

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanainline.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: <i>Reynolds Towing Service, Inc.</i>		
d/b/a: <i>same</i>		
Address: <i>1417 W. Kenyon Rd.</i>		
City/State/Zip: <i>Urbana, IL 61801</i>		
Telephone Number(s) include area code: <i>217-337-0913</i>		
Check one of the following		
Corporation	<input checked="" type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
FEI Number: <i>37-1176922</i>		Social Security Number: <i>N/A</i>
2. Name and Address of the Company's Principal Office (answer only if not the same as above)		
Name: <i>Greg Reynolds</i>		
Address: <i>1714 E. Airport Rd.</i>		
City/State/Zip: <i>Urbana, IL 61802</i>		
3. Major activity of your company (product or service): <i>Towing</i>		
4. Project on which your company is bidding: <i>Towing City Vehicles</i>		
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?	✓	
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>Scott Friedlein</u> Title: <u>COO</u> Telephone: <u>217-202-3023</u> Email: <u>Sfriedlein@Reynoldstowinginc.com</u>	✓	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO 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.		
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.	✓	
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?	✓	
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?	✓	
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?	✓	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		✓
I.	Does the company have collective bargaining agreements with labor organizations?		✓
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?		
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.)		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		✓

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												
Technicians												
Sales Workers												
Office & Clerical	5	1	5	1								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)	17		16		1							
Laborers (Unskilled)												
Service Workers												
TOTAL	24	2	23	2	1	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: <u>07/12/16</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	2	1						
Professionals								
Technicians								
Sales Workers								
Office & Clerical	5	1						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	17		1					
Laborers (Unskilled)								
Service Workers								
TOTAL	24	2	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

NA

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								

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

Scott A. Friedlein COO
Printed Name and Title

sfriedlein@reynoldstowinginc.com
E-mail Address

07/12/2016
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 Y NO _____

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

YES Y NO _____

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

YES Y 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 or 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 or 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, lawyers, 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 Employment Opportunity

Reynolds Towing Service Inc. is committed to recruit, hire, train, promote, and otherwise treat all applicants and employees without regard to race, color, religion, sex, sexual orientation, age, national origin, citizenship, ethnic background, family relationship, marital status or veteran's status. Employment decisions will be based on merit, qualifications and competence. This policy governs all aspects of employment, promotion, assignment, discharge and other terms and conditions of employment.

Reynolds Towing Service Inc. relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of the information or data may result in the employers exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

VI. Harassment Policy

Reynolds Towing Service Inc. is committed to clearly communicating to all employees its compliance with the law regarding sexual and all other forms of harassment, and providing a work environment free from unsolicited and unwelcome sexual overtures or other forms of harassment or discrimination. RTS is strongly opposed to sexual harassment and all other forms of harassment and provides reporting and investigation procedures as well as disciplinary procedures that could be imposed for sexually harassing conduct or behavior by managers, co-workers or visitors.

a. Definition

- i. Sexual harassment is any unwelcome or unwanted advances, requests for sexual favors, and other forms of verbal or physical conduct of a sexual nature where:
 1. Submission to such conduct is made a condition of an individual's employment: submission to or rejection of such conduct by an individual is used as a factor in employment related decisions;
 2. Such conduct interferes with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

b. Prohibited acts

- i. It is illegal and against RTS policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging:

1. Physical assaults on another employee, including but not limited to rape, sexual battery, molestation, or attempts to commit these assaults, or intentional physical conduct that is sexual in nature, including but not limited to touching, pinching, patting or brushing up against another employee's body, and;
2. Unwanted sexual advances, propositions or sexual comments including making sexual gestures, jokes, or comments in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome, and;
3. Posting or displaying pictures, posters, calendars, graffiti, objects or other material that is pornographic or sexual in nature.

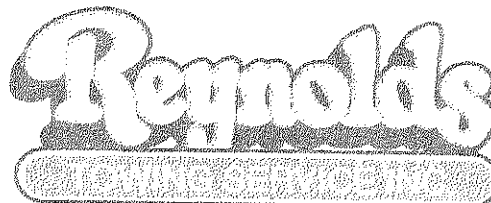
c. Awareness

- i. Creating an intimidating, hostile, or offensive working environment can include such actions as persistent sexual comments or the display of obscene or sexually orientated photographs or drawings. *Employees should understand that sexual harassment might be in the eye of the beholder.*
- ii. Conduct can constitute sexual harassment if a reasonable victim might consider to be harassing. RTS will determine whether such conduct constitutes sexual harassment, based on the facts and circumstances of each situation.
- iii. RTS will not condone any sexual harassment of its employees. All workers, including managers and supervisors, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

d. Reporting procedure

- i. RTS encourages reporting of all incidents of unlawful discrimination, including sexual harassment. The incident should be reported immediately to a member of management which includes the CEO, CFO and COO . All such allegations will be promptly investigated confidentially to protect the privacy of all of the person(s) involved. RTS will attempt to keep all disclosed information confidential and will reveal such information only to those person who have a need to know. All complaints, investigative steps, and the findings will be documented. No employee will be subject to any form of retaliation or discipline for pursuing a sexual complaint.

FAX



1417 W. Kenyon Rd., Urbana IL 61801
217-337-0913
Fax - 217-352-9277

City of Urbana
To: Attn: Human Relations Division **From:** Scott Friedlein
Fax: 217-328-8288 **Pages:** 9
Date: 7.12.2016
Re: EEO Workforce Statistics **CC:**

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments:

Attached is the EEO forms you have requested be completed. Please let me know if we need anything else.

Thanks

Scott Friedlein
Chief Operations Officer
sfriedlein@reynoldstowinginc.com
217-337-0913

7.12.2016