

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us </p>	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: *Ute Baum Company, Inc.*

d/b/a:

Address: *8666 North Main*

City/State/Zip: *Morton, IL 61550*

Telephone Number(s) include area code: *309-260-7114*

Check one of the following

Corporation Partnership Individual Proprietorship Limited Liability Corp.

FEI Number: *31-079-5665* 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):

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

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>Stephanie Cobb</u> Title: <u>HR Mgr / EEO OFFICER</u> Telephone: <u>309-266-7114 x1789</u> Email: <u>StephanieCobb@ottbaum.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	17	2										
Professionals	11		11									
Technicians												
Sales Workers												
Office & Clerical		5		5								
Craft Workers (Skilled)	206	2	191		8		5		2			
Operatives (Semi-Skilled)	28		24		2							
Laborers (Unskilled)	114	4	97	3	8	1	8		1			
Service Workers												
TOTAL	374	13	340	10	18	1	13		3			
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>8-1 thru 8-31-17</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								
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.

- Would ~~verify~~ change depending on the project.

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								

We have increased our numbers. Previous submitted attached.

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	8	2										
Professionals	11											
Technicians												
Sales Workers												
Office & Clerical	2	4										
Craft Workers (Skilled)	117						3					
Operatives (Semi-Skilled)	13		12		1							
Laborers (Unskilled)	64	1	60	1			4					
Service Workers												
TOTAL	215	7	112	1	1		7					
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>Feb 2017</u>												

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).

Stephanie Cobb Stephanie Cobb HR/HR/EEO Officer
Signature Printed Name and Title

Stephanie.cobb@ottobbaum.com
E-mail Address

9/25/17
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 _____

IV. REASONABLE ACCOMMODATIONS OF EMPLOYEES WITH DISABILITIES POLICY

The Company makes reasonable accommodation to the physical or mental limitations of all otherwise qualified individuals with a disability unless it can demonstrate that the accommodation would impose an undue hardship on the operation of the Company's business.

If an employee with a disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the disability, the Company may confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, the Company confidentially inquires whether the employee is in need of a reasonable accommodation. Alternatively, employees may contact the Director of Operations at any time to request an accommodation. The Company will then engage in the "interactive process" with the employee in an attempt to accommodate the employee.

V. ILLINOIS PREGNANCY ACCOMODATION ACT

The company makes reasonable accommodations to employees for conditions related to pregnancy, child-birth, or related medical conditions unless these accommodations would impose an undue hardship on the employer. Examples of reasonable accommodations include (but are not limited to) more frequent or longer bathroom breaks; breaks for increased water intake and periodic rest; a private non-bathroom space for breast feeding and expressing breast milk; job restructuring; part-time or modified work schedules; appropriate adjustments or modification of examinations, training materials, or policies; and a reassignment to a vacant position, time off to recover from childbirth and leave required by the employee's pregnancy, childbirth, or related conditions.

Absent a showing of undue hardship by the employer, an employee who has been affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth will be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement and fringe benefits, and other applicable service credits upon her signifying her intent to return or when her need for reasonable accommodation ceases.

VI. HARASSMENT

It is expected that Company employees will treat each other with courtesy and civility at all times, and intimidation of any form will not be tolerated. It is specifically unlawful, and therefore strictly forbidden, for any person to harass an employee based on sex, race, color, ancestry, national origin, religion, age, disability, or any other legally protected characteristic.

A. Definitions:

1. Sexual harassment:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person. Sexual harassment is not confined to members of the opposite gender.

2. Other harassment:

Other harassment consists of unwelcome comments or conduct having specific or reasonably implied references to race, color, national origin, religion, age, disability, or any other legally protected characteristic. Such harassment may include, without limitation, insulting comments, "kidding," "teasing," and "practical jokes," slurs, taunting, verbal abuse or epithets, degrading comments or jokes, jokes about certain traits, and insulting pictures, drawings, objects, cartoons, posters, pictures, or printed or other visual material.

3. Unlawful harassment:

Such harassment is unlawful when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- d. Or as otherwise defined by federal or state law.

4. Responsibility of Individual Employees:

Each individual employee has the responsibility to refrain from harassment in the workplace. An individual employee who 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 the Company policy or a collective bargaining agreement, as appropriate.

5. Responsibility of Supervisory Personnel

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

B. Procedures:

If you feel you are being harassed on the basis of sex, race, color, national origin, religion, age, or disability, or are aware of or suspect the occurrence of harassment, or have any concern about harassment, you must immediately contact a member of management and report it. You may report the matter in any manner (oral or written) with which you feel comfortable. The person currently designated to receive and handle such concerns and/or complaints is the **OBCI HR Manager** and any complaints of workplace harassment must be brought to his or her attention.

All complaints and concerns will be investigated promptly and thoroughly. Such investigation shall, as much as possible, be conducted in confidence and in a manner designed to protect the privacy and rights of all concerned parties.

If the complaint or concern is determined to be justified, the employee whose conduct is considered harassing or intimidating may be subject to appropriate disciplinary action, up to and including termination.

No employee shall experience any reprisal or retaliation for reporting harassment under this policy.

Employees conducting themselves in a manner reflecting reprisal or retaliation or other threatening behavior toward any other employee (s) shall be subject to appropriate disciplinary action which may include termination of employment from the Company.

It is hoped that sexual harassment complaints and incidents can be resolved within the Company. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with EEOC must be filed within 300 days.

Illinois Department of Human Rights – (217) 785-5100
Illinois Human Rights Commission – (217) 785-4350
U.S. Equal Employment Opportunity Commission – (800) 669-4000

VII. FAMILY AND MEDICAL LEAVE ACT

The Company provides Family and Medical Leave in accordance with the federal Family and Medical Leave Act ("FMLA"), as summarized below. Notwithstanding the terms of any other policy and procedure in this Personnel Manual, the terms of this policy shall govern requests for and grants of leave under its terms. This policy and procedure is intended to summarize the material terms of the FMLA, and not to create an independent policy in addition to the FMLA. Any conflict between this policy and procedure and the terms of the FMLA is inadvertent and the terms of the FMLA shall govern.

1. Definitions.

"Eligible employee" shall mean employees who, at the time they request leave,

- have been employed for a total of at least twelve months;
- have worked at least 1,250 hours during the previous twelve-month period; and
- are employed at a worksite which either has fifty or more employees or is within 75 miles of worksite(s) totaling fifty or more employees.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health care provider.

2. Procedures.

a. Grant of leave.

Provided that, at the time of a request for leave, the Company has employed fifty or more persons for each working day during each of twenty or more calendar workweeks in the current or preceding calendar year, the Company shall provide up to twelve weeks of unpaid leave during a twelve-month period for eligible employees for one or more of the following reasons:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
POLICY STATEMENT

It is the policy of Otto Baum Company, Inc. not to discriminate against any employee or any applicant for employment because of age, race, religion, color, physical or mental handicap, marital status, sex, physical condition, sexual preference, family responsibilities, matriculation, political affiliation, arrest record, source of income or national origin.

This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Except with respect to sexual orientation, this company further agrees to take affirmative action to ensure equal employment opportunities.

Stephanie Cobb, Equal Employment Officer; has been appointed as the Director of the Affirmative Action Program and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of 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 support this program.

Terry Baum

Typed Name

Signature

Date

President

Title

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.



OTTO BAUM COMPANY, INC.

CONTRACTORS

MASONRY ■ CONCRETE ■ EARTHWORK ■ SITE/CIVIL ■ RESTORATION

www.ottobaum.com

309-266-7114 ■ Fax 309-263-1050

866 N. Main St. ■ Morton, IL 61550

April 11, 2017

Cement Masons
Local 11
Rand Road
Lakemoor, IL 60051

*Sample of Letter
that went to
all unions.*

To Whom It May Concern:

Otto Baum Company, Inc. is an Equal Employment Opportunity employer and is committed to affirmative action in our hiring practices. It is the policy of Otto Baum Company, Inc. to give equal opportunity to all qualified persons without regard to race, color, religion, sex, national origin, marital status, disability or veteran status. We need your help in identifying such qualified applicants for consideration.

As we look ahead to a busy construction season, we are asking for your cooperation and assistance in helping us meet our EEO obligations. When contacting you for assistance in adding to our workforce, whenever possible, please refer qualified minorities, females, persons with disabilities and veterans to our organization.

Your assistance in referring all qualified applicants will help us to achieve our commitment to Equal Employment Opportunity in our company workforce.

Sincerely,

Stephanie Cobb

Stephanie Cobb | EEO Officer
Otto Baum Company, Inc. | 866 N. Main St. | Morton, IL 61550
Office 309-266-7114 | Direct 309-284-1789 | Fax 309-263-1050
stephaniecobb@ottobaum.com