

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@city.urbana.il.us	Office Use Only (05/13)	
	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: CHAMPAIGN SIGNAL & LIGHTING COMPANY

d/b/a: A DIVISION OF CHAMPAIGN ASPHALT COMPANY, LLC

Address: 1414 W. ANTHONY DRIVE

City/State/Zip: URBANA, IL 61802

Telephone Number(s) include area code: (217) 356-2513

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.	X
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FEI Number: 20-3014751

Social Security Number:

2. Name and Address of the Company's Principal Office (*answer only if not the same as above*)

Name:

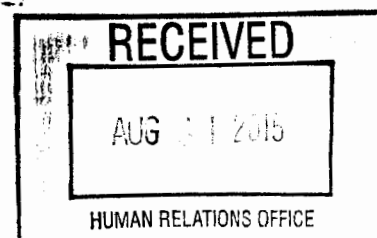
Address:

City/State/Zip

3. Major activity of your company (product or service): **TRAFFIC SIGNALS & HIGHWAY LIGHTING**

4. Project on which your company is bidding: **RENEWAL**

5. City of Urbana contact staff assigned to contract: **ENGINEERING DEPARTMENT**



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>MEREDITH MILLS</u> Title: <u>EEO OFFICER</u> Telephone: <u>217-356-2513</u> Email: <u>MEREDITHM@CHAMPAIGNASPHALT.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) 384-2466 or terent@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.	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

Please complete the company work force 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 und 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												
Technicians												
Sales Workers												
Office & Clerical		2		1				1				
Craft Workers (Skilled)	16	2	15	2					1			
Operatives (Semi-Skilled)												
Laborers (Unskilled)	1		1									
Service Workers												
TOTAL	19	4	18	3				1	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>8/1/14-7/31/15</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 under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors:

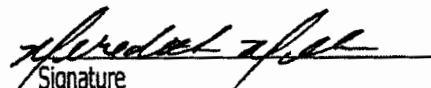
Data provided in Table B will be verified by worksite inspections.

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						1		
Craft Workers (Skilled)					10	2		
Operatives (Semi-Skilled)								
Laborers (Unskilled)		1			1			
Service Workers								
TOTAL		1			11	3		

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

MEREDITH MILLS
Typed Name and Title

8/24/15
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

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.

**CHAMPAIGN ASPHALT COMPANY, LLC
CHAMPAIGN SIGNAL & LIGHTING COMPANY
ILLIANA CONSTRUCTION COMPANY
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

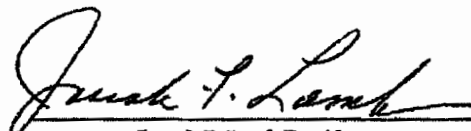
JANUARY 1, 2015

**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of the above companies not to discriminate against any employee or any applicant for employment because of age, race, religion, color, physical or mental disabilities, marital status, sex, physical condition, sexual preference, veteran status, genetic information, family responsibilities, matriculation, political affiliation, arrest record, source of income, national origin, or any other protected characteristics under applicable law.

This policy shall include, but not be limited to, the following: recruitment and employment, placement, promotion, demotion, transfer, compensation for training including apprenticeship, layoff and termination. These companies will take affirmative action to ensure equal employment opportunities.

MEREDITH MILLS 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.



Handwritten signature of Joseph F. Lamb in cursive script, with a horizontal line underneath the signature.

Joseph F. Lamb-President

**CHAMPAIGN ASPHALT COMPANY, LLC
CHAMPAIGN SIGNAL & LIGHTING COMPANY
ILLIANA CONSTRUCTION COMPANY
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

JANUARY 1, 2015

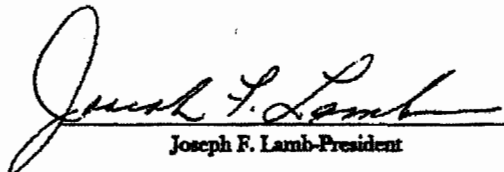
**EQUAL EMPLOYMENT OPPORTUNITY AND
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This policy shall include, but not be limited to, the following: recruitment and employment, placement, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.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

MEREDITH MILLS 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.

During the life of contract with the City of Champaign, the companies shall comply with Section 12.5 of the Champaign Municipal Code relating to equal employment opportunities and affirmative action. The companies shall continue to work co-operatively with governmental entities and community organizations to ensure equal employment.


Joseph F. Lamb-President

**CHAMPAIGN ASPHALT COMPANY, LLC
CHAMPAIGN SIGNAL & LIGHTING COMPANY
ILLIANA CONSTRUCTION COMPANY**

**1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

JANUARY 1, 2015

NOTICE

ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS IT IS THE POLICY OF THIS COMPANY TO ASSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED EQUALLY DURING EMPLOYMENT, WITHOUT REGARD TO THEIR RACE, RELIGION, GENDER, COLOR, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, NATIONAL ORIGIN, AGE, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, AMNESTY, OR VETERAN STATUS. SUCH ACTION SHALL INCLUDE, BUT NOT LIMITED TO: HIRING, PLACEMENT, PROMOTION, DEMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION, AND TRAINING.

TO ASSURE PROPER IMPLEMENTATION OF THIS POLICY, WE HAVE APPOINTED THE FOLLOWING INDIVIDUAL TO BE OUR EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

**MEREDITH MILLS
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802
OFFICE PHONE: (217) 356-7288
OFFICE FAX: (217) 356-1539**

SHOULD ANY PROBLEMS OR QUESTIONS ARISE CONCERNING OUR POLICY OF EQUAL EMPLOYMENT, PLEASE CONTACT THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER.


JOSEPH F. LAMB PRESIDENT

**CHAMPAIGN ASPHALT COMPANY, LLC
CHAMPAIGN SIGNAL & LIGHTING COMPANY
ILLIANA CONSTRUCTION COMPANY**

**1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

JANUARY 1, 2015

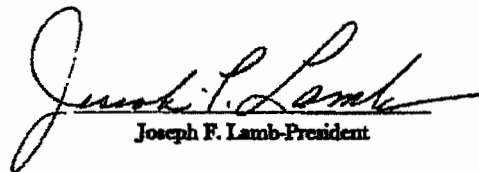
TO WHOM IT MAY CONCERN

The employment policies and practices of the above companies are to recruit and to hire employees without discrimination because of race, color, creed, sex or national origin; and to treat them equally with respect to compensation and opportunities for advancement, including upgrading, promotion and transfer.

This company submits this Plan to assure compliance with the Civil Rights Act of 1964, Executive Orders 11246, 11875 and the Illinois Fair Employment Practices Act and other subsequent orders or legislation that may pertain to this program and to reaffirm its continued commitment to a program of equal employment policies.

It agrees to assert leadership within the community and to put forth the maximum effort to achieve full employment and utilization of the capabilities and productivity of all our citizens without regard to race, color, creed, sex or national origin.

This company further recognizes that the effective application of a policy of merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the company and to strive for advancement on this basis.



Handwritten signature of Joseph F. Lamb in cursive script.

Joseph F. Lamb-President

**CHAMPAIGN ASPHALT COMPANY, LLC
CHAMPAIGN SIGNAL & LIGHTING COMPANY
ILLIANA CONSTRUCTION COMPANY
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

**TO: ALL EMPLOYEES AND SUPERVISORY PERSONNEL
FROM: JOSEPH F. LAMB - PRESIDENT
DATE: JANUARY 1, 2015
RE: POLICY ON RELIGION & NATIONAL ORIGIN DISCRIMINATION**

It is the policy of the above companies to strictly prohibit any conduct which constitutes any discrimination because of religion of national origin, and to discipline any employee guilty of committing such conduct up to and including discharge.

Religious beliefs include all moral and ethical beliefs as to what is right and wrong so long as the beliefs are sincerely held with the strength of traditional religious views. Discrimination because of religion is defined broadly as including, but not limited to:

(A) The failure to reasonably accommodate a conflict between work schedules and religious observances and practices of an employee or prospective employee, unless the employer demonstrates that accommodation would result in undue hardship on the conduct of its business.

The employer may accommodate a conflict between work schedules and religious observances and practices by allowing an employee temporarily to swap work schedules with another employee. Other accommodations could be flexibility in arrival and departure times, break times, or holiday breaks, or to allow an employee to transfer to a job where there is more flexibility in the work schedule.

Discrimination because of national origin is defined broadly as including, but not limited to, the denial of equal employment opportunity based on an individual's (ancestor's) place of origin, or because an individual has the physical, cultural, or linguistic characteristics of a national origin group. For example, a selection procedure based on height and weight may exclude individuals of some national origins. Unless height and weight requirements are job-related, they should not be imposed.

Because the company feels strongly in providing a work place free from discrimination concerning religion or national origin, any employee who feels that he or she has been subjected to discrimination as it relates to religion or national origin, is requested to report the incident immediately to MEREDITH MILLS -AFFIRMATIVE ACTION OFFICER, who can be contacted at 1414 WEST ANTHONY DRIVE, Urbana, IL 61802 or by telephone at 217/856-7288. These incidents will be confidentially investigated and appropriate action will be taken.

**CHAMPAIGN ASPHALT COMPANY, LLC
CHAMPAIGN SIGNAL & LIGHTING COMPANY
ILLIANA CONSTRUCTION COMPANY
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

**TO: ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT
FROM: JOSEPH F. LAMB - PRESIDENT
DATE: JANUARY 1, 2015
RE: POLICY ON SEXUAL HARASSMENT**

It is the policy of the above companies to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee guilty of committing such conduct up to and including discharge. 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.

Sexual harassment is defined as unwelcome or improper sexual advances, requests for sexual favors and any other conduct of a sexual nature (verbal, non-verbal, visual and physical, including sexually explicit language, jokes, etc.). An employee is being sexually harassed when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such 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 and illegal under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Proper responses to conduct which is believed to be sexual harassment may include the following: direct communication, contact with supervisory personnel, formal written complaint and resolution outside the department.

Because the company feels strongly that no one should be subjected to such an atmosphere, any employee who feels that he or she has been subjected to sexual harassment is requested to report the incident immediately to MEREDITH MILLS, AFFIRMATIVE ACTION OFFICER, who can be contacted at 1414 WEST ANTHONY DRIVE, URBANA, IL 61802 or at (217) 356-7288. These incidents will be confidentially investigated and appropriate action will be taken. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee 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) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. An employee may contact the agencies at the following numbers:

Illinois Department of Human Rights: (217) 785-5100 or (312) 814-6200
Illinois Human Rights Commission: (217) 785-4350 or (312) 814-6269
Equal Employment Opportunity Commission (312) 353-2713 or 1-800-669-3362