

**E.E.O. CONTRACTOR SELF-ANALYSIS** 9-2003

MONTH AND YEAR:

When completed, return to: **NDOR DBE Office, P.O. Box 94759, Lincoln, NE 68509-4759 FAX: 402 479-4854**

This form is for contractors to identify their affirmative action, and equal employment opportunity procedures. It is required of all prime contractors and subcontractors on Federal-aid projects of \$10,000 or more, is valid for one year, and must be submitted each year no later than February 1<sup>st</sup>. **You cannot begin work on any Federal-aid project for the current year until this form has been submitted to NDOR!** Prime contractors must assure their subcontractors have filed their respective self-analysis forms prior to the start of a project. The names and addresses of all affiliated companies must be provided on this form, or a separate page, and returned along with this form. **Forms may be downloaded from the NDOR' website, <http://www.dor.state.ne.us/>**

**NAME AND ADDRESS OF CONTRACTOR:****YEAR YOUR COMPANY WAS ESTABLISHED:****FEDERAL TAX ID NUMBER:**

- 1.** Is your company and all of its key personnel aware of the equal employment opportunity requirements as set forth in Form FHWA 1273, "Required Contract Provisions in Federal-aid Construction Contracts" and the "Special Provisions"? ☐ **YES** ☐ **NO**

It is a State and Federal requirement that all companies assure females and minorities are employed when possible, and during their employment, all employees are treated without regard to their race, color, sex, age, national origin, 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; apprenticeships, and on-the-job-training.

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

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

**E.E.O. OFFICER:** (Name, address and telephone number)**LIST ALL AFFILIATED COMPANIES**

Does the E.E.O. Officer have adequate qualifications to carry out the E.E.O. Provisions of the contract? ☐ **YES** ☐ **NO**

Does the E.E.O. Officer have the authority to carry out all of the E.E.O. provisions of the contract? ☐ **YES** ☐ **NO**

**AVERAGE ANNUAL GROSS RECEIPTS** (Circle amount that indicates the range of your firm's average annual gross receipts.)**LESS THAN \$500,000****\$500,000 - \$1,000,000****\$1,000,000 - \$2,000,000****\$2,000,000 - \$5,000,000****\$5,000,000 - \$10,000,000****MORE THAN \$10,000,000**

**NOTE:** The U S Dept. of Transportation in 49 CFR part 26, §26.11; requires the Nebraska Department of Roads to obtain and maintain a list of all firms' average annual gross receipts.

**DID YOU FILE A NDOR E.E.O. CONTRACTOR SELF-ANALYSIS LAST YEAR?** ☐ **YES** ☐ **NO**

**IF YOU FILED A NDOR E.E.O. CONTRACTOR SELF-ANALYSIS LAST YEAR; HAVE ANY CHANGES BEEN MADE IN YOUR E.E.O. PROCEDURES SINCE LAST YEAR?** ☐ **YES** ☐ **NO**

**NOTE: IF NO CHANGES WERE MADE IN YOUR E.E.O. PROCEDURES SINCE LAST YEAR, IT IS NOT NECESSARY TO COMPLETE THE REMAINDER OF THIS E.E.O. CONTRACTOR SELF-ANALYSIS.**

**IF A NDOR E.E.O. CONTRACTOR SELF-ANALYSIS WAS NOT FILED LAST YEAR, OR THERE HAVE BEEN CHANGES IN YOUR COMPANY'S E.E.O. PROCEDURES. THE FOLLOWING PART OF THE FORM *MUST BE COMPLETED*.**

- 2.** Are all members of your staff who are authorized to hire, supervise, promote, discipline and discharge employees, or recommend such actions, made fully aware of your company's E.E.O. policy prior to the start of work on all Federal-aid projects? (If meetings are held, summarize times and locations of such meetings.)  
(**MEETINGS MUST BE HELD AT LEAST EVERY SIX (6) MONTHS.**)

- 3.** Are new employees, both supervisory and hourly, informed of your company's E.E.O. policy when they report for an interview or work? ☐ **YES** ☐ **NO**  
How is this accomplished?

## RECRUITMENT

4. When advertising for employees, do your advertisements carry the notation "An Equal Opportunity Employer", and are they carried in newspapers and publications that have a large circulation among female and minority groups? ☐ YES ☐ NO (Specify papers or publications and attach a copy of ad used.)

5. Are records kept of all individuals who apply for employment at the job site, including whether the applicants are female or minority? ☐ YES ☐ NO

6. Does your company maintain a list of female and minority recruitment sources; provide notification to them when employment opportunities are available, and keep records of the organizations' responses? ☐ YES ☐ NO (List recruitment sources and dates of contact.)

7. Is your company: ☐ Union  
☐ Non-union

8. Do you rely ☐ solely on, or ☐ partly on unions as a source of your work force?

9. How many females and/or minorities has the union referred for hiring?

10. Has your company made an effort to incorporate E.E.O. clauses in all union agreements? ☐ YES ☐ NO

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

## PERSONNEL ACTIONS

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

13. How often are inspections made to insure nondiscrimination in working conditions? Who makes these inspections?

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

15. How are investigations of complaints conducted, and how are records kept of what action was taken?

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

## SUBCONTRACTING

17. How are subcontractors informed of E.E.O. requirements, and what steps are taken to assure compliance?

18. Does your company try to utilize minority group subcontractors or subcontractors with minority group employees in their work force? ☐ YES ☐ NO  
(Specify how)

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

19. The number of females and minorities employed in each work classification on a project.

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

21. The efforts and progress made in securing the services of female or minority subcontractors or subcontractors with female or minority employees in their work force.

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE