STATE OF NEBRASKA DEPARTMENT OF ROADS

E.E.O. CONTRACTOR SELF-ANALYSIS 01-2016

MONTH AND YEAR:

Send completed form to: **NDOR Civil Rights Office, PO Box 94759, Lincoln, NE 68509-4759**

This form is for contractors to identify their Affirmative Action and Equal Employment Opportunity procedures. It is required of all contractors, subcontractors, suppliers and consultants that participate in NDOR highway projects (State and/or Federal funded) and **must be submitted annually, during the month of January**. No firm will be allowed to work on any NDOR highway project unless a current Self-Analysis Form is on file. (Forms submitted in 2016 are valid until January 31, 2017.) Prime contractors should ensure that subcontractors and suppliers have filed their respective Self-Analysis Forms prior to the start of a project. *Additional forms may be downloaded from the "DBE Information" page on the NDOR website, http://www.dor.state.ne.us/*

NAME AND ADDRESS OF CONTRACTOR:

YEAR THE COMPANY WAS ESTABLISHED: **FEDERAL TAX ID NUMBER:**

1. Have all of the company's key personnel been made fully aware of the Equal Employment Opportunity requirements set forth in Form FHWA 1273 "Required Contract Provisions in Federal-aid Construction Contracts" and the NDOR "Special Provisions"? ☐ **YES** ☐ **NO**

It is a State and Federal requirement that all contractors ensure women and minorities are employed when possible, and during their employment are treated equally without regard to race, color, sex, age, national origin, disability or religion. Such actions 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 apprenticeships, and on-the-job-training.

Are the EEO Policy and EEO Posters posted at all Federal-aid project sites? ☐ **YES** ☐ **NO** (Indicate where posted.)

Are all employee facilities on a nonsegregated basis? ☐ **YES** ☐ **NO**

EEO OFFICER: (Name, address and telephone number)

Does the EEO Officer have adequate qualifications to carry out the EEO provisions of the contract? ☐ **YES** ☐ **NO**

Does the EEO Officer have the authority to carry out the EEO provisions of the contract? ☐ **YES** ☐ **NO**

LIST ALL AFFILIATED COMPANIES

(Attach additional page if necessary.)

AVERAGE ANNUAL GROSS RECEIPTS: (Circle the range of the company's average annual gross receipts.)

LESS THAN $1,000,000	$1,000,000 - $2,000,000	$2,000,000 - $5,000,000
$5,000,000 - $10,000,000	$10,000,000 - $22,410,000	**MORE THAN $22,410,000**

NOTE: The U.S. DOT in 49 CFR §26.11; requires NDOR to obtain and maintain a list of all firms' average annual gross receipts. **If NDOR questions the accuracy of average annual gross receipts reported by a firm, supporting documentation may be required.**

DID THE COMPANY FILE A CONTRACTOR SELF-ANALYSIS FORM LAST YEAR? ☐ **YES** ☐ **NO**

IF "YES" WERE ANY CHANGES MADE IN THE COMPANY'S EEO PROCEDURES? ☐ **YES** ☐ **NO**

IF NO CHANGES WERE MADE IN THE COMPANY'S EEO PROCEDURES SINCE LAST YEAR, IT IS NOT NECESSARY TO COMPLETE THE REMAINDER OF THIS FORM.

JUST SIGN AND DATE PAGE 2 AND RETURN BOTH PAGES.

IF THE COMPANY DID NOT FILE A SELF-ANALYSIS FORM LAST YEAR, OR IF THERE HAVE BEEN CHANGES IN THE EEO PROCEDURES, THE FOLLOWING SECTIONS OF THIS FORM ***MUST BE COMPLETED***.

2. Are all staff members who are authorized to hire, promote, discipline and discharge employees, or recommend such actions, made fully aware of the company's EEO Policy prior to the start of work on all Federal-aid projects? ☐ **YES** ☐ **NO**

Summarize the times and locations of EEO meetings. (Meetings MUST be held at least every 6 months.)

3. Are all new supervisory and hourly employees informed of the company's EEO Policy? ☐ **YES** ☐ **NO** Explain when and how this is accomplished.

RECRUITMENT

4. Do advertisements for employees carry the notation "An Equal Opportunity Employer" and are the ads carried in newspapers and publications that have a large circulation among women and minority groups? ☐ **YES** ☐ **NO** List the newspapers/publications and attach copies of the ads.

5. Are records kept of all applicants for employment, including whether the applicants are women or minorities? ☐ **YES** ☐ **NO**

6. Does the company maintain a list of women and minority recruitment resources; contact the resources when employment opportunities are available, and keep records of the organizations' responses? ☐ **YES** ☐ **NO** List the recruitment resources contacted.

7. Is the company: ☐ **Union** ☐ **Non-union**

8. Does the company rely ☐ solely on, or ☐ partly on unions as a source of the work force?

9. How many women and/or minorities has the union(s) referred for hiring?

10. Has the company made an effort to incorporate EEO clauses in all union agreements? ☐ **YES** ☐ **NO**

11. Are current employees encouraged to refer women and minorities for employment? ☐ **YES** ☐ **NO**

PERSONNEL ACTIONS

12. Are wages, working conditions, benefits, and personnel actions established and administered on a nondiscriminatory basis? ☐ **YES** ☐ **NO**

13. How often are inspections made to ensure nondiscriminatory working conditions? Who makes these inspections?

14. How are employees instructed as to whom they should contact if they believe discrimination has occurred?

15. How are investigations of discrimination complaints conducted? Are records kept of what action was taken?

16. How are employees informed of training programs available for upgrading and the programs' entrance requirements?

SUBCONTRACTING

17. How are subcontractors informed of EEO requirements? What steps are taken to ensure their compliance?

18. Does the company utilize women and minority subcontractors and/or subcontractors that employ women and minorities? ☐ **YES** ☐ **NO**
Explain:

EEO RECORDS AND REPORTS – HOW ARE RECORDS KEPT FOR THE FOLLOWING ITEMS:

19. The number of women and minorities employed in each work classification.

20. The progress being made locating, hiring, training, qualifying, and upgrading women and minorities, including working with unions to achieve this.

21. The efforts and progress made in securing the services of women or minority subcontractors or subcontractors that employ women or minorities.

22. Are all EEO records retained for a period of three (3) years and available for review by NDOR or the FHWA? ☐ **YES** ☐ **NO**
(Indicate the location of these records for review purposes.)

SIGNATURE	TITLE	DATE