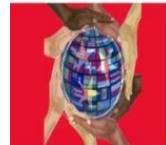


2016 EEO OFFICERS ANNUAL ON-LINE TRAINING

This presentation may be downloaded to your PC in order to complete the training session at your own pace.

Presented by

Affirmative Action Program



Post Training Assessment Notice

Upon completion of this training session, a post training assessment is required to verify and document that the training has been successfully accomplished.

This link will take you directly to the post assessment:

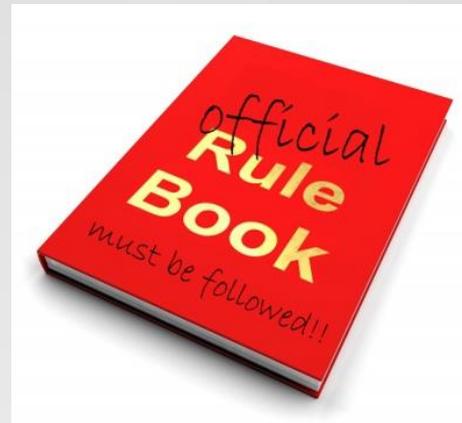
http://www.tn.gov/assets/entities/tdot/attachments/2016_post_assessment_final.doc

Training Objective

To assist Contractors and Subcontractors in complying with Federal EEO requirements on all Federal-Aid Highway Construction Projects.

Contractors and Subcontractors

Must comply with the following:



Non-Discrimination Contract Provisions FHWA 1273

1. EEO Policy Statement;
2. EEO Officer;
3. Dissemination of Policy;
4. Recruitment;
5. Personnel Actions;
6. Training and Promotion;
7. Unions;
8. Selection of Subcontractors,
Procurement of Materials and Leasing
of Equipment, and
9. Records and Reports.

EEO Policy Statement

The contractor will accept the following statement as it's operating policy:

“It is the policy of this Company to assure that applicants are employed, and that employees are treated fair during employment, **without** regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.”

EEO OFFICER

The Contractor will designate, and make known to the Affirmative Action Program staff, it's EEO Officer.

This officer must have authority to effectively administer the Contractor's EEO Program.

Dissemination of Policy

All staff authorized to hire, supervise, promote, and discharge employees, or who are substantially involved in such action(s) will:

1. Know and fully adhere to and implement the contractual EEO obligations in all employment actions;
2. Attend EEO meetings prior to start of work and at least every six months;
3. Ensure the posting of the EEO Policy;
4. Discuss the EEO Policy with employees.

An Equal Opportunity Employer

- Advertisements will be placed in publications having a large circulation among minority and female groups.
- Organizations should be contacted that are likely to yield minority and female applicants.
- Advertisements will include the notation "An Equal Opportunity Employer." (Do not use initials (EOE) in lieu of the notation).

Personnel Actions

Wages, working conditions, and employment benefits **shall** be without regard to race, color, religion, sex, national origin, age or disability:

1. Contractor will conduct periodic inspections.
2. Contractor will periodically evaluate wages.
3. Contractor will review personnel actions.
4. Contractor will promptly investigate all complaints of alleged discrimination.

Training and Promotion

The contractor will assist in locating, qualifying, and improving the skills of minorities and female employees.

1. An On-The-Job Training Program is required on all Federal Aid Projects.
2. Advise employees/applicants of program availability and entrance requirements.
3. Annually review and document training and promotional potential of minority and female employees.
4. Encourage eligible employees to apply for training and promotion opportunities.

Union

The contractor will use best efforts to obtain union cooperation to increase opportunities of minorities and females within the union.

Subcontractors and Suppliers

The contractor **shall** not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection of subcontractors, including procurement of materials and leases of equipment.

1. Contractors will notify all subcontractors/suppliers of the contractor's EEO Policy & EEO contract requirements.
2. DBE's will have equal opportunity to compete.
3. Contractor will use best efforts to ensure subcontractor compliance with EEO obligations.

Records

The contractor **shall** keep records necessary to document EEO compliance such as:

1. Logs must be kept for all applicants;
2. All recruitment efforts made;
3. All such records must be retained for at least 3 years and be available for inspection.
4. In the event the records are being reviewed or involved in any corrective action, the records will be maintained until the process has been completed.

Form FHWA 1391 Report

1. Contractors and Subcontractors must submit a completed FHWA Form 1391 for all Active Contracts and Non-Active Contracts.
2. The necessary forms are provided on the TDOT Affirmative Action website.
3. Form 1391 must be mailed in Microsoft Excel format to AA.CC@TN.GOV

Non-segregated Facilities

By submission of the bid, the company certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments.

The company does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Useful Resources

The Contractor's Technical Assistance Guide

On-The-Job Training Program Manual and the

On-The-Job Training Assessment

Can be located at:

<http://www.tn.gov/tdot/topic/affirmative-action>

Post Training Assessment

The assessment may be accessed at:

http://www.tn.gov/assets/entities/tdot/attachments/2016_post_assessment_final.doc

Please include your Contractor EEO Officer identification and email address.

Open the assessment in Microsoft Word. After completion, email the document as an attachment to AA.CC@TN.GOV

A Certificate of Completion will issued once you have successfully completed the training.

Any questions should be addressed to:

AFFIRMATIVE ACTION PROGRAM

505 Deaderick Street, Suite 1800

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615.741.5996

1.888.370-3647

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