



EEO OFFICERS ANNUAL ON-LINE TRAINING

Presented by
Affirmative Action Program

Post Training Assessment Notice

It is a TDOT requirement to provide training on a yearly basis.

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:
<https://www.tn.gov/tdot/civil-rights/affirmative-action-program/affirmative-action-training/eo-training-assessment>



Training Objective

To assist Contractors and Subcontractors in complying with Federal EEO requirements on 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 its 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 Director, its EEO Officer by submitting an appointment letter.

The EEO Officer must be given the 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. 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 during the project;
3. Ensure the posting of the EEO Policy, and
4. Discuss the EEO Policy with employees.

An Equal Opportunity Employer

- Recruitment for OJT trainees should start before the project begins.
- Advertisements should be placed in publications having a large circulation among minority and female groups.
- Organizations should be contacted that are likely to encourage 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

Decisions as to wages, working conditions, and employment benefits **shall** be made 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, and
4. Contractor will promptly investigate all complaints of alleged discrimination.

Training and Promotion

- An On-the-Job Training Program/Plan is required on all federal aid projects that are \$10,000 or more.
- Contractors and Subcontractors must have their OJT Program/Plan approved by the AAP Director.
- Advise all employees/applicants of program availability and entrance requirements.
- Annually review and document training and promotional potential of minority and female employees.
- Encourage eligible minority and female employees to apply for training and promotional opportunities.

Records

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

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

Form FHWA 1391 Report

1. Contractors and Subcontractors must annually submit a completed FHWA Form 1391 for the last full work week in July.
2. The necessary forms and instructions are provided on the 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 any segregated facilities at any of its establishments.

The company also certifies that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

NONCOMPLIANCE WITH OJT GOALS

When a Contractor and/or Subcontractor becomes aware that an OJT goal may not be met, immediate contact must be made to the Affirmative Action Program Staff.

If a Contractor and/or Subcontractor is found to be in noncompliance, they may be required to appear before a Good Faith Efforts Committee.

Sanctions may be imposed if the Contractor and /or Subcontractor does not complete the hours of training.

Useful Resources

Contractor's Technical Assistance Guide

On-The-Job Training Program Plan and the

EEO Officers On-line Training

Can be found at:

<https://www.tn.gov/tdot/civil-rights/affirmative-action-program.html>

Post Training Assessment

The assessment may be accessed at:

<https://www.tn.gov/tdot/civil-rights/affirmative-action-program/affirmative-action-training/eo-training-assessment>

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

Questions should be addressed to:

AFFIRMATIVE ACTION PROGRAM
505 Deaderick Street, Suite 1800
James K. Polk Building
Nashville, TN 37243

AA.CC@TN.Gov

615.741.5996

1.888.370-3647