CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: THOMAS H. BURTNESS, P.E.

d/b/a: BURTNESS ENGINEERING SERVICES

Address: 2195 WAGON TRAIL RD

City/State/Zip: WHITE HEATH, IL 61884

Telephone Number(s) include area code: 217-687-2000

Check one of the following

Corporation		Partnership		Individual Proprietorship	✓	Limited Liability Corp.	

FEI Number: 37-1336712 | Social Security Number:

2. Name and Address of the Company's Principal Office ***(answer only if not the same as above)***

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service): CONSULTING ENGINEERING

4. Project on which your company is bidding: Consulting: PARKING LOT LIGHTING REPLACEMENT PROJECT

5. City of Urbana contact staff assigned to contract: BILL GRAY, CRAIG SHONKWILER

SECTION II. Policies and Practices

	Description of EEO Policies and Practices	YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?	X	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: THOMAS H. BURTNESS Title: OWNER Telephone: 217-687-2000 Email: tom@burtnesseng.com	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. **You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.**	X	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? **You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.**	X	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	X	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		X
I.	Does the company have collective bargaining agreements with labor organizations?		X
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		N/A
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? **(If yes, please complete Table B.)**		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? **(If yes, you need to complete Table C.)**	X	

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions.** If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals	1		1									
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	1	0	1	0	0	0	0	0	0	0	0	0

M = MALE, Column B is sum of Rows D, F, H, J and L.
F = FEMALE, Column C is sum of Rows E, G, I, K and M.

Date of above Data: 11/1/16

TABLE B* – EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors: Data provided in Table B will be verified by worksite inspections.

TABLE C – WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals	1		1					
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	1	0	1	0	0	0	0	0

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Thomas Burtness — THOMAS BURTNESS, OWNER

Signature — Printed Name and Title

Tom@burtnesseng.com — 11/7/16

E-mail Address — Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

   YES ✓ **NO** _____

2. **Have you enclosed your company's EEO statement?**

   YES ✓ **NO** _____

3. **Have you enclosed your company's Sexual Harassment policy?**

   YES ✓ **NO** _____

BURTNESS ENGINEERING SERVICES

2195 Wagon Trail Road
White Heath, IL 61884-9313
217 687-4450 Tel
217 687-4550 Fax
tom@burtnesseng.com

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

The policy of Thomas H. Burtness d/b/a Burtness Engineering Services is to treat every employee and applicant for employment with equal dignity and respect and to provide each employee and applicant equal access to employment opportunities and benefits at Burtness Engineering Services regardless of race, color, creed, age, physical or mental handicap, marital status, sexual preference, family responsibilities, matriculation, political affiliation, arrest record, source of income, religion, gender, or national origin, except that employment and benefits may reflect any of these criteria when it is a good faith qualification for the occupation involved.

Our policy is applicable to all interactions with employees and applicants, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Burtness Engineering Services further agrees to take affirmative action to promote equal employment opportunities among women and minorities.

Tom Burtness, owner of Burtness Engineering Services, is designated as the firm's Equal Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for monitoring affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to cooperate with our policy and to assist in implementing our program of affirmative action.

During the life of any contract between the City of Urbana and Burtness Engineering Services, we will comply with the Urbana Municipal Code relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with governmental entities and community organizations to promote equal employment opportunities.

Signed: _____
Thomas H. Burtness, Owner

BURTNESS ENGINEERING SERVICES

2195 WAGON TRAIL ROAD
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217 687 4450 Tel
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www.burtnesseng.com

POLICY ON FREEDOM FROM SEXUAL HARASSMENT

Consistent with our Equal Opportunity Employment policy concerning the dignified and respectful treatment of all employees and applicants, it is also the policy of our firm to provide a work environment that is wholesome, safe, conducive to good job performance and free from sexual harassment. To accomplish our goal in a reasoned and balanced manner, we prohibit both overt and subtle forms of verbal, non-verbal, visual and physical sexual harassment while still encouraging our staff to be personable and caring in communicating our concern for each other's welfare. Our policy's intent is to prohibit forms of gender-specific or sexually oriented communication that are objectionable to women and/or men and infringe upon their personal dignity and security or undermine their authority in fulfilling their roles in our firm.

While not attempting to delineate all forms of prohibited conduct or communication, our policy expressly prohibits forms of harassment that are explicitly or implicitly made a condition of employment, promotion or receipt of employee benefits or that have the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

All management and non-management employees of Burtness Engineering Services are expected to avoid any conduct or communication toward any employee, job applicant, or other individual in a work-related setting which could be reasonably interpreted as sexual harassment or degrading because of sexual overtones. Appropriate management and supervisory personnel shall take prompt corrective action when they become aware of such conduct or communication. Any employee who believes that he or she has been subjected to sexual harassment or degrading statements or jokes with sexual overtones, or who becomes aware of an employee's conduct or communication that violates this policy, should notify Tom Burtness, who will investigate such reports and take appropriate corrective action with respect to any employee found to have violated this policy.

All personnel at Burtness Engineering Services are charged to cooperate with our policy and to assist in implementing our preservation of freedom from sexual harassment.

Signed: _____
Thomas H. Burtness, Owner

BURTNESS ENGINEERING SERVICES

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AFFIRMATIVE ACTION PROGRAM

This program shall be known as the Affirmative Action Program of Burtness Engineering Services (BES).

I. Implementation

The policy of Thomas H. Burtness d/b/a Burtness Engineering Services is to treat every employee and applicant for employment with equal dignity and respect and to provide each employee and applicant equal access to employment opportunities and benefits at Burtness Engineering Services regardless of race, color, creed, age, physical or mental handicap, marital status, sexual preference, family responsibilities, matriculation, political affiliation, arrest record, source of income, religion, gender, or national origin, except that employment and benefits may reflect any of these criteria when it is a good faith qualification for the occupation involved.

Our policy is applicable to all interactions with employees and applicants, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. In accordance with our policy, we have adopted this Affirmative Action Program to identify, implement and monitor steps that BES will take to insure that we afford women and minorities equal access to employment opportunities and benefits at BES.

II. Responsibility for the Program

Tom Burtness, owner of Burtness Engineering Services, is the firm's Equal Opportunity Officer (EO Officer) and responsible for planning and implementing our program as well as for monitoring affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to cooperate with our policy and to assist in implementing our program of affirmative action. The EO Officer, personally or through his designated representative, has responsibility to:

A. Develop policy statements and internal and external communication procedures.

B. Assist the BES administrative staff in collecting and analyzing employment data and identifying problem areas.

C. Establish goals and timetables to reduce any imbalances discovered in the work force.

D. Implement and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed and, if necessary, to assure that such action is taken.

E. Report to the BES staff on progress towards the goals of the Affirmative Action Program and conduct in-house training about the program at least semi-annually.

F. Serve as liaison between BES, government regulatory agencies, minority and women's organizations, minority and women's professional organizations, educational institutions, including the University of Illinois and Parkland College,

and other community groups whose purpose includes advancing equal opportunity in employment.

G. Assure that current legal information affecting affirmative action is disseminated to management personnel within BES and to responsible officials outside of BES.

III. Dissemination of Policy

A. All members of BES's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be educated about and assist in implementing the firm's Affirmative Action Policy and Plan. To insure that this requirement is fulfilled, the EO Officer shall, at a minimum, take the following action:

1. Conduct periodic meetings of supervisory and administrative personnel not less than once a year, at which time BES's equal opportunity policy and its implementation will be reviewed and explained.

2. Within thirty days of his or her commencing employment, train each new supervisory and administrative staff member in all aspects of BES's equal opportunity policy and its implementation.

3. Train all personnel who are involved in the recruitment of employees in BES's methods for identifying and notifying minority and female prospects for employment with regard to employment opportunities.

B. In order to make BES's equal opportunity policy known to employees, prospective employment applicants, and potential sources of employees (e.g., schools, college placement officers, etc.), BES will take the following steps:

1. Annually provide current staff with a copy of BES's equal opportunity policy and, at least semi-annually, discuss BES's policy and implementation procedures at staff meetings, encouraging current staff to convey this information to others outside of BES.

2. Post notices setting forth BES's equal opportunity policy at locations accessible to employees and prospective applicants. These locations will include the placement offices at the University of Illinois (College of Engineering) and Parkland College and BES's website.

3. Notify female and minority organizations related to the field of engineering and professional support services of BES's equal opportunity policy. These will include the Society of Women Engineers, the National Action Council for Minorities in Engineering, Inc., the National Society of Black Engineers, and comparable local, state and national organizations for engineers and support personnel.

4. Notify community organizations concerned with the promotion of women's and minority's interests of BES's equal opportunity policy. These organizations will include religious institutions, civic organizations and other groups whose purpose is to promote equal opportunities for all citizens.

IV. Training and Promotion

A. BES will assist in locating, qualifying and increasing the skills of women and minority employees and applicants for employment.

B. BES will advise employees and applicants for employment of available training programs and encourage participation therein on an equal opportunity basis.

C. BES will periodically review the training and promotion potential of female and minority employees and will encourage eligible employees to apply for such training and promotion.

V. Compliance Monitoring

A. BES will keep such records as are necessary to determine compliance with its equal opportunity obligations. The records kept by BES will be designated to indicate:

1. The number of female, minority and non-minority group members employed in each work classification.

2. The progress and efforts being made in locating, hiring, training, qualifying and upgrading female and minority group employees.

B. All such records will be retained for a period of five years and shall be available at reasonable times and places for inspection by representatives of Federal, State and local governments to the extent required by law.

C. BES will submit such reports to Federal, State and local governments as applicable equal opportunity laws from time to time may require and will permit access to its books, records and accounts by appropriate governmental agencies to the extent required by law.

D. BES will assist and cooperate actively with the appropriate governmental agencies in obtaining compliance of subconsultants with the equal opportunity requirements of Federal, State and local laws, to the extent applicable to such subconsultants.

Burtness Engineering Services

By: _____

Thomas H. Burtness, PE, Owner