0	9	97	57	25	10	4	0	0	1	10	35.76%	64.24%	67.55%	19.87%	8.61%	3.31%	0.00%	0.00%	0.66%	12.58%
Skilled Craft	334	332	278	25	24	1	1	0	3	23	2	1	1	0	0	0	0	0	0	99.40%	0.60%	83.53%	7.78%	7.19%	0.30%	0.30%	0.00%	0.90%	6.89%
Service / Maintenance	462	267	166	54	25	23	0	0	0	39	195	96	81	13	3	0	0	2	26	57.79%	42.21%	56.71%	29.22%	8.23%	5.63%	0.00%	0.00%	0.43%	14.07%
TOTAL	1,306	856	640	112	61	39	1	0	4	84	450	268	132	34	12	0	0	4	50	65.54%	34.46%	69.53%	18.68%	7.27%	3.91%	0.08%	0.00%	0.61%	10.26%

Grand Total Employees for Region 1:	Males:	856	Females:	450	Total Minorities:	399	OTH:	8					
		65.54%		34.46%		30.47%		0.6%					
White:	908	Black/African American:	244	Hispanic/Latino:	95	Asian:	51	AI/AN:	1	NHOPI:	0	Disabled:	134
	69.53%		18.68%		7.27%		3.91%		0.08%		0.00%		10.26%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled OTH=Other
DHR-9 (Rev. Feb. 2012)

* Please note one male employee declared two ethnicities (Caucasian and Latino) therefore total number of employees is greater by one in the ethnic categories than in the gender counts.

Workforce Analysis by Region

Agency: Illinois Tollway

Reporting Period: As of June 30, 2014

Region: **2**

EEO Category	Grand Total	MALES									FEMALES									PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	OTH	D
Officials / Administrators	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	14	10	9	0	0	0	1	0	0	1	4	3	0	0	0	0	1	1	71.43%	28.57%	85.71%	0.00%	0.00%	0.00%	7.14%	0.00%	7.14%	14.29%	
Protective Service	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	6	3	3	0	0	0	0	0		1	3	3	0	0	0	0	0	0	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%
Skilled Craft	72	72	65	0	5	2	0	0		3	0	0	0	0	0	0	0	0	100.00%	0.00%	90.28%	0.00%	6.94%	2.78%	0.00%	0.00%	0.00%	0.00%	4.17%
Service / Maintenance	97	45	35	4	5	1	0	0		9	52	43	7	0	2	0	0	10	46.39%	53.61%	80.41%	11.34%	5.15%	3.09%	0.00%	0.00%	0.00%	0.00%	19.59%
TOTAL	189	130	112	4	10	3	1	0		14	59	49	7	0	2	0	0	1	68.78%	31.22%	85.19%	5.82%	5.29%	2.65%	0.53%	0.00%	0.53%	13.23%	

Grand Total Employees for Region 2:	Males:	130	Females:	59	Total Minorities:	28	OTH:	1
		68.78%		31.22%		14.29%		0.5%
White:	161	85.19%	Black/African American:	11	5.82%	Hispanic/Latino:	10	5.29%
				5	2.65%	Asian:	1	0.53%
				0	0.00%	AI/AN:	0	0.00%
				25	13.23%	NHOPI:	0	0.00%
						Disabled:		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled OTH=Other
 DHR-9 (Rev. Feb. 2012)

Summary of Workforce Analysis by Region

Agency: Illinois Tollway

Reporting Period: As of June 30, 2014

Grand Total

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	OTH	D		
Officials / Administrators	22	13	10	2	1						9	8	1							59.09%	40.91%	81.82%	13.64%	4.55%							
Professionals	110	70	53	4	2	11				1	40	28	6	3	2			1		63.64%	36.36%	73.64%	9.09%	4.55%	11.82%			0.91%	0.91%		
Technicians	241	130	97	22	6	3	1		1	13	111	81	18	8	3			1	15	53.94%	46.06%	73.86%	16.60%	5.81%	2.49%	0.41%		0.83%	11.62%		
Protective Service																															
Para-professionals																															
Office / Clerical	157	57	48	5	3	1				10	100	60	25	10	4			1	10	36.31%	63.69%	68.79%	19.11%	8.28%	3.18%			0.64%	12.74%		
Skilled Craft	406	404	343	25	29	3	1		3	26	2	1	1							99.51%	0.49%	84.73%	6.40%	7.14%	0.74%	0.25%		0.74%	6.40%		
Service / Maintenance	559	312	201	58	30	24				48	247	139	88	13	5			2	36	55.81%	44.19%	60.82%	26.12%	7.69%	5.19%			0.36%	15.03%		
TOTAL	1,495	986	752	116	71	42	2		4	98	509	317	139	34	14			5	61	65.95%	34.05%	71.51%	17.06%	7.02%	3.75%	0.13%		0.60%	10.64%		

Grand Total Employees:	Males: 986 65.95%	Females: 509 34.05%	Total Minorities: 427 28.56%	OTH: 9 0.60%
White: 1,069 71.51%	Black/African American: 255 17.06%	Hispanic/Latino: 105 7.02%	Asian: 56 3.75%	AI/AN: 2 0.13%
			NHOPI: 0	Disabled: 159 10.64%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled OTH=Other
DHR-9 (Rev. Feb. 2012)

* Please note one male employee declared two ethnicities (Caucasian and Latino) therefore total number of employees is greater by one in the ethnic categories than in the gender counts.

TRANSACTIONS DEFINITIONS

The following definitions were used for purposes of preparing this report:

New Hire: This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems.

Promotion: These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

Intra-Agency Transfer: These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities and salary range, in another division, section or other unit.

Suspension: These transactions involve a temporary removal from payroll for disciplinary reasons.

Separation: These transactions involve an employee who voluntarily leaves state service.

Discharge: This occurs when an employee is terminated for cause.

Lay Off: These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

Demotion: These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

Reduction: These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

Reinstatement: These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

Reemployment: These transactions occur when the certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

Upward Reallocation: These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

Downward Reallocation: These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.

**Summary of Workforce Transactions Report
by EEO Category**

Agency: Illinois Tollway

Reporting Period: July 1, 2013 - June 30, 2014

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	Grand Total	Total	MALES										FEMALES										PERCENTAGES																
			W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D										
New Hires	1											1	1																	100.00%	100.00%								
Promotions	2	1	1										1	1															50.00%	50.00%	100.00%								
Intra-Agency Transfers	1	1	1																									100.00%		100.00%									
Suspensions																																							
Separations	1	1	1																								100.00%		100.00%										
Discharges																																							
Lay Off																																							
Demotions																																							
Reductions																																							
Reinstatements																																							
Reemployment																																							
Upward Reallocations																																							
Downward Reallocations	1												1	1														100.00%	100.00%										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander OTH=Other D=Disabled

**Summary of Workforce Transactions Report
by EEO Category**

Agency: Illinois Tollway

Reporting Period: July 1, 2013 - June 30, 2014

EEO Category: TECHNICIANS

Transaction	Grand Total	Total	MALES										FEMALES										PERCENTAGES																							
			W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D																	
New Hires	22	16	9	6							1								6	2	3			1								72.73%	27.27%	50.00%	40.91%		4.55%							4.55%		
Promotions	6	4	4											1					2	1				1								66.67%	33.33%	83.33%			16.67%									
Intra-Agency Transfers	22	10	7	2	1														12	5	5	2							2			45.45%	54.55%	54.55%	31.82%	13.64%									9.09%	
Suspensions	11	6	6																5	4	1								1			54.55%	45.45%	90.91%	9.09%										9.09%	
Separations	13	6	5	1															7	5	1	1							1			46.15%	53.85%	76.92%	15.38%	7.69%									23.08%	
Discharges	3																		3	1	2												100.00%	33.33%	66.67%											
Lay Off																																														
Demotions	1	1	1																														100.00%		100.00%											
Reductions																																														
Reinstatements																																														
Reemployment																																														
Upward Reallocations																																														
Downward Reallocations																																														

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander OTH=Other D=Disabled

**Summary of Workforce Transactions Report
by EEO Category**

Agency: Illinois Tollway

Reporting Period: July 1, 2013 - June 30, 2014

EEO Category: OFFICE / CLERICAL

Transaction	Grand Total	Total	MALES										FEMALES										PERCENTAGES																			
			W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D													
New Hires	23	5	4	1								18	7	7	4													21.74%	78.26%	47.83%	34.78%	17.39%										
Promotions	2	1	1									1			1													50.00%	50.00%	50.00%	50.00%											
Intra-Agency Transfers	5	1	1									4	2	2													20.00%	80.00%	60.00%	40.00%												
Suspensions																																										
Separations	15	7	6	1								8	5	1	2												46.67%	53.33%	73.33%	13.33%	13.33%											
Discharges																																										
Lay Off																																										
Demotions																																										
Reductions																																										
Reinstatements																																										
Reemployment																																										
Upward Reallocations																																										
Downward Reallocations																																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander OTH=Other D=Disabled

**Summary of Workforce Transactions Report
by EEO Category**

Agency: Illinois Tollway

Reporting Period: July 1, 2013 - June 30, 2014

EEO Category: SKILLED CRAFT

Transaction	Grand Total	Total	MALES										FEMALES										PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D			
New Hires	2	2	2																100.00%		100.00%											
Promotions																																
Intra-Agency Transfers	9	9	9																100.00%		100.00%											
Suspensions	1	1	1																100.00%		100.00%											
Separations	3	3	3																100.00%		100.00%											
Discharges																																
Lay Off																																
Demotions																																
Reductions	1	1	1																100.00%		100.00%											
Reinstatements																																
Reemployment																																
Upward Reallocations																																
Downward Reallocations																																

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander OTH=Other D=Disabled

**Summary of Workforce Transactions Report
by EEO Category**

Agency: Illinois Tollway

Reporting Period: July 1, 2013 - June 30, 2014

EEO Category: SERVICE / MAINTENANCE

Transaction	Grand Total	Total	MALES									FEMALES									PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	
New Hires	51	29	18	5	4	2					1	22	9	12					1		56.86%	43.14%	52.94%	33.33%	7.84%	3.92%			1.96%	1.96%
Promotions	7	5	1	1	1	2						2	1	1							71.43%	28.57%	28.57%	28.57%	14.29%	28.57%				
Intra-Agency Transfers	99	62	37	8	9	8					6	37	13	20	2	1			1	1	62.63%	37.37%	50.51%	28.28%	11.11%	9.09%			1.01%	7.07%
Suspensions	113	60	43	14	2	1					4	53	21	30					2	4	53.10%	46.90%	56.64%	38.94%	1.77%	0.88%			1.77%	7.08%
Separations	46	31	25	4	1	1					2	15	8	5	2					2	67.39%	32.61%	71.74%	19.57%	6.52%	2.17%				8.70%
Discharges	12	6	3	3								6	2	4							50.00%	50.00%	41.67%	58.33%						
Lay Off																														
Demotions																														
Reductions																														
Reinstatements																														
Reemployment																														
Upward Reallocations																														
Downward Reallocations																														

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander OTH=Other D=Disabled

**Summary of Workforce Transactions Report
by EEO Category**

Agency: Illinois Tollway

Reporting Period: July 1, 2013 - June 30, 2014

EEO Category: GRAND TOTAL

Transaction	Grand Total		MALES									FEMALES									PERCENTAGES									
	Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI	AN	NH	OPI	OTH
New Hires	122	65	44	13	4	3	0	0	1	1	57	28	22	4	1	0	0	2	0	53.28%	46.72%	59.02%	28.69%	6.56%	3.28%	0.00%	0.00%	2.46%	0.82%	
Promotions	24	14	10	1	1	2	0	0	0	0	10	7	2	0	1	0	0	0	0	58.33%	41.67%	70.83%	12.50%	4.17%	12.50%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	138	85	55	10	10	10	0	0	0	6	53	20	27	4	1	0	0	1	3	61.59%	38.41%	54.35%	26.81%	10.14%	7.97%	0.00%	0.00%	0.72%	6.52%	
Suspensions	127	68	51	14	2	1	0	0	0	4	59	25	32	0	0	0	2	5	53.54%	46.46%	59.84%	36.22%	1.57%	0.79%	0.00%	0.00%	1.57%	7.09%		
Separations	84	54	46	6	1	1	0	0	0	4	30	18	7	5	0	0	0	3	64.29%	35.71%	76.19%	15.48%	7.14%	1.19%	0.00%	0.00%	0.00%	0.00%	8.33%	
Discharges	17	6	3	3	0	0	0	0	0	0	11	3	8	0	0	0	0	0	35.29%	64.71%	35.29%	64.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Demotions	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander OTH=Other D=Disabled

AVAILABILITY ANALYSIS - EXTERNAL WORKFORCE

BACKGROUND

Historically, ethnic minorities, females, and people with disabilities have been denied equal employment opportunities. Consequently, the federal and state government have made a commitment to address this problem through the establishment of affirmative action guidelines. The ultimate goal is to ensure all citizens have equal access to employment.

The methodology set forth in the availability analysis process is to ensure that ethnic minorities, females, and people with disabilities are fairly represented in the workforce.

Beginning in fiscal year 2013, the Department of Human Rights modified the way it calculates utilization of minorities, women, and people with disabilities. Computation of the Availability Percent is now based upon a two-factor weighted mathematical formula (instead of the previous nine-factor weighted mathematical formula). Accordingly, the fiscal year 2012 and prior underutilization figures are not comparable to the underutilization figures of fiscal year 2013 and beyond.

PROCESS

The availability analysis provides a numerical measure of utilization through an analysis of the internal workforce of each state entity and the availability of affirmative action groups in surrounding labor area(s). Comparison of the availability numbers and the actual number of affirmative action groups currently employed by the agency will indicate whether or not the agency is underutilized. The resulting number becomes the ultimate goal of the agency.

Availability Percent Worksheet

The availability percent worksheet (AP) process begins with completion of this AP worksheet and continues with the utilization analysis.

1. Computation of the AP is based upon a two-factor weighted mathematical formula. The AP worksheets have been prepared for each DHR region, and each affirmative action group (Women, Black or African American, Hispanic or Latino, Asian, American Indian and Alaska Native, Native Hawaiian or Other Pacific Islander) and each EEO job category, when there are **ten (10) or more total employees** in that job

category in the region in question (Title 56, Section 2520.APPENDIX A, Part III (a) (1).

2. The worksheet contains the two factors used for calculating AP's. The statistics for one (1) is provided by DHR for all agencies. Factor two (2) is provided by the agency.

- Factor 1 – Those having requisite skills in the region.
- Factor 2 – Those promotable, trainable, and transferable in the region.

For purposes of factor two, the Tollway has determined which employees are promotable, trainable, and transferable in the region in question. The Department's rules (Title 56, Section 2520.700) define these terms as follows: "Promotable" means agency employees who within the fiscal year, under standard employment practices, are able to move from one of the EEO job categories to another; "Trainable" means agency employees who within the fiscal year are eligible for participation in established training programs that when completed would allow them to move from one of the EEO job categories to another; "Transferable" means an agency employee eligible for transfer within the fiscal year from one region to another.

Note that in the past, the Department provided a chart showing promotional categories, which reflected typical promotional patterns. This guidance is no longer provided, and each agency shall determine its own promotional patterns for purposes of this analysis. An agency is free to use the promotional categories that it used in the past for this analysis or revise appropriately.

The worksheet has six columns that are identified below:

Column A - the grand total

Column B - the affirmative action group

Column C - Percentage of the grand total

Column D - Value weight is a percentage assigned by the agency. This determination should be based upon employment practices. The agency is free to give factors one and two any value weight from 0% to 100%, with the understanding that the total of this column must equal 100%.

Column E - The weighted factor is the number arrived at by multiplying column C by column D. The sum of the figures in column E is the availability percentage (AP).

Column F - Source of statistics.

Calculating AP's

The AP is arrived at by performing the calculations steps indicated below. To complete the AP worksheet an EEO Officer will need the following:

- Workforce analysis (DHR-9).
 - Internally developed data for those employees who are promotable, trainable, and transferable.
1. Enter the number for factor two (2) in column A and B. This number comes from your workforce analysis form and reflects the number of employees who are promotable, trainable, and transferable. The percentage that is inserted in column C is determined by the following formula: $B \div A = C$.
 2. Enter the value weights in column D. In order to identify appropriate value weights, the Tollway determined whether most candidates for employment come from inside the agency, from other state agencies or from outside of state government. These value weights (percentages) are based on recruitment patterns. Agencies that recruit from the labor force would give a higher value weight (percentage) to factor one; agencies that rely on promotions, transfers, and training programs would give a higher value weight (percentage) to factor two. The sum of the value weight percentages must total 100%. When assigning value weights, the EEO Officer has considered the following:
 - a. When column B or C for a given factor is zero; the value weight must also be zero.
 - b. When a value weight is zero in a particular factor, the other value weights must be adjusted because the total must equal 100%.
 - c. The value weight for each factor should be identical for each affirmative action group within an EEO job category, except where there is a zero factor.
 3. For column E, these percents for factors 1 and 2 are arrived at by the following calculation formula: $(C \times D = E)$. The total of column E equals your availability percent (AP). The AP is then multiplied by 80%, pursuant to the Human Rights Act, Section 2-105 (B) (3) (b).

Calculating Agency Underutilization

The determination of whether an agency is underutilized in any affirmative action group is made by performing the following steps on the availability summary sheet [AS] (DHR-8).

1. Using the figures from the workforce analysis form DHR-9:
 - a. Indicate present number of employees. However, do not calculate utilization for categories that have less than ten (10) total employees because the numbers are too small to yield statistical reliability.
 - b. Number of affirmative action group members already employed.
2. Enter the availability percentage (AP) in line 2, which comes from the AP worksheet (DHR-5) for the appropriate affirmative action group.
3. Multiply the present number of employees by the AP and enter the result in the Number Needed for Parity (line 3). If the result includes a fraction, round down to the closest whole number.
4. Subtract the number of affirmative action group members already employed (line 4) from Number Needed for Parity (line 3). If the number of affirmative action group members already employed is greater than the Number Needed for Parity, parity has been achieved and a "P" for parity, should be entered in line 5. If the result is a positive number, underutilization exists for the affirmative action group and job category. This number represents additional persons needed in the category to eliminate regional underutilization.

Underutilization Summary by Region

Enter the underutilization figures on the Underutilization Summary form by Department region (DHR-11), which comes from the availability summary (DHR-8) form(s).

6 Factor Categories for Promotions
Job Categories considered for Promotions

Officials/Managers

None

Professionals

Technicians
Office/Clerical

Technicians

Office/Clerical
Skilled Craft
Service Maintenance

Office/Clerical

None

Skilled Craft

None

Service/Maintenance

Office/Clerical

Illinois Counties by Region

REGION 1

Cook
DuPage
Grundy
Kane
Kendall
Lake
McHenry
Will

REGION 2

Boone
Carroll
DeKalb
Jo Daviess
Lee
Ogle
Stephenson
Whiteside
Winnebago

REGION 3

Bureau
Henderson
Henry
Knox
Mercer
Rock Island
Stark
Warren

REGION 4

Fulton
Mason
Peoria
Tazewell
Woodford

REGION 5

Kankakee
LaSalle
Livingston
Marshall
McLean
Putnam

REGION 6

Champaign
Douglas
Ford
Iroquois
Vermilion

REGION 7

Christian
DeWitt
Logan
Macon
Macoupin
Menard
Montgomery
Piatt
Sangamon

REGION 8

Adams
Brown
Calhoun
Cass
Greene
Hancock
Jersey
McDonough
Morgan
Pike
Schuyler
Scott

REGION 9

Bond
Clinton
Madison
Monroe
St. Clair
Washington

REGION 10

Clark
Clay
Coles
Crawford
Cumberland
Edgar
Effingham
Fayette
Jasper
Lawrence
Marion
Moultrie
Richland
Shelby

REGION 11

Alexander
Edwards
Franklin
Gallatin
Hamilton
Hardin
Jackson
Jefferson
Johnson
Massac
Perry
Pope
Pulaski
Randolph
Saline
Union
Wabash
Wayne
White
Williamson

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	571,580	232,580	40.69%	100	40.69	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	32.55	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	571,580	53,370	9.34%	100	9.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	7.47	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	571,580	46,410	8.12%	100	8.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	6.50	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	571,580	36,035	6.30%	100	6.30	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.04</u>	Availability Percent

AGENCY: [Toll Highway Authority](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	571,580	493	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.07</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	571,580	190	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.03</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	812,600	445,000	54.76%	85	46.55	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	378	204	53.97%	15	8.10	Agency Workforce.
				-----	-----	Availability Percent.
				100	43.71	

AGENCY: [Toll Highway Authority](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	812,600	86,754	10.68%	85	9.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	378	70	18.52%	15	2.78	Agency Workforce.
				-----	-----	Availability Percent.
				100	9.48	

AGENCY: [Toll Highway Authority](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	812,600	54,670	6.73%	85	5.72	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	378	27	7.14%	15	1.07	Agency Workforce.
				-----	-----	Availability Percent.
				100	5.43	

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	812,600	87,200	10.73%	85	9.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	378	11	2.91%	15	0.44	Agency Workforce.
				<hr/> 100	<hr/> 7.65	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	812,600	450	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	378	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.04	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	812,600	155	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	378	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.02	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	98,720	52,480	53.16%	70	37.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	947	294	31.05%	30	9.31	Agency Workforce.
				-----	-----	Availability Percent.
				100	37.22	

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	98,720	15,680	15.88%	70	11.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	947	191	20.17%	30	6.05	Agency Workforce.
				-----	-----	Availability Percent.
				100	13.74	

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	98,720	10,030	10.16%	70	7.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	947	75	7.92%	30	2.38	Agency Workforce.
				-----	-----	Availability Percent.
				100	7.59	

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	98,720	13,610	13.79%	70	9.65	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	947	32	3.38%	30	1.01	Agency Workforce.
				<u>100</u>	<u>8.53</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	98,720	123	0.12%	70	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	947	1	0.11%	30	0.03	Agency Workforce.
				<u>100</u>	<u>0.10</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	98,720	15	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	947	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.01</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Office and Clerical

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,115,755	688,800	61.73%	100	61.73	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	49.39	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Office and Clerical

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,115,755	168,445	15.10%	100	15.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	12.08	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Office and Clerical

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,115,755	176,275	15.80%	100	15.80	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	12.64	Availability Percent.

Availability Percent Worksheet

AGENCY: **Toll Highway Authority**
 Category: Office and Clerical

Affirmative Action Group:
ASIAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	1,115,755	56,890	5.10%	100	5.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	4.08	Availability Percent.

AGENCY: **Toll Highway Authority**
 Category: Office and Clerical

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	1,115,755	960	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.07	Availability Percent.

AGENCY: **Toll Highway Authority**
 Category: Office and Clerical

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	1,115,755	315	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.02	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	310,455	19,960	6.43%	100	6.43	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	5.14	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	310,455	24,965	8.04%	100	8.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	6.43	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	310,455	75,695	24.38%	100	24.38	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	19.51	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	310,455	8,019	2.58%	100	2.58	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	2.07	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	310,455	310	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.08	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	310,455	39	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.01	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,055,985	431,070	40.82%	80	32.66	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	151	97	64.24%	20	12.85	Agency Workforce.
				-----	-----	
				100	36.40	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,055,985	172,445	16.33%	80	13.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	151	30	19.87%	20	3.97	Agency Workforce.
				-----	-----	
				100	13.63	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,055,985	384,355	36.40%	80	29.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	151	13	8.61%	20	1.72	Agency Workforce.
				-----	-----	
				100	24.67	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics	
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %		
1. Those having requisite skills in the region.	1,055,985	49,990	4.73%	80	3.79	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.	151	5	3.31%	20	0.66	Agency Workforce.	
				<hr/>	100	3.56	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics	
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %		
1. Those having requisite skills in the region.	1,055,985	1,120	0.11%	100	0.11	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.	151	0	0.00%	0	0.00	Agency Workforce.	
				<hr/>	100	0.08	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics	
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %		
1. Those having requisite skills in the region.	1,055,985	320	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.	151	0	0.00%	0	0.00	Agency Workforce.	
				<hr/>	100	0.02	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Tollway

Reporting Period: April 1, 2014 - June 30, 2014

Region: **1**

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	OTH	D		
Officials / Administrators	22	13	10	2	1	0	0	0	0	0	9	8	1	0	0	0	0	0	59.09%	40.91%	81.82%	13.64%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%			
Professionals	110	70	53	4	2	11	0	0	0	1	40	28	6	3	2	0	0	1	63.64%	36.36%	73.64%	9.09%	4.55%	11.82%	0.00%	0.00%	1.43%	0.91%			
Technicians	227	120	88	22	6	3	0	0	1	12	107	78	18	8	3	0	0	14	52.86%	47.14%	73.13%	17.62%	6.17%	2.64%	0.00%	0.00%	0.83%	11.45%			
Protective Service	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Para-professionals	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Office / Clerical	151	54	45	5	3	1	0	0	0	9	97	57	25	10	4	0	0	1	35.76%	64.24%	67.55%	19.87%	8.61%	3.31%	0.00%	0.00%	1.85%	12.58%			
Skilled Craft	334	332	278	25	24	1	1	0	3	23	2	1	1	0	0	0	0	0	99.40%	0.60%	83.53%	7.78%	7.19%	0.30%	0.30%	0.00%	0.90%	6.89%			
Service / Maintenance	462	267	166	54	25	23	0	0	0	39	195	96	81	13	3	0	0	2	57.79%	42.21%	56.71%	29.22%	8.23%	5.63%	0.00%	0.00%	0.75%	14.07%			
TOTAL	1,306	856	640	112	61	39	1	0	4	84	450	268	132	34	12	0	0	4	65.54%	34.46%	69.53%	18.68%	7.27%	3.91%	0.08%	0.00%	0.93%	10.26%			

Grand Total Employees for Region 1:	Males: 856 65.54%	Females: 450 34.46%	Total Minorities: 399 29.94%	OTH: 8 0.6%
White: 908 69.53%	B/AA: 244 18.68%	H/L: 95 7.27%	Asian: 51 3.91%	AI/AN: 1 0.08%
			NHOPI: 0 0.00%	Disabled: 134 10.26%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Tollway
 Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	110	227	0	0	151	334	462
Availability Percent	32.55	43.71	37.22	0.00	0.00	49.39	5.14	36.40
Number Needed for Parity	7	48	84	0	0	74	17	168
Number of Affirmative Action Group Members Already Employed	9	40	107	0	0	97	2	195
Underutilization		8					15	

Agency: Illinois Tollway
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	110	227	0	0	151	334	462
Availability Percent	7.47	9.48	13.74	0.00	0.00	12.08	6.43	13.63
Number Needed for Parity	1	10	31	0	0	18	21	62
Number of Affirmative Action Group Members Already Employed	3	10	40	0	0	30	26	135
Underutilization								

Utilization Analysis

Agency: Illinois Tollway
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	110	227	0	0	151	334	462
Availability Percent	6.50	5.43	7.59	0.00	0.00	12.64	19.51	24.67
Number Needed for Parity	1	5	17	0	0	19	65	113
Number of Affirmative Action Group Members Already Employed	1	5	14	0	0	13	24	38
Underutilization			3			6	41	75

Agency: Illinois Tollway
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	110	227	0	0	151	334	462
Availability Percent	5.04	7.65	8.53	0.00	0.00	4.08	2.07	3.56
Number Needed for Parity	1	8	19	0	0	6	6	16
Number of Affirmative Action Group Members Already Employed	0	13	6	0	0	5	1	26
Underutilization	1		13			1	5	

Utilization Analysis

Agency: Illinois Tollway
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	110	227	0	0	151	334	462
Availability Percent	0.07	0.04	0.10	0.00	0.00	0.07	0.08	0.08
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

Agency: Illinois Tollway
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	110	227	0	0	151	334	462
Availability Percent	0.03	0.02	0.01	0.00	0.00	0.02	0.01	0.02
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	8,060	4,990	61.91%	70	43.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	175	55	31.43%	30	9.43	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	42.21	

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	8,060	275	3.41%	70	2.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	175	11	6.29%	30	1.89	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	3.42	

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	8,060	307	3.81%	70	2.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	175	10	5.71%	30	1.71	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	3.50	

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,060	299	3.71%	70	2.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	175	5	2.86%	30	0.86	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.76	

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,060	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	175	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

AGENCY: [Toll Highway Authority](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,060	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	175	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,040	1,635	6.53%	100	6.53	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.22</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,040	580	2.32%	100	2.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.85</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,040	1,538	6.14%	100	6.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.91</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,040	230	0.92%	100	0.92	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.73</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,040	49	0.20%	100	0.20	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.16</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,040	4	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.01</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	97,010	41,645	42.93%	80	34.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	6	3	50.00%	20	10.00	Agency Workforce.
				<u>100</u>	<u>35.47</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	97,010	6,960	7.17%	100	7.17	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.74</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	97,010	13,960	14.39%	100	14.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>11.51</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	97,010	1,574	1.62%	100	1.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.30</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	97,010	150	0.15%	100	0.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.12</u>	Availability Percent.

AGENCY: [Toll Highway Authority](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 2
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	97,010	40	0.04%	100	0.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.03</u>	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Tollway

Reporting Period: April 1, 2014 - June 30, 2014

Region: **2**

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	OTH	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	OTH	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	OTH	D		
Officials / Administrators	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Professionals	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Technicians	14	10	9	0	0	0	1	0	0	1	4	3	0	0	0	0	1	1	71.43%	28.57%	85.71%	0.00%	0.00%	0.00%	7.14%	0.00%	10.00%	14.29%			
Protective Service	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Para-professionals	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Office / Clerical	6	3	3	0	0	0	0	0		1	3	3	0	0	0	0	0		50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%		
Skilled Craft	72	72	65	0	5	2	0	0		3	0	0	0	0	0	0	0		100.00%	0.00%	90.28%	0.00%	6.94%	2.78%	0.00%	0.00%	0.00%	4.17%			
Service / Maintenance	97	45	35	4	5	1	0	0		9	52	43	7	0	2	0	0	10	46.39%	53.61%	80.41%	11.34%	5.15%	3.09%	0.00%	0.00%	0.00%	19.59%			
TOTAL	189	130	112	4	10	3	1	0	0	14	59	49	7	0	2	0	1	11	68.78%	31.22%	85.19%	5.82%	5.29%	2.65%	0.53%	0.00%	0.77%	13.23%			

Grand Total Employees for Region 2:	Males: 130 68.78%	Females: 59 31.22%	Total Minorities: 28 14.29%	OTH: 1 0.5%
White: 161 85.19%	B/AA: 11 5.82%	H/L: 10 5.29%	Asian: 5 2.65%	AI/AN: 1 0.53%
			NHOPI: 0 0.00%	Disabled: 25 13.23%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Tollway
 Affirmative Action Group: **WOMEN**

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	14	0	0	6	72	97
Availability Percent	0.00	0.00	42.21	0.00	0.00	0.00	5.22	35.47
Number Needed for Parity	0	0	5	0	0	0	3	34
Number of Affirmative Action Group Members Already Employed	0	0	4	0	0	3	0	52
Underutilization			1				3	

Agency: Illinois Tollway
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	14	0	0	6	72	97
Availability Percent	0.00	0.00	3.42	0.00	0.00	0.00	1.85	5.74
Number Needed for Parity	0	0	0	0	0	0	1	5
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	11
Underutilization							1	

Utilization Analysis

Agency: Illinois Tollway
 Affirmative Action Group: **HISPANIC or LATINO** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	14	0	0	6	72	97
Availability Percent	0.00	0.00	3.50	0.00	0.00	0.00	4.91	11.51
Number Needed for Parity	0	0	0	0	0	0	3	11
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	5	5
Underutilization								6

Agency: Illinois Tollway
 Affirmative Action Group: **ASIAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	14	0	0	6	72	97
Availability Percent	0.00	0.00	2.76	0.00	0.00	0.00	0.73	1.30
Number Needed for Parity	0	0	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	2	3
Underutilization								

Utilization Analysis

Agency: Illinois Tollway
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	14	0	0	6	72	97
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.16	0.12
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	1	0	0	0	0	0

Underutilization

Agency: Illinois Tollway
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	14	0	0	6	72	97
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.03
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Underutilization Summary by Region

Name of Agency: Illinois Tollway

Fiscal Year: 2015

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1				1			8								3	13								
2													1											
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
Total	0	0	0	1	0	0	8	0	0	0	0	0	1	0	3	13	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Office and Clerical						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1									6	1			15		41	5					75			
2													3	1							6			
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
Total	0	0	0	0	0	0	0	0	6	1	0	0	18	1	41	5	0	0	0	0	81	0	0	0

Total underutilization for Women: 27

Total underutilization for Black or African American: 1

Total underutilization for Hispanic or Latino: 131

Total underutilization for Asian: 20

Total underutilization for American Indian and Alaska Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian and Alaska Native NHOPI= Native Hawaiian or Other Pacific Islander
 DHR 11-AAP (Rev. Feb. 2012)

SECTION THREE

Developing Affirmative Action Goals and Timetables

In Section II, an Availability Percentage (AP) was obtained based on an examination of the current workforce relative to the two factor analysis (Option 1). A determination is made as to whether each affirmative action group is at parity or not at parity (underutilized). If the results establish that affirmative action groups are being underutilized, goals are created in an attempt to bring the affirmative action group to parity.

Program goals are developed in conjunction with Tollway's internal and external workforce analysis, as well as any other additional needs.

IDHR recommends the following when developing a format for goals and timetables:

- The area to be addressed reflects numerical or program concern(s).
- The goal is a broad category, which describes the area to be addressed.
- The objective delineates the specific intention.
- The action items outline in detail which steps are going to be taken to achieve the objective.
- The assignment of responsibility names the individual(s) who is (are) held accountable to the chief executive officer for carrying out the action item.
- The target date for completion is the date that this action item should be completed.
- The monitoring procedure outlines the procedure, whereby; a review is made to determine whether or not the objective is being met per the target date.

Numerical Goals Region I

Area to be Addressed:

Underutilization of Asians in the Officials and Administrators EEO Job Category.

Goal

Eliminate underutilization of 1 Asian in the Officials and Administrators EEO Job Category.

Objective

Our objective is to reduce the underutilization of Asians by hiring/promoting such into Officials and Administrators positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Notify relevant recruitment sources of potential vacancies for referrals of qualified applicants	Employee Services Coordinators	Quarterly	Quarterly Report
2. Hire or promote Asian Officials and Administrators	Executive Director Chief of Administration	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

Numerical Goals Region I

Area to be Addressed:

Underutilization of women in the Professionals EEO Job Category.

Goal

Eliminate underutilization of 8 women in the Professionals EEO Job Category.

Objective

Our objective is to reduce the underutilization of women by hiring/promoting such into Professional positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Notify relevant recruitment sources of potential vacancies for referrals of qualified applicants	Employee Services Coordinators	Quarterly	Quarterly Report
2. Hire or promote Females Professional	Executive Director Chief of Administration	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

Numerical Goals Region I

Area to be Addressed:

Underutilization of Hispanics/Latinos and Asians in the Technicians EEO Job Category.

Goal:

Eliminate underutilization of 3 Hispanic/Latino and 13 Asians in the Technicians EEO Job Category.

Objective:

Our objective is to reduce the underutilization of Hispanics/Latinos and Asians by hiring/promoting such in the classification of Technical positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment referral organizations when appropriate vacancies occur	Employee Services Coordinators	Quarterly	Quarterly Report
2. Hire or promote Hispanic/Latino Technicians	Executive Director/Dept Chief Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer
3. Hire or promote Asian Technicians	Executive Director/Dept Chief Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

Numerical Goals Region I

Area to be Addressed:

Underutilization of Hispanics/Latinos and Asians in the Office/Clerical EEO Job Category.

Goal:

Eliminate underutilization of 6 Hispanics/Latinos and 1 Asian in the Office/Clerical EEO job category.

Objective

Our objective is to reduce the underutilization of Hispanics/Latinos and Asians by hiring/promoting minorities in the classification of into Office/Clerical positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment/referral organizations when appropriate vacancies occur	Employee Services Coordinators	Quarterly	Quarterly Report
2. Hire or promote Hispanic/Latino Office/Clerical employees.	Executive Director/Dept Chief Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer
3. Hire or promote Asian Office/Clerical employees.	Executive Director/Dept Chief Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

**Numerical Goals
Region I**

Area to be Addressed:

Underutilization of Women, Hispanics/Latinos, and Asians in the Skilled Craft EEO Job Category.

Goal:

Eliminate underutilization of 15 Women, 41 Hispanics/Latinos, and 5 Asian in the Skilled Craft EEO Job Category.

Objective:

Our objective is to reduce the underutilization of Hispanics, Women and Asian employees by hiring minorities and Women in the classification of into Skilled Craft positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment/referral organizations when appropriate vacancies occur	Employee Services Coordinators	Quarterly	Quarterly Report
2. Hire Hispanic/Latino Skilled Craft employees	Rutan interview panelists when no qualified internal union applicants	Quarterly	Review Hiring & Promotion Monitor by EEO/AA Officer
3. Hire Female Skilled Craft employees	Rutan interview panelists when no qualified internal union applicants	Quarterly	Review Hiring & Promotion Monitor by EEO/AA Officer
4. Hire Asian Skilled Craft employees	Rutan interview panelists when no qualified internal union applicants	Quarterly	Review Hiring & Promotion Monitor by EEO/AA Officer

**Numerical Goals
Region I**

Area to be Addressed:

Underutilization of Hispanics/Latinos in the Service Maintenance EEO Job Category.

Goal:

Eliminate underutilization 75 Hispanics/Latinos in the Service/Maintenance EEO Job Category.

Objective:

Our objective is to reduce the underutilization of Hispanics/Latinos by hiring such in the classification of Service Maintenance positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment/referral organizations when appropriate vacancies occur.	Employee Services Coordinators	Ongoing	Quarterly Report
2. Hire Hispanic/Latino Service/Maintenance employee.	Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

**Numerical Goals
Region II**

Area to be Addressed:

Underutilization of Women in Technician EEO Job Category.

Goal:

Eliminate the underutilization of 1 Women in the Technician EEO Job Category.

Objective:

Our objective is to reduce the underutilization of women by hiring females Latinos into the classification of Technician positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment/referral organizations when appropriate vacancies occur.	Employee Services Coordinators	Ongoing	Quarterly Report
2. Hire female Technician employees	Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

Numerical Goals Region II

Area to be Addressed:

Underutilization of Women and Blacks/African-Americans in the Skilled Craft EEO Job Category.

Goal:

Eliminate the underutilization of 3 Women and 1 Blacks/African-Americans in the Skilled Craft EEO Job Category.

Objective:

Our objective is to reduce the underutilization of African Americans and Women by hiring minorities and women into the classification of Skilled Craft positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment/referral organizations when appropriate vacancies occur.	Employee Services Coordinators	Ongoing	Quarterly Report
2. Hire Black/African-American Skilled Craft employees	Rutan Interview panelists when no qualified internal union applicants.	Quarterly	Review Hiring & Promotion Monitor by EEO/AA Officer
3. Hire female Skilled Craft employees	Rutan Interview panelists when no qualified Internal union applicants	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

**Numerical Goals
Region II**

Area to be Addressed:

Underutilization of Hispanics/Latinos in the Service/Maintenance EEO Job Category.

Goal:

Eliminate the underutilization of 6 Hispanics/Latinos in the Service/Maintenance EEO Job Category.

Objective:

Our objective is to reduce the underutilization Hispanics/Latinos by hiring such into the classification of Service Maintenance positions as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Contact identified recruitment/referral organizations when appropriate vacancies occur.	Employee Services Coordinators	Ongoing	Quarterly Report
2. Hire Hispanic/Latino Service/Maintenance employees	Rutan interview panelists	Quarterly	Review of Hiring & Promotion Monitor by EEO/AA Officer

Program Goals

Area to be Addressed:

The Tollway would like to increase knowledge of and accessibility to employment opportunities and encourage qualified minorities, females and individuals with disabilities to apply for open positions.

Goal:

Work with community and advocacy organizations, universities and trade schools, the media, social media, and other groups to increase awareness of employment opportunities within the Tollway and enhance the diversity of our applicant pool for vacant positions.

Objective:

To increase the number of qualified minorities, females and individuals with disabilities as applicants for positions within the Tollway as vacancies occur.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Identify, obtain membership of and network with minority/female/disability advocacy and professional organizations	EEO/AA Office staff	Ongoing	Quarterly Report to DHR
2. Attend meetings and/or conferences of identified minority/female/disability advocacy groups	Employee Services Manager Employee Services Coordinator EEO/AA Office staff	Ongoing	Quarterly Report to DHR
3. Identify appropriate recruitment sources	Employee Services Manager Employee Services Coordinator	Quarterly	Quarterly Report to DHR

Program Goals Continued

4. Advertise open positions in targeted media sources and contact minority-female-disability referral sources, when appropriate	Chief of Dept of Admin Employee Services Manager Dept chiefs Employee Services Coordinators	Quarterly	Quarterly Report to DHR
5. Recruit at hiring fairs that target minority groups	Employee Services Manager Employee Services Coordinators	Quarterly	Quarterly Report to DHR
6. Advertise open positions on the Tollway's website	Employee Services Manager Employee Services Coordinators	Quarterly	Quarterly Report to DHR.

Program Goals

Area to be addressed:

In fiscal year 2014, 25 internal EEO cases were filed. The fiscal year 2014 training topic was on ADA and Sexual Harassment and will be continued in fiscal year 2015.

Goal:

Provide training on the ADA and Diversity Awareness to all employees, supervisors and managers.

Objective:

To increase management and staff's knowledge of differences in the workplace.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Identify training schedule and produce information materials	EEO/AA Officer	Ongoing	Quarterly Report to DHR
2. Evaluate effectiveness of training and make improvements as indicated	EEO/AA Officer	Quarterly	Quarterly Report to DHR Final Report to the Chief of Administration
3. Provide training to all employees, supervisors and managers.	EEO/AA Officer	Quarterly	Quarterly Reports to DHR

SECTION FOUR

Equal Employment Opportunity Complaint Investigation Procedure

A. Purpose

In accordance with the signed Policy Statement of the Executive Director, the Tollway affirms its commitment to a policy of Equal Employment Opportunity through the implementation of an EEO Complaint Investigation Procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the Tollway that the establishment of this EEO Complaint Investigation Procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination or harassment at the lowest organizational level, reducing the backlog, delay and expense of a prolonged investigation by an outside agency.

To that end, supervisors and managers are responsible for the resolution of valid complaints of discrimination or harassment within their organizational level. The EEO/AA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. If deemed appropriate, the EEO/AA Officer will take charge of the investigation process.

The use of this EEO Complaint Investigation Procedure does not preclude the right of an employee to file a charge directly with the Department of Human Rights or the Equal Employment Opportunity Commission or any other appropriate government agency. The filing of any complaint of alleged discrimination or harassment may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures

The EEO Discrimination Complaint Form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination or harassment submitted to the EEO/AA Officer for investigation.

1. Scope and Timeliness

Unless of a continuing nature, all complaints must be received by the EEO/AA Officer in writing within ten (10) working days of the date of the alleged discrimination or harassment. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

2. Intake-Screening

Immediately upon receipt of the Discrimination Complaint Form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint.

3. Investigation

Within ten (10) working days of the acceptance of the complaint, the EEO/AA Officer shall initiate a thorough investigation of the allegation(s) of discrimination or harassment cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisor(s), staff and witnesses to the alleged discriminatory employment practice. Whenever possible and subject to the availability of Complainants and witnesses, the investigation shall be concluded within ninety (90) working days after acceptance of the complaint. Complex or large-scale investigations may require longer periods of time to investigate.

4. Withdrawal of the Written Complaint

The complaint, or any part of the allegation, may be withdrawn by the employee during the investigation of the complaint upon receipt by the EEO/AA Officer of a written request for withdrawal unless the EEO/AA Officer determines that the particular circumstances warrant pursuit of the investigation.

5. Dismissal of the Complaint

If, after an analysis of the merits of the complaint, there is no reasonable cause to support an allegation of discrimination or harassment, the complainant shall be notified of the findings in writing within thirty (30) working days after the conclusion of the investigation of the complaint.

6. Investigation Findings

If, however, at the conclusion of the investigation, there exists reasonable cause to believe that discrimination or harassment may have occurred, the EEO/AA Officer shall submit a report to the Executive Director with the findings and recommendations to resolve the complaint.

C. Conciliation Efforts

When appropriate, the EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a resolution. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level, the EEO/AA Officer shall document the efforts made to resolve the complaint.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the Executive Director for the final review, approval or other determination. The

Executive Director shall make the final determination on behalf of the Tollway.

An employee who files an internal complaint through the EEO/AA Officer also has the right to simultaneously file such complaint with the Department of Human Rights within one hundred eighty (180) days of the alleged violation or the Equal Employment Opportunity within three hundred (300) days, or any other appropriate government agency.

Illinois Department of Human Rights
James R. Thompson Center
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-6200
TTY (866) 740-3953

Equal Employment Opportunity Commission
500 West Madison Street
Suite 2000
Chicago, IL 60661
(800) 669-4400
TTY (312) 869-8001

The EEO/AA Officer, in conjunction with legal counsel, shall represent the Tollway in responding to any charges from the Department of Human Rights or the Equal Employment Opportunity Commission, or any other appropriate government agency.



Illinois State Toll Highway Authority EEO Discrimination/Harassment Complaint Form

Complainant Information

Date(s) of Alleged Discrimination/Harassment	
Name	Job Title
Work Location	Supervisor
Home Address	Phone
Are you currently employed by The Illinois State Toll Highway Authority? Yes___ No___	

Brought Against

Name	Job Title
Work Location	Supervisor

Basis of Alleged Discrimination (Please check all that apply)

Age		Marital Status		Race		Sex	
Ancestry		National Origin		Religion		Sexual Orientation	
Disability		Order of Protection		Retaliation		Other	

If other please specify:

Discrimination Occurred in Connection with (Please check all that apply)

Disciplinary Action		Promotion		Training Opportunity	
Hiring/Selection		Suspension Pending		Transfer	
Interview		Termination		Other	

If other please specify:

Do you feel that your physical safety is in danger due to the harassment? Yes___ No___

If yes, contact your local authorities immediately. Please describe:

Illinois State Toll Highway Authority

EEO Discrimination/Harassment Complaint Form

Please provide a short description of the event(s) which lead you to file your claim:

Are there any witnesses that may be contacted to support your claim? If so, please list them below (include contact information if available):

Do you have any evidence or documentation to support your allegations? Yes___ No___
If yes, attach copies of documentation to this form and describe the attachment(s). (Keep your originals):

Do you believe other documentation exists to support your allegation(s) that is not in your possession? If so, please describe what documents would support your allegation(s).

I have read the above information and attachment(s). The statements contained therein are true and correct to the best of my knowledge and belief.

Complainant's Signature: _____ Date: _____

Please return completed form in a confidential manner to:

Attention: Lisa G. Williams, EEO/AA Officer

Illinois State Toll Highway Authority

2700 W. Ogden Avenue

Downers Grove, IL 60515

P: 630-241-6800 ext. 1010 F: 630-795-7910

lwilliams@getipass.com

Rev. 12-13

SECTION FIVE

AFFIRMATIVE ACTION FOR EMPLOYING PEOPLE WITH DISABILITIES

This section of the Affirmative Action Plan concerns people with disabilities.

Although the plan as a whole covers all affirmative action groups, this part addresses policies and practices that are only applicable to people with disabilities.

The EEO/AA Officer conducted an analysis to determine whether people with disabilities are employed in number consistent with their representation in the labor force.

The Labor Force Analysis for People with Disabilities form (DHR-34-AAP) was used to conduct this analysis:

- The total number of employees for the Tollway is entered on line 1.
- The percent of people with disabilities in Illinois (4.95%) is provided by DHR on line 2.
- For line three, labor force number, the total employees are multiplied by people with disabilities in the Illinois labor force as provided by the Department of Human Rights (4.95%).
- The labor force number is compared to the number of employees with disabilities in the Tollway. The number of employees with disabilities in the Tollway is subtracted from the labor force number. If a positive number results, the Tollway is underutilized by that many people with disabilities.
- Where the number of people with disabilities in the Tollway is equivalent to or greater than the labor force number, the Tollway is at parity and a "P" should be entered on the underutilization/parity line.

This section also contains the Reasonable Accommodation Policy as well as procedures for requesting an accommodation and an Accommodation Request form. Any physical or procedural barriers which would impact people with disabilities are addressed in this section; specifically pre-employment screening, employment criteria and job descriptions and employment testing. Information as to who is the ADA Coordinator and the emergency evacuation procedures are also contained in this Section.

TOLLWAY POLICY AND PROCEDURE MANUAL

DISABILITY ACCOMMODATIONS

1. General Provisions

The Tollway is committed to complying with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. It is the Tollway’s policy to, without limitation:

- a. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
- b. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files in accordance with HIPAA.
- a. Engage in the interactive process with applicants and employees to select a reasonable and effective accommodation that does not create an undue hardship on the Tollway and provide such accommodation.

2. Procedure for Requesting Accommodation

Employees with disabilities may make requests for reasonable accommodation to the Tollway’s EEO/AA Officer and ADA Coordinator. Employees who seek an accommodation must complete an ADA request form and supply other documentation required by the EEO/AA Officer. ADA request forms are available on Crossroads and also from the EEO/AA Officer. Upon receipt of the accommodation request and supporting documents, the EEO/AA Officer will assess the limitations resulting from the disability and the potential accommodation(s) the Tollway might provide so that the individual can perform the essential functions of the job. The EEO/AA Officer will confer with the appropriate management representative(s) to determine whether an accommodation imposes an undue hardship on the Tollway.

The EEO Officer will inform the individual of the Tollway’s decision regarding the accommodation request and/or how the accommodation will be implemented. If the accommodation request is approved, the accommodation must be reassessed periodically to ensure the accommodation remains reasonable, effective, and does not impose an undue hardship on the Tollway. If at any time it is determined that the accommodation does not effectively allow the employee to perform the essential functions of the job, or the individual’s job performance does not meet the Tollway’s standards, the Tollway reserves the right to review the accommodation and withdraw its approval. The Tollway will again engage in the interactive process with the employee to explore alternative accommodations that are reasonable, that enable the employee to perform the essential functions of the job, and do not impose an undue hardship on the Tollway.

Labor Force Analysis for People with Disabilities

Agency: Illinois Tollway

Fiscal Year: 2015

Total Employees: 1,495

Percent of People with
Disabilities in Illinois Labor
Force: 4.95%

Labor Force Number: 74

Number of Employees with
Disabilities in Agency: 134

Underutilization or Parity: P

Pursuant to P.A. 96-0078, an agency with underutilization of people with disabilities shall develop and implement programs to increase the number of qualified employees with disabilities working in the State. The programs shall include provisions to increase the number of people with a disability hired for positions with specific job titles for which they have been assessed and awarded a passing grade. Code agencies must request the Successful Disability Opportunities list for vacancies when there is such a list. Non-Code agencies should develop their own disability recruitment resources.

The Tollway does not have an underutilization of people with disabilities.



DATE: August 29, 2014
TO: All Illinois Tollway Employees
FROM: Kristi Lafleur
Executive Director
RE: Statement of Reasonable Accommodation

In compliance with the Americans with Disabilities Act (ADA) of 1990, as amended by the ADAAA of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois Tollway to reasonably accommodate qualified applicants and employees with disabilities to ensure equal opportunity in the application process, to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment, unless providing such accommodation would impose an undue hardship.

For further information about the Tollway's ADA policies, please contact ADA Coordinator, Lisa G. Williams, x1010, lwilliams@getipass.com.


Executive Director


Date



Illinois State Toll Highway Authority Reasonable Accommodation Application for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to the application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs.

Completed forms, along with current medical documentation and signed Medical Release should be submitted to the Tollway's EEO Officer/ADA Coordinator, Lisa Williams, by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at LWilliams@getipass.com. The EEO Officer/ADA Coordinator, at 630/241-6800, extension 1010, can respond to questions about the accommodation process.

Name	Position(s) Applying for
Phone Number	Email Address
Date of Test or Interview	Functional Limitations

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Facility
- Larger Font for any Written Examinations
- Other (indicate type of accommodation needed) _____

Have your medical provider complete the Physician's Disability Determination Questionnaire or provide a recent statement about your medical condition and its effect on your ability to proceed through the Tollway's application process.

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

Physician's Disability Determination Questionnaire

Applicant _____ is requesting that, the Illinois State Toll Highway Authority (ISTHA), grant an accommodation pursuant to the Americans with Disabilities Act (ADA), 42 U.S.C. 12101, *et seq.* ISTHA requests that you answer the following questions concerning this applicant with regard to this request.

CIRCLE ANSWER THAT APPLIES AND USE ADDITIONAL SHEETS IF NECESSARY

1. Does the Applicant have a condition that is clinically diagnosable? YES NO

What is the diagnosis? _____

2. Does it substantially limit a major life function? YES NO
If so, please indicate which life function is substantially limited by the condition (i.e. walking, seeing, speaking, hearing, breathing, other). Please state _____

3. Does Applicant's condition result from one of the following?
DISEASE, INJURY, CONGENITAL CONDITION, FUNCTIONAL DISORDER, OTHER _____?
(Circle all that apply) (Specify)

4. How much longer do you estimate it will exist? _____

5. Taking into account any medications or treatments, what activities, if any, does this condition significantly limit or restrict in comparison with the average person? (Please do not list activities for which applicant is restricted, but for which the ability to engage in the activity is still within the normal range).

____ lifting (number of pounds) ____ bending ____ sitting ____ walking ____ concentrating
____ sleeping ____ eating ____ reasoning ____ learning ____ reaching ____ breathing
____ small motor coordination ____ caring for oneself ____ ability to control basic bodily functions
____ reproduction ____ other (please explain) _____

6. What part of the selection process is the Applicant seeking to modify due to his/her disability?
APPLICATION, TESTING, INTERVIEW, OTHER _____?
(Circle all that apply) (Specify)

7. What accommodation would you suggest? Explain how it will assist the Applicant during the selection process? (i.e., a reader)

Physician's Disability Determination Questionnaire (continued)

8. Date of last office visit. _____

Signature of Physician

Phone #

Name of Physician

Address

Today's Date

City, State

See attached Authorization to Release Medical Records

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

Completed forms should be submitted to the EEO Officer/ADA Coordinator by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at LWilliams@getipass.com.



Illinois State Toll Highway Authority Reasonable Accommodation Request for Employees

Pursuant to the requirement of state and federal laws, **a qualified individual with a disability has the right to request a reasonable accommodation** in conjunction with his or her employment. Reasonable accommodation means a modification to work site, work process or work schedule that would enable a person with a disability to perform a particular job. The Tollway is not required to provide accommodations that would impose an undue hardship. The procedures for accommodation request are in the policy and procedure manual.

Completed forms, along with current medical documentation and signed Medical Release should be submitted to the EEO Officer/ADA Coordinator by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at LWilliams@getipass.com. The EEO Officer/ADA Coordinator, at 630/241-6800, extension 1010, can respond to questions about the accommodation process.

Name	Job Title
Work Location	Supervisor

A. Questions to clarify accommodation requested.	
What specific accommodation are you requesting?	
If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain.
Is your accommodation request time sensitive? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain.

B. Questions to document the reason for accommodation request.	
What, if any, job function(s) are you having difficulty performing?	
What limitation is interfering with your ability to perform your job or access any employment benefit?	
Have you had any accommodations in the past for this same limitation? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what were they and how effective were they?
If you are requesting a specific accommodation, how will that accommodation assist you?	

Illinois State Toll Highway Authority Reasonable Accommodation Request for Employees

C. Certification	
Please provide a signed Medical Release as well as a completed Physicians Disability Determination Questionnaire.	
_____ Signature	_____ Date

D. Form Checklist		
Accommodation Request for Employees Form	Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Date
Medical Release Form	Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Date
Physicians Disability Determination Questionnaire	Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Date

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

Physician's Disability Determination Questionnaire

Employee _____ is requesting that Respondent, the Illinois State Toll Highway Authority (ISTHA), grant an accommodation pursuant to the Americans with Disability Act (ADA), 42 U.S.C. 12101. ISTHA requests that you answer the following questions concerning this employee _____ with _____ regard _____ to _____ this request. _____

CIRCLE ANSWER THAT APPLIES AND USE ADDITIONAL SHEETS IF NECESSARY

1. Does the Employee have a condition that is clinically diagnosable? YES NO
What is the diagnosis? _____
What is the prognosis? _____

2. Is this condition permanent? YES NO

3. Does it substantially limit a major life function? YES NO
If so, please indicate which life function is substantially limited by the condition (i.e. walking, seeing, speaking, hearing, breathing, other). Please state _____

4. Does Employee's condition result from one of the following?
DISEASE, INJURY, CONGENITAL CONDITION, FUNCTIONAL DISORDER, OTHER _____?
(Circle one) (Specify)

5. Is the employee currently afflicted with this condition? YES NO
When did the condition first arise? _____

6. How much longer do you estimate it will exist? _____

7. Taking into account any medications or treatments, what activities, if any, does this condition significantly limit or restrict in comparison with the average person? (Please do not list activities for which employee is restricted, but for which the ability to engage in the activity is still within the normal range).
____ lifting (number of pounds) ____ bending ____ sitting ____ walking ____ concentrating
____ sleeping ____ eating ____ reasoning ____ learning ____ reaching ____ breathing
____ small motor coordination ____ caring for oneself ____ ability to control basic bodily functions
____ reproduction ____ other (please explain) _____

8. List employee's symptoms without mitigating measures (medicine, etc). _____
With mitigating measures _____

9. Is employee taking medication? If so, list medications. _____

10. Can the employee safely perform the duties described in the attached job description as written?
YES NO

If employee cannot safely perform the duties described in the attached description, what accommodation or modification is necessary for safe performance of duties? (i.e. breaks to stretch, special chair, etc.?)

11. If there are no modifications that will allow employee to perform duties in attached job description, is leave from work necessary to address the accommodation?
YES NO

12. How long do you estimate the need for the accommodation will continue? _____

13. Date of last office visit. _____

Signature of Physician

Phone #

Name of Physician

Address

Today's Date

City, State

See attached Authorization to Release Medical Records

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

Completed forms should be submitted to the EEO Officer/ADA Coordinator by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at LWilliams@getipass.com.

AUTHORIZATION TO RELEASE MEDICAL RECORDS AND INFORMATION

Treating Physician

Clinic/Hospital

I hereby authorize you to provide medical information and records that relate to the accommodation(s) that I am seeking under the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, from my employer, the Illinois State Toll Highway Authority (the Tollway) and to allow those records to be inspected or copied by a representative of the Tollway, upon his or her request. The representative of my choice is Lisa G. Williams, EEO/AA Officer/ADA Coordinator.

I further authorize you to disclose complete information, without limitation, to said representative concerning your medical findings and the treatment administered to the undersigned as it relates to the accommodation(s) I am seeking.

I hereby waive on behalf of myself and any persons who may have an interest in the matter, all provisions of law relating to the disclosure of confidential medical information, and I release you personally from any and all legal responsibility or liability that may arise from the acts I have authorized below.

Employee (Printed Name)

Date

Signature

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

Completed forms should be submitted to the EEO Officer/ADA Coordinator by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at LWilliams@getipass.com.

Illinois Tollway Procedures For Requesting An Accommodation

The Tollway strives to comply with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. It is the Tollway’s policy to, without limitation:

- a. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
- b. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- c. Provide applicants and employees with disabilities with reasonable accommodation, unless such an accommodation would create an undue hardship on the Tollway.

1. Accommodation Request Procedures for Employees

Employees with disabilities may make requests for reasonable accommodation to the Tollway’s EEO/AA Officer and/or ADA Coordinator. Employees who seek an accommodation must complete the documents included in the ADA Request Packet and supply other documentation required unless the need for accommodation is obvious or unless the employee is unable to comply with this requirement because of his or her disability and needs an accommodation.

ADA Request Packets are available from the EEO/AA Officer and/or ADA Coordinator as well as on the Tollway’s Intranet. Upon receipt of the Request Packet and any supporting documents, the EEO/AA Officer and/or ADA Coordinator will assess the information submitted and engage in a flexible, interactive process to determine a reasonable and effective accommodation(s) the Tollway could make that would enable the employee to perform the essential functions of the job and/or enjoy the benefits or privileges of employment.

Accommodations may need to be reviewed periodically to make sure they remain effective and do not impose an undue hardship on the Tollway.

If the Tollway denies the request, the employee has the right to file a complaint with the Department of Human Rights within one hundred eighty (180) days of the alleged violation or the Equal Employment Opportunity within three hundred (300) days, or any other appropriate government agency.

Illinois Department of Human Rights
James R. Thompson Center
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-6200
TTY (866) 740-3953

Equal Employment Opportunity Commission
500 West Madison Street
Suite 2000
Chicago, IL 60661
(800) 669-4400

For more information, please contact the EEO/AA Officer and ADA Coordinator for the Tollway, Lisa G. Williams, x1010, lwilliams@getipass.com.

2. Accommodation Request Procedures for Applicants

Job applicants with disabilities may make requests for reasonable accommodation to the Tollway's EEO/AA Officer and/or ADA Coordinator. Applicants who seek an accommodation must complete the documents included in the ADA Request Packet and supply other documentation required unless the need for accommodation is obvious or unless the applicant is unable to comply with this requirement because of his or her disability and needs an accommodation.

ADA Request Packets are available from the EEO/AA Officer and/or ADA Coordinator as well as on the Tollway's Intranet. Upon receipt of the Request Packet and any supporting documents, the EEO/AA Officer and/or ADA Coordinator will assess the information submitted and engage in a flexible, interactive process to determine a reasonable and effective accommodation(s) the Tollway could make that would enable the applicant to have an equal opportunity in the application process.

Applicants may make requests for reasonable accommodation to the Tollway's EEO/AA Officer and/or ADA Coordinator at any stage of the employment selection process, including the employment application, examination procedure or interview process.

Once an individual with a disability has been hired, he or she may request accommodation to the work site, work schedule or work process that would enable him or her to perform the essential functions of the job.

If the Tollway denies the request, the applicant has the right to file a complaint with the Department of Human Rights within one hundred eighty (180) days of the alleged violation or the Equal Employment Opportunity within three hundred (300) days, or any other appropriate government agency.

Illinois Department of Human Rights
James R. Thompson Center
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-6200
TTY (866) 740-3953

Equal Employment Opportunity Commission
500 West Madison Street
Suite 2000
Chicago, IL 60661
(800) 669-4400
TTY (312) 869-8001

For more information, please contact the EEO/AA Officer and ADA Coordinator for the Tollway, Lisa G. Williams, x1010, lwilliams@getipass.com.

Physical Barriers

A Physical Access Audit was conducted for Tollway facilities. As new construction projects or proposed renovations to existing structures are reviewed, ADA accessibility needs are considered.

The Tollway provides employees and visitors with disabilities access to its services at CA through accessible routes, accessible parking spaces, curb ramps, entryway ramps, elevators, and accessible facilities. Applicants and visitors with disabilities may make special arrangements in advance by contacting the EEO/AA Officer and/or ADA Coordinator.

Each Tollway facility outside of CA has designated accessible parking spaces. All of the seven oasis facilities have been redeveloped. Each Oasis has ADA accessible entrance doors, washrooms, ramps and designated accessible parking spaces. All Oases have TTY phones.

Public restrooms are located at Oases and newer plazas. The following plazas are open to the public and ADA accessible: 1, 5, 7, 9, 17, 21, 24, 29, 33, 35, 36, 39, 41, 43/45, 52, 61, 66, 69, 73, 89 and 99. Two older plazas (Plaza 19 and 51) are not open to the public because of security concerns.

Procedural Barriers

The Tollway does not engage in any discriminatory job standards or illegal inquiries on disability medical examinations.

A. Pre-employment Screening

No inquiries will be allowed during the interview process which would address an applicant's disability status or be likely to elicit information about a disability. Staff members who conduct interviews for the Tollway are required to attend Rutan training and be certified by Central Management Services for Interview and Selection Criteria and Techniques. In addition, Tollway designated interviewers are required to participate in Tollway training workshops relating to and discussing the ADA.

A post-offer physical examination is required of all potential employees for identified positions requiring a specified level of physical endurance and agility. In addition, all potential employees must pass a post-offer drug screening to secure employment with the Tollway. It is made clear that the offer is contingent upon the successful completion of the examinations. Information regarding an employee's medical condition or history will be kept in a confidential file separate from other employee information. Access to this information will be limited to individuals on a need-to-know basis in compliance with ADA guidelines.

B. Employment Criteria and Job Description Review

Any employment criteria established by the Tollway will be reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities should be examined to determine if they are job-related. If such criteria are not job-related, they will be eliminated. Job descriptions will be reviewed before interviews are held to identify essential job duties. In determining whether an applicant is a qualified individual with a disability, the Tollway will assess his or her ability to perform essential job duties with reasonable accommodations. The EEO/AA Officer will review all employment criteria and job descriptions used by the Tollway for a specific title prior to filling a vacancy in that title and will certify his/her review of the criteria and job descriptions by initialing and dating the documents.

C. Employment Testing

Several positions within the Tollway require that applicants pass a test in order to successfully gain employment. The Tollway conducts its own testing and routinely reviews its tests to ensure they are applicable to the position and do not have an adverse impact on persons with disabilities. The Tollway provides reasonable accommodation in conjunction with this testing. Fitness for duty testing is conducted when it is job-related and consistent with business necessity. Information obtained under this paragraph regarding the medical condition or history of any employee is collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record.

D. Identification of ADA Coordinator

The person responsible for implementing the Affirmative Action Program for employing persons with disabilities, in conjunction with Employee Services, is as follows:

Lisa G. Williams
Equal Employment Opportunity
Affirmative Action Officer
ADA Coordinator
The Illinois State Toll Highway Authority
2700 Ogden Avenue
Downers Grove, IL 60515
630/241-6800, ext. 1010
630/241-6898 TTY
lwilliams@getipass.com

E. Emergency Evacuation Procedures

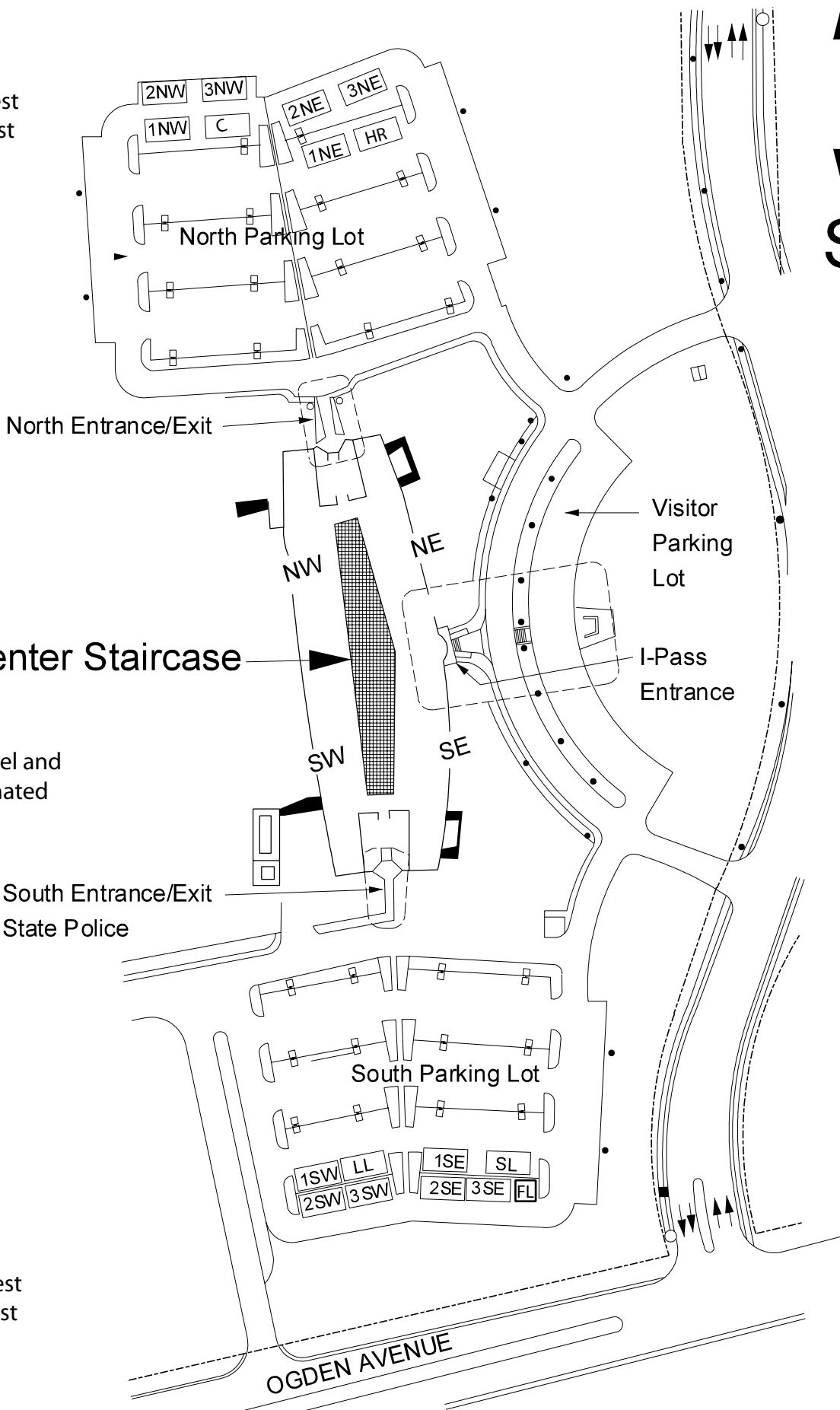
The Tollway has enacted building evacuation plans for the Central Administration Building (CA), warehouse, plazas, and maintenance facilities.

Each plan identifies employees who have voluntarily disclosed a disability and requested additional time and/or assistance in the event of an evacuation and indicates companions as appropriate. Copies of the plans are included.

Evacuation Meeting Areas



- C = Cafeteria
- HR = Hearing Room
- 1 NE = First floor Northeast
- 1 NW = First floor Northwest
- 2 NW = Second floor Northwest
- 2 NE = Second floor Northeast
- 3 NW = Third floor Northwest
- 3 NE = Third floor Northeast



People North of the staircase, go to designated area in North Parking Lot.

Center Staircase

People South of the staircase, including Lower level, Sub-level and Front Lobby area go to designated area in South Parking Lot.

- FL = Front Lobby
- LL = Lower Level
- SL = Sub-Level
- 1 SW = First floor Southwest
- 1 SE = First floor Southeast
- 2 SW = Second floor Southwest
- 2 SE = Second floor Southeast
- 3 SW = Third floor Southwest
- 3 SE = Third floor Southeast

~ ISTHA Tornado Procedures ~

ALL Employees (Floors 1, 2 and 3)

1. Proceed to **South Fire Stairs**
2. Descend to **Sub-Level to take shelter**
3. *Continue to opposite end of the hallway, so everyone can fit into the Sub-Level*

Lower-Level Employees

1. **Remain** in their areas; State Police move away from the windows

Switchboard / Heliport Employees

1. Proceed to State Police area to take shelter

Hearing Room / Front Lobby

1. Hear room officers and front lobby personnel will advise the public that we are taking shelter for severe weather (tornado).
2. Public is invited to come with us or they must leave the building, front doors will be locked once everyone has left the area.
3. The public must be escorted by Tollway personnel and proceed along the **East Wall** of the 1st floor to the **South Inside Stairs** and take shelter in **Lower-Level**, near Messenger Services office (DO NOT enter Dock Area).
4. Stay with them until after the all clear is given and escort them back to your respective areas.

Employees Requiring Assistance (and Companions)

1. **Upon notice** (*via e-mail, with read notification receipt*) proceed to elevators.
2. Take elevators to the **Sub-Level** and take shelter in the **Mechanical /Electrical Office**.
 - Employees on the 2nd and 3rd floors use the **Freight Elevator**.
 - Employees on the 1st floor use the **Regular Elevator**.

Note: Traffic Coordinators and/or Area Monitors will advise (*via radio and/or safety vest wave in the air*) when it is safe to return.

ISTHA Fire Evacuation Procedures

(October 2012)

Evacuation
Information Hotline
(630) 795-7911

SOUTH-END EMPLOYEES - Floors 1, 2, 3 Sub-Level / Lower-Level / Front Lobby

1. Proceed to **SOUTH FIRE STAIRS**.
2. Descend to **LOWER-LEVEL**. Use stairwell exit to **SOUTH PARKING LOT**.
3. Continue walking to **SOUTH END of PARKING LOT** and gather in your designated meeting area.
4. Traffic Coordinators and/or Area Monitors will advise when it is safe to return.
 - **NOTE**: **SUB-LEVEL employees** proceed to **SOUTH FIRE STAIRS** and **ascend** to **LOWER-LEVEL**. Use stairwell exit to **SOUTH PARKING LOT**.
 - **NOTE**: **LOWER-LEVEL employees** exit **SOUTH ENTRANCE DOORS** (near State Police) to **SOUTH PARKING LOT**.
 - **NOTE**: **FRONT LOBBY and patrons** exit thru **LOBBY ENTRANCE DOORS** to **SOUTH PARKING LOT**.
 - Patrons are advised against driving away, due to impeding rescue vehicles and equipment.
 - Stay with them until after the all clear is given and escort them back to your area.

NORTH-END EMPLOYEES - Floors 1, 2, 3 Hearing Room / Cafeteria / Executive Office

1. Proceed to **NORTH FIRE STAIRS**.
2. Floors 2nd and 3rd descend to 1st Floor. Use fire stairwell exit to **NORTH PARKING LOT**.
3. 1st Floor exit **NORTH ENTRANCE DOORS** to **NORTH PARKING LOT**.
4. Continue walking to **NORTH END of PARKING LOT** and gather in your designated meeting area.
5. Traffic Coordinators and/or Area Monitors will advise when it is safe to return.
 - **NOTE**: **HEARING ROOM officers and patrons** exit thru **NORTH ENTRANCE DOORS** to **NORTH PARKING LOT**.
 - Stay with the patrons until after the all clear is given and escort them back to your area.
 - **NOTE**: **CAFETERIA personnel** exit **PATIO DOORS** and proceed to **NORTH PARKING LOT**.

ISTHA Fire Evacuation Procedures

(October 2012)

EMPLOYEES REQUIRING ASSISTANCE or NEEDING ADDITIONAL TIME TO EVACUATE

Employee Requiring Assistance or Needing Additional Time WITHOUT A COMPANION:

- **UPON NOTICE** (alarm sounding) proceed to nearest **FIRE STAIRS or EXIT**.
- Proceed down the stairs, if you feel comfortable going down with the group. If not, wait in the “Area of Rescue” (located inside of each fire exit door) until the stairway is clear of traffic and then proceed down the stairs at your own pace.
- If for some reason you’re unable to proceed down the stairs, alert an Area Monitor (employee with a radio) and have them advise on the radio of your location. The Area Monitor will wait with you. Fire Department will be notified of your location. The Fire Department’s first priority will be assisting those in the Area of Rescue.

Employee Requiring Assistance WITH A COMPANION:

- **UPON NOTICE** (alarm sounding) companion will seek out the employee requiring additional assistance.
- Proceed to nearest **FIRE STAIRS or EXIT** (depending on location in building).
- The companion will stay with the Employee Requiring Assistance at the “Area of Rescue” (located inside of each fire exit door).
- Remain in the “Area of Rescue. Employee’s Requiring Assistance who has been issued radios should advise, via radio, when they are in a secure location.
- Fire Department will be notified of your location. The Fire Department’s first priority will be assisting those in the Area of Rescue.



ILLINOIS TOLLWAY
Biennial Disability Survey Form and Emergency Evacuation Questionnaire

This survey replaces the previous form and must be completed for affirmative action statistics and for emergency evacuation purposes. You are asked to **voluntarily** respond to this questionnaire. Whether or not you participate, you must complete bottom portion of the form to indicate receipt of the survey and your cooperation. Any information provided will be accorded confidential treatment as provided under state and federal law.

I. Do you have a disability?

YES _____ NO _____

II. If you have a disability, which of the following categories best describes it?

- a. Are you blind or do you have serious difficulty seeing even when wearing glasses?
- b. Are you deaf or do you have serious difficulty hearing?
- c. Do you have serious difficulty walking or climbing stairs?
- d. Do you have serious difficulty dressing or bathing?
- e. Due to a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions?
- f. Due to a physical, mental, or emotional condition, do you have serious difficulty running errands, such as visiting a doctor's office or shopping?
- g. Other (Examples: epilepsy, heart condition, mental illness, multiple sclerosis, muscular dystrophy)?
 If "other", please specify: _____

III. Do you need assistance in the form of a companion in the event of an emergency evacuation because of your disability?

YES _____ NO _____

IV. Do you need additional time to evacuate in the event of an emergency evacuation because of your disability?

YES _____ NO _____

Other Concerns: (Visual, Auditory, Mobility, etc): _____

An indication of a disability on this form is voluntary; however, **you must complete the information below to acknowledge receipt.**

"I acknowledge having received this form and understand I will not be considered to have a disability for affirmative action purposes unless a disability has been indicated above."

Name _____

Signature _____ Date _____

Position _____ Location _____

Please return to the EEO/AA Officer, ADA Coordinator, Lisa G. Williams, EXE – CA, extension 1010.

(Revised October 2012)

SECTION SIX

APPLICABLE EEO LAWS

This part sets forth the relevant summaries of federal laws that mandate the Tollway to adhere to additional EEO/AA requirements.

Civil Rights Act of 1964, as amended

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employer or unions with 15 or more employees. The designation of “employer” includes the government of the United States, corporation wholly owned by the United States, and State or political subdivisions thereof.

Equal Employment Opportunity Act of 1972

This amends the Civil Rights Act of 1964 which adds gender and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to State, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers the EEOC to bring civil action against any organization which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

Pregnancy Discrimination Act

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Civil Rights Act of 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of “business necessity” and “job related” as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate

impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

Age Discrimination in Employment Act of 1967 (ADEA)

This Act prohibits arbitrary discrimination against persons age 40 and over with regards to hiring, firing and conditions of employment.

Rehabilitation Act of 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for people with disabilities in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified individuals with disabilities. The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

Equal Pay Act 1963

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort and responsibility, and which are performed under similar working conditions in the same establishment. This Equal Employment Opportunity Commission (EEOC) enforces this Act.

Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008 (ADA)

Congress enacted the ADA to eliminate discrimination against individuals with disabilities in the areas of employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting and access to public services. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of, "disability" and thereby

brings more individuals under the protection of the law. The EEOC has issued regulations under this Act.

Family and Medical Leave Act of 1993

This Act requires employers to provide up to 12 weeks of unpaid job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U.S. Department of Labor’s Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform his or her job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Uniformed Services Employment and Re Employment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

Genetic Information Non Discrimination Act of 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

SECTION SEVEN

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____ E-Par Number: _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Hire: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ Disabled: _____

2. Indicate: Race of person selected:

Sex: Veteran: Disability:

3. Number of individuals who were minimally qualified or were on the list of eligible(s) _____

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this hire. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____ E-Par Number: _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ Disabled*: _____

2. Indicate the race and sex of person promoted:

3. Number of individuals who were minimally qualified or were on the list of promotable(s): _____

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ Disabled	_____	_____	_____
_____ Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?
 If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this promotion. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

ILLINOIS STATE TOLL HIGHWAY AUTHORITY

EMPLOYMENT DECISION FORM		
Position:		
Division:	Department:	
Preferred Candidate:		
Overall Score (Evaluation Form Attached):	Candidate Ranking :	# Candidates Interviewed:
JUSTIFICATION		
<p>AFFIDAVIT: “To the best of my knowledge, I certify that the hiring criteria and interview questions related to this employment decision were developed prior to the candidate interview process. Furthermore, to the best of my knowledge and understanding, the hiring decisions documented on this form have not been decided on the basis of political party affiliation, support or lack thereof.”</p>		
Chief of Administration:	Date:	
Executive Director:	Date:	

(Over)



September 1, 2014

VIA CERTIFIED MAIL #

FIRST NAME LAST NAME

ADDRESS

CITY, STATE ZIP CODE

Dear FIRST NAME LAST NAME,

Enclosed is an Exit Interview Questionnaire along with an envelope with prepaid postage which you can use to return the survey. This survey is completely voluntary. The Illinois State Toll Highway Authority appreciates your taking the time to fill it out as honestly as possible. We are interested in your feedback to help us better understand the Tollway through the eyes of our employees. Your response is vital to our efforts to monitor the Tollway's workforce, analyze the factors contributing to employee turnover, strive for organizational improvement, and identify employment trends.

Every effort will be made to keep employee responses confidential. Employees' comments will be included as part of a general consensus in which the employee will not be identified by name. Completed surveys are not stored in employees' personnel files, nor will they be relied upon when giving employment references.

Thank you for your service to the Tollway and best wishes for a successful future.

Sincerely,

Lisa G. Williams
EEO Officer
(630) 241-6800, x1010
lwilliams@getipass.com

Enclosures



Illinois State Toll Highway Authority

Exit Interview Questionnaire

This questionnaire is provided to all employees leaving Tollway employment, whether voluntarily or involuntarily. Your response, which is completely voluntary, will help us monitor the Tollway's workforce, analyze the factors contributing to employee turnover, strive for organizational improvement, and identify employment trends. Please fill out this form as honestly as possible. We will make every effort to maintain the confidentiality of employee responses. Completed surveys are not stored in employees' personnel files, nor will they be relied upon when giving employment references. Please seal the questionnaire in an envelope marked confidential and send it directly to the EEO/AA Office, Attn: Lisa G. Williams.

Name _____ Decline to participate

Job Title _____ Department _____

Date of Employment _____ Separation Date _____

Race/Ethnicity _____ Gender _____ Disability? Yes No

Reason for Leaving (Check all that apply):

- Retirement
- Discharged
- Another job opportunity
 - Public sector
 - Private sector
- Dissatisfied with type of work
- Dissatisfied with compensation
- Dissatisfied with work conditions
- Relocation
- Dissatisfied with promotional opportunities
- Unable to perform job
- Dissatisfied with supervisor
- Other _____

Explain: _____

Please rate your satisfaction with the following using the scale 1-4.

	No	Somewhat	Mostly	Yes
	1	2	3	4
1. Were you satisfied with:				
a. Salary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Working Conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervisory Personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Staff development and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Promotional Opportunity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Disciplinary process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Communication of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Performance evaluation process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Benefits offered to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Distribution of workload?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Procedure of resolving employment disputes/grievances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Morale in your department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Your job overall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Would you work here again? Yes No

If yes:

a. Same position?

b. Same supervisor?

c. Same hours?

3. Do you have a new job? Yes No

If yes:

a. Did your salary increase?

b. Type of work _____

4. Did you personally experience discrimination while working in your position? Yes No

a. If yes:

i. Who discriminated against you? (i.e. Peers, Immediate Supervisory Personnel, Administrative Managers)

ii. Discrimination was based on? (check all that apply)

- Race Color National Origin or Ancestry Religion
- Gender Sexual Orientation Age Disability
- Arrest Record Marital Status Military Status Citizenship Status
- Order of protection status Unfavorable discharge from military service

5. Explain: _____

6. Were you a witness to acts of discrimination against other employees? Yes No

a. If yes:

i. Who was discriminating? (i.e. Peers, Immediate Supervisory Personnel, Administrative Managers)

ii. Discrimination was based on? (check all that apply)

- Race Color National Origin or Ancestry Religion
- Gender Sexual Orientation Age Disability
- Arrest Record Marital Status Military Status Citizenship Status
- Order of protection status Unfavorable discharge from military service

Explain: _____

7. What did you like about working at the Tollway? _____

8. Do you have any recommendations for improving the Tollway? _____

Employee's Signature

Date

APPENDIX

SUPPLEMENTAL

NAME: _____ SOCIAL SECURITY (last 4 digits): _____

POSITION TITLE: _____

The Illinois State Toll Highway Authority is an Equal Opportunity Employer and is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. Accordingly, you are being asked to voluntarily respond to this questionnaire by indicating the race(s)/ethnicity(ies) with which you self-identify. Failure to provide this information will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, affirmative action statistics, and Federal and/or State regulations, including those that require the information to be summarized and reported to the Federal and/or State government for civil rights enforcement. When reported, data will not identify any specific individual.

Please indicate the race(s)/ethnicity(ies) that apply to you.

Gender: Male Female

- White not Hispanic Origin.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African-American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to Black or African-American.
- Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other:** _____

Completion of this form is optional

EMPLOYMENT RECORD

List and describe your work experience in the last ten (10) years. Attach additional sheets if necessary. List in order, starting with present or most recent experience. Include any relevant volunteer work experience.

Previous applications will not be considered – Complete this form in **DETAIL**.

Current (or last) Employer: _____

Street Address: _____ City: _____ State: _____

Position Title: _____

Average Number of Hours Worked Per Week: _____ Highest Salary: \$ _____ Per: Yr./Mo./Wk. _____

Dates of Employment: Month Year To Month Year Total Years

Currently employed: Yes No Months

Supervisor's Name: _____ Full-Time Part-Time Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: _____

Past Employer: _____

Street Address: _____ City: _____ State: _____

Position Title: _____

Average Number of Hours Worked Per Week: _____ Highest Salary: \$ _____ Per: Yr./Mo./Wk. _____

Dates of Employment: Month Year To Month Year Total Years

Currently employed: Yes No Months

Supervisor's Name: _____ Full-Time Part-Time Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: _____

Past Employer: _____

Street Address: _____ City: _____ State: _____

Position Title: _____

Average Number of Hours Worked Per Week: _____ Highest Salary: \$ _____ Per: Yr./Mo./Wk. _____

Dates of Employment: Month Year To Month Year Total Years

Currently employed: Yes No Months

Supervisor's Name: _____ Full-Time Part-Time Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: _____

Past Employer: _____

Street Address: _____ City: _____ State: _____

Position Title: _____

Average Number of Hours Worked Per Week: _____ Highest Salary: \$ _____ Per: Yr./Mo./Wk. _____

Dates of Employment: Month Year To Month Year Total Years

Currently employed: Yes No Months

Supervisor's Name: _____ Full-Time Part-Time Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: _____

EDUCATION

High School Graduate? Yes No Number of Years Completed? GED? Yes No

Last High School attended: _____ City: _____ State: _____

Attendance Dates: _____ to _____ Date of Diploma/Certification: _____

Name of Colleges or Universities attended (Last school first)	From MM/YYYY	To MM/YYYY	Major Field of Study	Graduated	Type of Degree Earned
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Name of Business, Trade or Correspondence School	From MM/YYYY	To MM/YYYY	Subject Areas Studied	Completed	Certificate Received
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Title of Professional and/or Occupational Licenses	Number	Issuing Authority	Expiration Date

UNITED STATES MILITARY SERVICE

Are you a Veteran? Yes No

Branch: _____ Mo/Yr: _____ From: _____ To: _____

Rating at discharge or separation: _____

The Illinois State Toll Highway Authority is an equal opportunity employer and will not make an employment decision based on race, color, religion, marital status, national origin or ancestry, disability, unfavorable discharge from military service, age, order of protection status, military status, sex, sexual orientation, citizenship status, or arrest record.

CERTIFICATION OF APPLICANT – Read Before Signing

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, false statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein concerning my previous employment and of any pertinent information, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same.

I understand employment is conditioned upon my submission to and satisfactory passage of a medical examination, if required for the position, and background checks.

I understand that as a condition of employment I will be fingerprinted and I agree to take polygraph tests at any time when requested to do so by the Illinois State Toll Highway Authority.

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of pay provisions, be terminated at any time without prior notice and without cause.

I understand that acceptance of an offer of employment does no create a contractual obligation upon the Tollway to continue to employ me in the future.

By checking the box, I am verifying the completeness and accuracy of the registration information and it constitutes a secure electronic signature, pursuant to 5 ILCS 175, Article 10.

Yes Date: _____

1. In case of emergency notify: Name _____ Primary Phone No. _____

Alternate Phone No. _____ Address: _____ City: _____ St. _____

2. In case of emergency notify: Name _____ Primary Phone No. _____

Alternate Phone No. _____ Address: _____ City: _____ St. _____

Field of Study	Undergrad Courses	Graduate Courses	Field of Study	Undergrad Courses	Graduate Courses	Field of Study	Undergrad Courses	Graduate Courses
Check ALL that apply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check ALL that apply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check ALL that apply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accounting			Entomology			Mathematics		
Actuarial Science			Environmental Health			Medical Records		
Afro-American Studies			Environmental Science			Medical Technology		
Agriculture			Epidemiology			Medicine		
Agronomy			Finance			Microbiology		
Animal Science			Fire Science			Nursing		
Architecture			Fish Management			Park Management		
Art			Food Service Mgmt.			Pastoral Counseling		
Atmospheric Science			Foreign Language			Pharmacy		
Audiovisual Instruction			Forensic Science			Physics		
Bacteriology			Forestry			Political Science/Govt		
Biochemistry			Geography			Programming		
Biology			Geology			Psychology		
Biostatistics			Genetics			Public Admin		
Botany			Guidance/Counseling			Radio - Television		
Buisness Admin/Mgmt.			Health/Public Health			Recreation		
Cell/Molecular Biology			History			Rehab Counseling/Admin		
Chemistry			Home Economics			Risk Assessment		
Computer Science			Humanities			Secretarial Science		
Conservation			Human Services			Social Work		
Criminal Justice Admin			Hydrology			Sociology		
Criminology			Industrial Arts			Soil Science		
Demography			Industrial Hygiene			Speech and Drama		
Dietetics, Nutrition			Insurance			Statistics		
Divinity/Theology			Journalism			Therapy		
Early Childhood Dev.			Law			Toxicology		
Economics			Law Enforcement			Urban Studies		
Education			Library Science			Wildlife Management		
Engineering			Limnology			Zoology		
Engineering Technology			Mgmt. Info. Systems			Other:		
English			Marketing			Other:		

Comment area to further specify the Category where noted in the previous table.

EXPLANATION OF TERMS

AA – Affirmative Action – The legal concept mandated under Executive Order 11246 which requires an employer to do more than ensure employment neutrality in recruitment, hiring and promotion of qualified individuals in order to overcome the effects of past systemic exclusion and discrimination.

AAP – Affirmative Action Plan – A written document which encompasses the EEO policy and all the actions necessary to create a non-discriminatory work environment. Including the development of numerical goals for established Affirmative Action Groups when underutilization of such groups has been identified.

Affirmative Action Program (AAP) – A written program, meeting the requirements of 41 CFR Part 60-2, in which an employer annually details the steps it will take to ensure equal employment opportunity.

Accessibility – The extent to which a facility is readily approachable and usable by individuals with disabilities.

Adverse Impact – A theory of employment discrimination (also referred to as disparate impact, disparate effect, adverse effect) which occurs when an employer's policy or practice, neutral on its face and in its application, has a negative effect on the employment opportunities of Affirmative Action Groups.

Affirmative Action Groups – For the development of an AAP by a state entity, this refers to African Americans, Hispanics, Females, Asians, Native Americans and People with Disabilities.

CEO – Chief Executive Officer – The individual ultimately responsible for the operation of an agency.

DHR – Department of Human Rights

Disability – As used in Section 2520.700 Department Rules of the “disability” means a mental or physical condition (other than pregnancy), lasting six months or longer, that limits the amount or kind of work an individual can perform.

Disparate Treatment – A theory of employment discrimination which occurs when an employer treats protected class employees differently than non-protected class employees in similar situations.

Equal Employment Opportunity (EEO) – EEO is achieved when all terms and conditions of employment and management decisions are consistently based on job related factors, without regard to race, color, disability, national origin, age, religion, or sex.

Equal Employment Opportunity Commission (EEOC) – DHR’s federal counterpart; the agency which implements the Civil Rights Act of 1964 and other statutes.

Final Availability Percent (FAP) – The percentage of Affirmative Action Groups that can reasonably be expected to be available for employment.

Handicap – For purposes of non-discrimination under the Human Rights Act, Section 1-103(l), a handicap is a determinable physical or mental characteristic of a person, including, but not limited to, a determinable physical characteristic which necessitates the person’s use of a guide, hearing or support dog, the history of such characteristic, or the perception of such characteristic by the person complained against, which may result from disease, injury, congenital condition of birth or functional disorder and which characteristic is unrelated to the person’s ability to perform the duties of a particular job or position.

Numerical Goal – Means the number of members of an affirmative action group which have been determined to be available to an agency for employment in each of the EEO job categories.

Parity – Achieved when availability and utilization are equal.

Protected Class – Various groups of people protected under the Human Rights Act.

Programmatic Goal – Programmatic goal is an agency’s fiscal year strategy to address EEO problem areas or to enhance its affirmative action program through recruitment or training efforts.

Reasonable Accommodation – If an employee or applicant who is disabled has the skills necessary to perform the essential functions of a job, an employer must make reasonable accommodations for that person to do the job.

Underutilization – The number of additional persons in a particular Affirmative Action Group which is necessary to achieve parity with the availability of that group in the labor force.

EEO Job Categories and Interpretative Guidelines

Officials/Managers (Code 1) – Occupations in which employees set broad policies, exercise responsibility for executive of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: Department Heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Examiners, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors.

Professionals (Code 2) – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations Workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, System Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police and Fire Captains and Lieutenants.

Technicians (Code 3) – Occupations which require a combination of basic skill or technical knowledge and manual skill which can be attained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers and Operators, Draftsmen, Foremen and Assistant Foremen, Plaza Supervisors and Assistant Plaza Supervisors, Surveyors, Licensed Practical Nurses, Photographers, Radio Operators, Telecommunicators, Technical Illustrators, Highway Technicians, Technicians (medical, dental, electronic, physical sciences), Assessors, Inspectors, Police and Fire Sergeants.

Office/Clerical (Code 5) – Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paper work required in an office. Includes: Bookkeepers, Messengers, Office Machine Operators, Section and Parts Clerks, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks.

Skilled Craft Workers (Code 7) – Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairmen, Electricians, Heavy Equipment Operators, H-4 & 6 Workers, Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters.

Service Maintenance (Code 8) – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning operatives, Truck Drivers, Bus Drivers, Garage Laborers, Custodial Personnel, Gardeners and Ground Keepers, Refuse Collectors, Construction Laborers, Janitors and Toll Collectors,.