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: Schomburg & Schomburg Construction, Inc.

d/b/a:

Address: 923 N Collett St.

City/State/Zip: Danville, IL 61832

Telephone Number(s) include area code: 217-442-3002

Check one of the following

Corporation	X	Partnership		Individual Proprietorship		Limited Liability Corp.	

FEI Number: 36-3017135 | 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): General Contractor Services

4. Project on which your company is bidding: 2016 Full Depth Concrete Patching

5. City of Urbana contact staff assigned to contract: Jacob McCoy, P.E.

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: Butch Buesing Title: Vice President & COO Telephone: 217-442-3002 Email: bbuesing@schomburginc.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?	X	
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	2	1	2	1								
Professionals	1		1									
Technicians												
Sales Workers	1		1									
Office & Clerical	4	2	4	1				1				
Craft Workers (Skilled)	23	1	21	1	1		1					
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	31	4	29	3	1	0	1	1	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: 9/13/16

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	1							
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	12		1		1			
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	13	0	1	0	1	0	0	0

*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								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	0	0	0	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).

Signature

Julie Buesing President & CEO
Printed Name and Title

accounting@schomburginc.com
E-mail Address

9/19/16
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 X NO _____

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

   YES X NO _____

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

   YES X NO _____

Affirmative Action Plan

Schomburg & Schomburg Construction, Inc.

Company Name

This is to state that it is the policy of Schomburg & Schomburg Construction, Inc. to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance with the Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws. Schomburg & Schomburg Construction, Inc. also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, and other orders pertaining to equal employment opportunity.

Policy includes recruiting, hiring, training, upgrading, promoting, and disciplining without discrimination on the basis of race, color, religion, creed, class, national origin, sex, age, marital status, handicap, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest record or source of income. Schomburg & Schomburg Construction, Inc. has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel. Schomburg & Schomburg Construction, Inc. will utilize applicants for any job vacancies.

ASSIGNMENT OF RESPONSIBILITY: Schomburg & Schomburg Construction, Inc. has undertaken a positive Affirmative Action Program to effectively implement and enforce this policy at all times. The EEO officer or person designated for monitoring the company's Affirmative Action Program is: Butch Buesing

PROCEDURES FOR DISSEMINATION OF POLICY: A copy of this statement is posted in the main office at 923 North Collett St. Danville, IL and will be given to any employee, vendor or subcontractor.

UTILIZATION ANALYSIS: Schomburg & Schomburg Construction, Inc. will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Schomburg & Schomburg Construction, Inc. will attempt to recruit in a 50 mile radius encompassing nearby cities in an effort to attract qualified minorities.

GOALS AND TIMETABLES: Schomburg & Schomburg Construction, Inc. will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

SYSTEM OF RECORDS AND ANNUAL SUMMARY: Schomburg & Schomburg Construction, Inc. will monitor applicant data, employee records and job descriptions to assist in its affirmative action efforts.

Sincerely,

EQUAL EMPLOYMENT OFFICER
(Signature)

9/19/16
DATE

Purpose

Sexual Harassment

In accordance with our commitment to provide equal employment opportunities, the company prohibits all forms of unlawful harassment of any Employee, whether such harassment is because of sex, race, color, religion, national origin, disability, citizenship, ancestry, age marital status, sexual orientation, military or veteran status, or any other characteristic protected by law. This policy specifically prohibits any form of sexual harassment. At Schomburg & Schomburg, sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such is either explicitly or implicitly made a term or condition of an individual's employment; or,
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or,
3. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive environment.

Examples of sexual harassment may include, but are not limited to: Unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment threats or demands to submit to sexual requests in order to obtain or retain any employment benefit, verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitation; sexual jokes, gender or sex-based pranks; propositions; suggestive, insulting, sexual comments, gestures or other verbal abuse of a sexual nature; verbal commentary about an individual's appearance, body, sexual prowess or sexual deficiencies; flirtations; advances; leering; whistling; touching; pinching; assault; coerced sexual acts; blocking normal movements; visual conduct such as derogatory or sexual posters,

photographs, cartoons, drawings; and other displays in the work place of sexually suggestive objects or pictures, including through email and the Internet.

This policy covers all individuals in the workplace. Schomburg & Schomburg will not tolerate, condone, or allow sexual or other unlawful harassment, whether engaged in by fellow employees, supervisors, or by outside clients, or other non-employees who conduct business with Schomburg & Schomburg. The Company encourages reporting of all incidents of sexual or other unlawful harassment, regardless of who the offender may be, or of the offender's relationship to Schomburg & Schomburg.

Individuals who believe they have been subjected to sexual harassment should report the incident to the Main office - COO. When an employee reports harassment as specified above, Schomburg & Schomburg will undertake a prompt investigation appropriate to the circumstances. Confidentiality will be maintained throughout the investigative process to the extent practicable and consistent with Schomburg & Schomburg need to undertake a full investigation.

An individual will not be subject to reprisal or retaliation for reporting incidents that he or she, in good faith, believes to be violations of this policy, or for being involved in the investigation or suspected harassment. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discriminatory harassment or participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action up to and including termination.

Schomburg & Schomburg Construction, Inc.
923 N Collett St • Danville, IL 61832
Phone 217-442-3002 • Fax 217-442-0110

April 1, 2016

Marc Davis
International Union of Operating Engineers Local 841
PO Box 400
Oakwood Illinois, 61858

Marc
Thanks for taking my call earlier and having discussion relative to having a good and stable pool of minority Operating Engineers available for work at Schomburg & Schomburg Construction Inc. I realize we have the ability to and do request these employees, and appreciate your continued working with us to ensure the availability of the workforce demographics as Operating Engineers fairly represent the areas within your jurisdiction where we utilize these employees.

Sincerely,

Butch Buesing
Vice President – Chief Operating Officer
Schomburg & Schomburg Construction, Inc.
923 North Collett Street
Danville, Illinois, 61832
Office: (217) 442-3002
Fax (217) 442-0110
WWW.SCHOMBURGINC.COM

Certified SBA WOSB Woman Owned Small Business

Schomburg & Schomburg Construction, Inc.
923 N Collett St • Danville, IL 61832
Phone 217-442-3002 • Fax 217-442-0110

April 1, 2016

Todd Smith
Laborers Local 703
108 East Anthony Drive, #1
Urbana, Illinois, 61802

Todd
Thanks for taking my call earlier in the week and having discussion relative to having a good and stable pool of minority Laborers available for work at Schomburg & Schomburg Construction Inc. I realize we have the ability to and do request these employees, and appreciate your continued working with us to ensure the availability of the workforce demographics as laborers fairly represent the areas within your jurisdiction where we utilize these employees.

Sincerely,

Butch Buesing
Vice President – Chief Operating Officer
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