

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanailinois.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: MSA Professional Services - Champaign, LLC		
d/b/a:		
Address: 201 West Springfield Ave., Suite 400		
City/State/Zip: Champaign, IL 61820		
Telephone Number(s) include area code: (217) 352-6976		
Check one of the following		
Corporation	<input type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
	<input checked="" type="checkbox"/>	
FEI Number: 39-1016174		Social Security Number:
2. Name and Address of the Company's Principal Office <i>(answer only if not the same as above)</i>		
Name: MSA Professional Services, Inc.		
Address: 1230 South Boulevard		
City/State/Zip Baraboo, WI 53913		
3. Major activity of your company (product or service): Professional consulting services in the areas of architecture, engineering, environmental, funding, planning, and surveying		
4. Project on which your company is bidding: Urbana Mervis US 45 Access Improvements		
5. City of Urbana contact staff assigned to contract: Craig E. Shonkwiler, P.E.		

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>Craig Fields, PHR</u> Title: <u>Director of Human Resources</u> Telephone: <u>(563) 445-3501</u> Email: <u>cfields@msa-ps.com</u>	X	
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.	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?		
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	13	5	13	5								
Technicians	5	2	5	2								
Sales Workers	1		1									
Office & Clerical		2		2								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	21	9	21	10								
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>8/5/16</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	1							
Professionals	2							
Technicians	1							
Sales Workers								
Office & Clerical		1						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	4	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	2		1					
Professionals					2			
Technicians	2							
Sales Workers								
Office & Clerical		1						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	4	1	1	-	2	-	-	-

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

Craig Fields, PHR, Director of HR
Printed Name and Title

cfields@msa-ps.com
E-mail Address

8/5/16
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 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, 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.

CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)


CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL ☐ **PARTNERSHIP** ☐ **CORPORATION** ☒ (check one)

Name of the Business MSA Professional Services - Champaign, LLC

Signed By:  _____

Printed Name: Craig Fields, PHR

Business Address: 201 West Springfield Ave, Suite 400, Champaign IL 61820

Business Phone Number: (217) 352-6976

Date August 5, 2016

MSA -Champaign

Equal Employment Opportunity Statement

It is the policy of MSA to provide equal employment opportunities without regard to race, color, creed, sex, religion, national origin, sexual orientation, marital status, or the use or nonuse of lawful products away from work. In addition, MSA will not discriminate contrary to law on the basis of age, disability, or arrest or conviction record.

This policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment. This policy is in accordance with applicable federal, state, and local laws, and with the basic dictates of human dignity.



Harassment Policy

Sexual and Other Unlawful Harassment

MSA is firmly committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, e-mail messages, or comments based upon an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics will not be tolerated. Harassment (both overt and subtle) is a form of employee misconduct that both demeans another person and undermines the integrity of the employment relationship by creating an intimidating, hostile, and offensive working environment.

It is MSA's policy that an employee's refusal of sexual advances will never adversely affect the employee's employment, including, not limited to, advancement, evaluation, and assigned duties. Sexually-harassing conduct or any type of harassment in the workplace is strictly prohibited. This includes physical advances, display of offensive materials, or the creation of a hostile or offensive work environment. Any employee who violates this policy will be disciplined, including possible termination of employment.

Any employee who is subjected to sexual or other unlawful harassment should immediately report this matter to their immediate supervisor. If the employee believes that their immediate supervisor is involved in the harassment or if this is uncomfortable or otherwise not appropriate, the employee should immediately report the matter to the Human Resources Department.

MSA will promptly address any report of harassment and take effective action regarding any behavior which violates this policy. That action may be informal or may include discipline or discharge, depending upon the circumstances.

MSA will not retaliate or in any other way take action against an employee for presenting a complaint of harassment to MSA. Further, any employee presenting a complaint will not have their current or future employment and/or opportunities for advancement diminished as a result of filing a harassment complaint.

MSA and all employees have the responsibility to maintain a work environment free of harassment, sexual or otherwise, and must take immediate and appropriate corrective measures when necessary.

Verbal Respect/Non-Abusive Workplace



More ideas. Better solutions.®

The effects of workplace violence are tragic, and there are increasing practical and regulatory pressures to address this issue with effective policies and practices. We all have a “duty of care” for all people in our work environment. Violence does not just mean physical harm to people or property. The National Institute on Occupational Safety definition of violence includes not only physical assault but threats, harassing calls, verbal abuse, following, yelling, bullying and overt intimidation of others. These “less than assaults” are still of a violent nature, and are often precursors of assaults.

The best place to stop violence is early, nipping inappropriate behavior in the bud, before it escalates. This policy is designed to help establish a “respectful workplace,” where issues do not develop into violent confrontations.

MSA is open to the public daily, and many visitors walk through our offices on a regular basis. Our employees have diverse backgrounds and views of what is appropriate or humorous in the workplace. We must strive to constantly promote a non-offensive environment. Profanity is prohibited, as well as inappropriate jokes or comments regarding race, sexuality, gender, ethnic group, age, religion, sexual orientation, or hostile intimidating comments toward other employees. As co-workers, we must not only show respect toward one another, but also toward the public from which our business is established. A visitor should be able to come into any area of our operations at any time without hearing offensive language. We trust that all staff understands the importance of an appropriate environment and will work to maintain that as part of our company image.

There is no reason for verbal or physical aggression toward others or destruction of property or products. Any employee who does such acts or threatens to do that sort of behavior can be subject to immediate discharge.

This is not a joking matter. The company and your co-workers take safety seriously. Your idea of a “joke” or “teasing” could be perceived by others as a serious threat. So even “joking” on these topics violates this policy.

All employees are responsible for promptly informing their supervisor of any incidents in which an employee, customer or anyone else on our premises makes threats of physical harm or property destruction. If you have a disagreement with another person in our environment which you believe cannot be addressed in a civil manner, bring it to the attention of your supervisor, rather than engaging in a confrontation. If you believe you have been subjected to



overtly intimidating or violent behavior, promptly inform your supervisor or the Director of Human Resources.

Reporting Sexual or Other Harassment

Reporting sexual or other harassment can seem awkward, especially if the behavior is coming from a supervisor. But if the situation is not addressed, it is very likely to continue. It should be obvious that these or this kind of situation is more complicated and awkward to deal with, but there are ways to get the situation back under control.

- Ask the person to stop the harassing behavior. Some experts say that as much as 90% of the time all that is needed is for someone to challenge the behavior of the other person. Say things like, “Please don’t touch me” or “I’d rather you not stand so close to me” , or “I don’t think jokes like that are funny.”
- Report the behavior to your supervisor. If your immediate supervisor is involved in the behavior or if you are otherwise uncomfortable discussing the issue with your supervisor, report the matter to the Human Resources Department. In this regard, it is important to document your concerns. Just as you log your other daily activities, write down what happened, when it happened, what was said, who was there, and who might have overheard or witnessed the incident.
- Finally, all employees are expected to report any incidents they observe which they believe to be of a harassing nature. As a group, it is important to look after each other. If you observe things that concern you, share these concerns with your supervisor or the Human Resource Department.