



Application For  
City of Urbana EEO Certificate of Compliance

Human Relations Commission  
City of Urbana, Human Relations Office

HRC  
Form UPC-1  
Version  
01/15/2016

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

Type or print all your answers in black ink. Please complete the sections below as instructed. Failure to answer all the questions may delay the processing of your application or result in denial of eligibility to bid or do business with the City of Urbana.

**Section 1. Company Identification**

<b>1. Company's Local Name and Address</b>			
Name: Tyler Technologies, Inc.			
d/b/a:			
Address: 840 West Long Lake Road			
City/State/Zip: Troy, MI 48098			
Telephone Number(s) include area code: 248-269-1000			
Check one of the following:			
Corporation	<input checked="checked" type="checkbox"/>	Partnership	<input type="checkbox"/>
		Individual Proprietorship	<input type="checkbox"/>
		Limited Liability Corp.	<input type="checkbox"/>
FEI Number: 75-2303920		Social Security Number:	

<b>2. Company's Principal Office Name and Address (answer only if not the same as above)</b>	
Name: Tyler Technologies, Inc.	
Address: One Tyler Drive	
City/State/Zip Yarmouth, ME 04096	

<b>3. Major activity of your company (product or service):</b>	Software and Services
<b>4. Project on which your company is bidding:</b>	Financial Management /Personnel/Payroll Asset Management/Work Orders Property Maintenance Code Inspections
<b>5. City of Urbana contact staff assigned to contract:</b>	Sanford Hess – Urbana, Information Technology

## Section 2. Company Policies and Practices

### Description of EEO Policies and Practices

1. 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 ?

2. 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.

#### EEO Officer

Name: Julia Fusari  
 Title: Director, Benefits and Payroll  
 Telephone: 800.772.2260 ext: 4200  
 Email: Julia.Fusari@tylertech.com

3. Does the company have a written Equal Employment Opportunity plan or statement?

**Important Note:** Your application must include a copy of your company's "EEO Statement" in order to be considered eligible to do business with the City of Urbana. A template for an E.E.O Statement is available from the Human Relations Office at [www.urbanailinois.us/hro](http://www.urbanailinois.us/hro). Questions can be directed to [hro@urbanailinois.us](mailto:hro@urbanailinois.us) or (217) 384-2455.

4. Has the company developed a written policy statement prohibiting Sexual Harassment?

**Important Note:** Your application must include a copy of your company's "Sexual Harassment Policy" in order to be considered eligible to do business with the City of Urbana. A template for a Sexual Harassment Policy is available from the Human Relations Office at [www.urbanailinois.us/hro](http://www.urbanailinois.us/hro). Questions can be directed to [hro@urbanailinois.us](mailto:hro@urbanailinois.us) or (217) 384-2455.

Yes	No
X	
X	
X	
X	

5. 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?
6. 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?
7. Has the company 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?
8. Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.
9. Does the company have collective bargaining agreements with labor organizations?
10. If you answered yes to Question "9", 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?
11. 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.**
12. Are you currently seeking to renew an existing or expired Urbana EEO certification?

**If yes, please complete Table C.**

X	
X	
X	
	X
	X
	X
	X

### Section 3. Work Force Statistics

**TABLE A – Company Workforce Statistics**

- Please complete Table A (Company Workforce Statistics) using the number of employees as of the most recent payroll period.
- For a detailed descriptions of the Job Classifications see Appendix A (Description of Job Classifications).
- 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.

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	
	Col B	Col C	Col D	Col E	Col F	Col G	Col H	Col I	Col J	Col K	Col L	Col M
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Mgrs	427	210	400	187	5	6	7	10	14	4	0	1
Professionals	1632	917	1370	723	53	44	54	52	115	81	10	4
Technicians	-	-	-	-	-	-	-	-	-	-	-	-
Sales Workers	150	53	144	50	2	3	2	0	1	0	1	0
Office & Clerical	80	153	63	123	5	11	8	13	2	3	0	1
Craft Workers (Skilled)	1	0	1	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	3	0	3	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	6	0	4	0	2	0	0	0	0	0	0	0
Service Workers	2	6	2	6	0	0	0	0	0	0	0	0
<b>TOTAL</b>												

Overall Total (Column B is sum of Columns D, F, H, J and L)  
Overall Column (Column C is sum of Columns E, G, I, K and M).

**Date of above Data:** March 15, 2016

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	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Mgrs	427	210	400	187	5	6	7	10	14	4	0	1
Professionals	1632	917	1370	723	53	44	54	52	115	81	10	4
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Sales Workers	150	53	144	50	2	3	2	0	1	0	1	0
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Craft Workers (Skilled)	1	0	1	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	3	0	3	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	6	0	4	0	2	0	0	0	0	0	0	0
Service Workers	2	6	2	6	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,301</b>	<b>1,339</b>	<b>1,987</b>	<b>1,089</b>	<b>67</b>	<b>64</b>	<b>71</b>	<b>75</b>	<b>132</b>	<b>88</b>	<b>11</b>	<b>6</b>

Overall Total (Column B is sum of Columns D, F, H, J and L)  
Overall Column (Column C is sum of Columns E, G, I, K and M).

**Date of above Data:** March 15, 2016

**TABLE B\* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT** N/A

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								
<b>TOTAL</b>								

\*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** N/A

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								
<b>TOTAL</b>								

## SECTION 5. Verification

Prior to submitting this form, please check the answers to the following questions to verify your application is complete:

1. Have you completed Table A (Workforce Statistics), including the "TOTAL" row?
2. Have you submitted current workforce statistics for Table A (Workforce Statistics)?
3. Have you enclosed your company's EEO statement?
4. Have you enclosed your company's Sexual Harassment policy?

Yes No

X	
X	
X	
X	

If you answered "No" to any of the questions in Section 5, your application may be denied and result in denial of eligibility to bid or do business with the City of Urbana.

## SECTION 6. Certification

### Your Statement

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).

Your Signature

Date(mm/dd/yyyy)

	March 17, 2016
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Printed Name

Title

E-mail Address

Roger Routh	Vice President and General Manager, New World ERP	roger.routh@tylertech.com
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Appendix A:  
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.

END.