

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaindinois.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: BERNs, CLANQY AND ASSOCIATES P.C.		
d/b/a:		
Address: 405 EAST MAIN STREET		
City/State/Zip: URBANA, IL 61802		
Telephone Number(s) include area code: 217/384 1144		
Check one of the following		
Corporation	<input checked="" type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
FEI Number: 37-106022		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): Engineering, Surveying, Planning		
4. Project on which your company is bidding: BRP/2015-2017 Survey		
5. City of Urbana contact staff assigned to contract: Randy Burgett		

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: <u>Thomas B. Berns</u> Title: <u>President</u> Telephone: <u>217-384-1144</u> Email: <u>tberns@bernsciancy.com</u>	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		2								
Professionals	8		8									
Technicians	8	1	7	1	1							
Sales Workers	1		1									
Office & Clerical		1		1								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	17	4	16	4	1							
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: <u>November 15, 2016</u>												

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		1						
Professionals	3							
Technicians	7	1	1					
Sales Workers								
Office & Clerical		1						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	10	3	1					

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

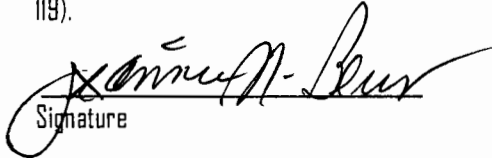
For Contractors: Data provided in Table B will be verified by worksite inspections.

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	2				1			
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

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

Jeannie M. Berns, Office Manager
Printed Name and Title

jberns@bernsc1ancy.com
E-mail Address

11/15/16
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 ☒ NO ☐

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

YES ☒ NO ☐

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

YES ☒ NO ☐

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

III. EQUAL OPPORTUNITY PROGRAM

It is the policy of Berns, Clancy and Associates, Professional Corporation, to endeavor to eliminate bias and discrimination in hiring and other employment practices. We feel that this effort is morally right and effectively utilizes manpower.

1. ASSIGNMENT OF RESPONSIBILITIES

All management and supervisory personnel are accountable for carrying out the provisions of Equal Employment Opportunity laws through the administration of these regulations, as recommended by the Office Manager. This responsibility includes assuring equality of opportunity, regardless of gender, race, creed, color, age, physical or mental handicap, marital status, sexual preference, family responsibilities, matriculation, political affiliation, arrest record, or source of income, religion, sex or national origin, in (1) recruiting and hiring, (2) application of policies and practices, (3) training and promotion. This also includes achieving minority representation within all job categories and at all locations within the company.

The Office Manager is responsible for the administration of this program. This responsibility includes (1) recommending policies, (2) advising management and supervisory personnel on goals and action to be taken in their respective areas, (3) insuring that government record keeping and reporting requirements are met, and (4) periodically reviewing results of this program to insure compliance.

2. RECRUITMENT

In all recruiting activities, the company will provide equal employment opportunities for all individuals. The phrase "Equal Opportunity Employer" should be incorporated in all recruitment advertising.

3. EMPLOYMENT PLACEMENT

There will be no discrimination in hiring people for hourly or salaried positions or in placement in various occupations and departments. Minimum tests, examples of work product, and evaluations are used only for analysis of technical skills for those jobs requiring such skills.

The Office Manager will periodically review departments and job categories in which few or no minority persons are employed and in which men and women are not employed in job categories that have been traditionally considered the domain of the opposite gender. The Office Manager will make recommendations to correct imbalances and assist management and supervisory personnel in taking corrective action.

4. **TRAINING, UPGRADING, PROMOTION AND TRANSFER**

All employees will be given equal opportunity to participate in company training sessions. All employees will be encouraged to participate in the company's Educational Assistance Program.

Career development consultation will be provided for all employees. Consultation with the principals of the firm regarding personal career desires, job openings, transfers and possibilities for promotion is available to any employee who desires it.

A list of all minority employees will be maintained, including their present assignments, career directions and desires and plans for development.

Promotion and upgrading at all levels will be periodically reviewed to insure fair and equal treatment of all employees. Goals and action plans will be established annually in areas that need corrective action.

5. **FACILITIES**

The company will not maintain or provide for employees any segregated facilities at any location. Segregated facilities means any waiting areas, work areas, wash rooms, lunch rooms, time clocks, storage areas, parking lots, drinking fountains, recreation areas, transportation and other such facilities provided for employees.

6. **POSTERS AND NOTICES**

The following posters and notices pertaining to equal opportunity, discrimination related to age, sex, religion, color and national origin, state fair employment practices and minimum wage laws must be displayed on bulletin boards in prominent places in all company locations and in the Personnel Department.

1. Title VII of the Civil rights Act of 1964
2. State Fair Employment Practices
3. Minimum Wage Laws (Fair Labor Standards Act)

PROFESSIONAL IN THOUGHT, APPEARANCE, ATTITUDE AND ACTION.

9. SEXUAL HARASSMENT

It is the responsibility of each individual employee to refrain from sexual harassment, and it is the right of each individual employee to work in an environment free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

According to Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting said individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of this discrimination is a qualified individual's being denied employment opportunities and benefits, while they are instead awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example of sexual harassment is an individual's being forced to submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other common categories of sexual harassment include:

- Verbal: Sexual innuendo, suggestive comments, insults, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements of a sexual nature about other employees, even outside of their presence.
- Non-Verbal: Leering, obscene or sexually suggestive gestures, suggestive or insulting sounds, such as whistling and making "catcalls", "smacking" or "kissing" noises.

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COMPANY POLICIES AND PROCEDURES

- Visual: Posters, signs, "pin-ups" or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coercing sexual intercourse, or committing actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between individuals of the same gender.

The most severe and overt forms of sexual harassment are easy to identify. On the other end of the spectrum, some sexual harassment is subtler and determined to some extent by individual perception and interpretation. Courts tend to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the subtlest form of sexual harassment is the use of endearments. The use of terms such as "honey," "darling," and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of causing offense, it is best to follow a course of conduct above reproach, or to err on the side of caution.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee is responsible for refraining from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company policy.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining a workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment and all other forms of employee misconduct.

The courts have found that organizations and supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability, but also that of the agency.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases in which an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

The company's Equal Employment Opportunity (EEO) Officer is available to consult with supervisors on the proper procedures to follow.

PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself or himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating his or her position to the supervisor, EEO Officer and the offending employee. Anyone can make a complaint of observed sexual harassment, even if he or she was not the object of the harassment.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Records such as letters, notes, memos, and telephone messages can strengthen documentation.

No one making a complaint in good faith will be retaliated against, even if the complaint is not substantiated. In addition, all witnesses will be protected from retaliation.

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The process for making a complaint about sexual harassment involves several stages:

- **Direct Communication:** if there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express his or her objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be delivered in written form as a note or a memo.
- **Contact with Supervisory Personnel:** at the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the EEO Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level or the EEO Officer.
- **Formal Written Complaint:** an employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The company will investigate the complaint fully and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Company:** it is hoped that most sexual harassment complaints and incidents can be resolved within the company. However, an employee also has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s). A complaint with the EEOC must be filed within 300 days.

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases in which the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. This does not refer to charges made in good faith that cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

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COMPANY POLICIES AND PROCEDURES

- f. Adequacy of notes, including special notes the client may require.
6. The original drawing should be corrected and a final check should be performed. The check prints should be initialed and dated to indicate the operation. The original drawing shall also be marked with the standard six-figure revision date to note the date modifications were made. After final review, the intermediate check prints may be discarded.