

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2466 (phone); 384-2426 (fax)</b> <b>terent@city.urbana.il.us</b>	<b>Office Use Only (05/13)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
	<b>Certificate Expiration Date:</b>	

## 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: Stark Excavating, Inc.

d/b/a: Same

Address: 220 Wilbur Ave.

City/State/Zip: Champaign, IL 61822

Telephone Number(s) include area code: 217-355-5054

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: 37-0958154

Social Security Number:

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

Name: Stark Excavating, Inc.

Address: 1805 W Washington St.

City/State/Zip: Bloomington, IL 61701

3. Major activity of your company (product or service): Construction

4. Project on which your company is bidding: None, annual EEO Renewal

5. City of Urbana contact staff assigned to contract: NA

## 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>Karlene Dryer</u> Title: <u>HR Manager / EEO Officer</u> Telephone: <u>(309) 828-5034, ext. 276</u> Email: <u>Kdryer@starkcompanies.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. <b>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.</b>	✓	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>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.</b>	✓	
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.	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? <b>(If yes, please complete Table B.)</b>	✓	
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>	✓	

### 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** *Company Wide Data*

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	23	2	22	2							1	
Professionals	14	4	12	4			1		1			
Technicians												
Sales Workers												
Office & Clerical	4	6	4	6								
Craft Workers (Skilled)	180	2	167	1	8	1	5					
Operatives (Semi-Skilled)												
Laborers (Unskilled)	105	6	94	4	16	2	5					
Service Workers												
<b>TOTAL</b>	<b>326</b>	<b>20</b>	<b>289</b>	<b>17</b>	<b>24</b>	<b>3</b>	<b>11</b>		<b>1</b>		<b>1</b>	
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>7/13/15 to 7/19/15</u>												

**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 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	1				1			
Professionals	1							
Technicians								
Sales Workers								
Office & Clerical	3	1	1		5	2		
Craft Workers (Skilled)	211	9	22	3	218	12	26	2
Operatives (Semi-Skilled)								
Laborers (Unskilled)	80	8	16	2	77	8	19	
Service Workers								
<b>TOTAL</b>	<b>296</b>	<b>18</b>	<b>39</b>	<b>5</b>	<b>300</b>	<b>22</b>	<b>45</b>	<b>2</b>

**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).

Karlene Dryer  
Signature

Karlene Dryer  
HR Manager/EEO Officer  
Typed Name and Title

8/12/2015  
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 \_\_\_\_\_



**EXCAVATING, INC.**

Date: March 1, 2015

To: Department Managers/Supervisory Staff  
Employees/Applicants for Employment

Subject: Equal Employment Opportunity Policy  
Affirmative Action Plan

All employment practices are intended to provide that individuals be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other respects without regard to discrimination as protected not only by law but also as a guiding principle of SEI operations. Each employee is expected to cooperate to achieve this goal.

Affirmative action plan includes the dissemination of our EEO/Affirmative Action policy to new employees, and implementation/training every 6 months for all supervisory personnel. Notices and posters setting forth our EEO policy will be readily accessible to all employees and applicants.

The recruitment of SEI personnel is accomplished by the normally accepted methods, including working with local union halls and/or advertising in publications with a circulation among minorities and women. All advertising for employees will include our commitment that we are "An Equal Opportunity Employer".

Supervisory staff, as well as those responsible for hiring new employees, must take all necessary action to insure discrimination does not occur with regard to employees and applicants.

As part of our affirmative action plan, we periodically review wages, selected personnel actions for evidence of discrimination. We promptly investigate all complains of alleged discrimination or harassment and if necessary, take appropriate corrective action. We assist in locating, qualifying, and increasing the skills of minorities and women who are applicants or current employees. We monitor our workforce and job classifications and analyze availability and under-utilization and respond accordingly. We work closely with various agencies to recruit in a 50 mile radius in an effort to attract qualified minorities and females. We track and document all good faith efforts.

It shall also be considered the responsibility of every supervisory employee to further the implementation of this policy and insure compliance from all staff under his/her supervision. Referrals of minorities and women as applicants are encouraged by present and past employees, as well as friends of the company.

Responsibility for the implementation and monitoring of SEI's equal employment opportunity efforts and this policy has been assigned to Karlene Dryer, Human Resource Manager/EEO Officer. As the designated company representative, Karlene Dryer shall work with each department manager to assist in the education and enforcement of these responsibilities, and shall monitor the progress of these efforts.

Signature \_\_\_\_\_

  
David K. Stark, President

Rev. 3/2015



## **TO ALL STARK EXCAVATING, INC. EMPLOYEES**

Stark Excavating, Inc. encourages your help in referring minority and female applicants for potential employment with our company. We also encourage you to assist in referring minority and female applicants for potential employment with all of our subcontractors.

When referring minority and female applicants for potential employment, please contact one of our job superintendents or any of our subcontractors' job superintendents and they will assist you in getting contact information for the appropriate union official. Applicants may also call Stark Excavating, Inc.'s Bloomington office at 309/828-5034 for assistance.

If you are making a referral of a minority and/or female applicant and do not receive the full support of our superintendents or our subcontractors' superintendents, please contact:

Karlene Dryer, Human Resources Manager  
Stark Excavating, Inc.  
1805 West Washington Street  
Bloomington, Illinois 61701  
309/828-5034, ext. 276

Stark Excavating, Inc. sincerely appreciates your support in assisting us in our efforts to provide equal employment opportunities.

Rev. 7/12  
Last Sent 3/15, 8/15



## **ANTI-HARASSMENT / NON-DISCRIMINATION POLICY**

Stark Excavating is committed to providing a work environment that is free from all forms of illegal discrimination, including harassment.

Stark Excavating will not tolerate any harassing or discriminatory conduct that affects any condition or privilege of employment, that interferes with an individual's work performance, or that creates an intimidating, hostile or offensive work environment.

It is illegal to discriminate against or harass an individual based on sex (with or without sexual conduct), age, race, color, religion, sexual orientation, marital status, national origin, ancestry, disability, military status, or any other basis protected by federal, state, or local laws, ordinances, or regulations. It is also illegal to harass or discriminate because the employee opposed job discrimination or participated in an investigation or complaint proceeding under the Equal Employment Opportunity (EEO) statutes. Stark Excavating will promptly investigate alleged harassment and/or discrimination and will take appropriate action for any violations of this policy, up to and including discharge.

### **Definition of Harassment**

Harassing behavior (based on any protected status) is any verbal, visual, or physical conduct, which creates an intimidating, hostile or offensive working environment. "Verbal, visual, or physical conduct" includes, but is not limited to:

- Verbal conduct such as derogatory jokes, comments, slurs, threats; use of demeaning or inappropriate terms or names; crude or offensive language; or discussing sexual activity about or around others.
- Visual conduct such as derogatory and/or sexually oriented posters, photographs, cartoons, drawings, notes or gestures.
- Physical conduct such as sabotaging or interfering with work; using derogatory gestures or sounds; intimidating, assaulting or inappropriately touching others.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when one or more of the following apply:

- Submission to such conduct is made an explicit or implicit term or condition of an employee's employment;
- Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the employee; or
- Such conduct unreasonably interferes with an employee's work performance or creates an intimidating hostile or offensive working environment.

## **Responsibility of Management and Supervisors**

All management and supervisors have a responsibility to be sensitive to and deal with harassment as with any other form of employee misconduct. This responsibility of management and supervisors includes discussing this policy with all employees, monitoring the work activities for indications of harassment, cautioning employees who appear to be engaging in harassing or inappropriate behavior and immediately reporting an incident to the Human Resources Manager, Safety Director/Risk Manager or to the President of Stark Excavating.

### **Confidentiality**

Information will only be disclosed on a need-to-know basis in order to investigate and resolve the matter and to comply with applicable legal obligations. All parties involved in a complaint must maintain confidentiality regarding their participation in the investigation.

### **Retaliation**

Retaliation against employees for filing a complaint or for assisting in an investigation is strictly prohibited, even if the investigation does not find that harassment occurred. Examples of retaliation include, but are not limited to: changes in terms and conditions of employment, sabotaging work, filing baseless counter complaints and/or talking negatively about the employee to others.

### **Complaint Procedures**

1. If an employee believes that he/she or any other individuals are being subjected to illegal harassment or discrimination, this information must be promptly reported to either Karlene Dryer (Human Resources Manager), Wayne Clayton (Safety Director/Risk Manager) or to David Stark (President).
2. The complaint will be promptly investigated and appropriate actions will be taken to resolve the complaint.
3. The complaint and investigatory information will be documented and retained in a separate file from employee personnel files.



## **Pursuit of a Harassment Complaint with an Outside Agency**

It is hoped that most sexual harassment complaints and incidents can be resolved by using the internal complaint procedures as described above. However, if an employee believes that his or her complaint has not been resolved to his or her satisfaction by using the internal procedures, he or she 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 the EEOC must be filed within 30 days.

### ***Illinois Department of Human Rights***

(217) 785-5100 – Springfield  
(312) 814-6200 – Chicago  
(800) 662-3942 – Chicago  
(217) 785-5125 – TTY Illinois

### ***Illinois Human Rights Commission***

(217) 785-4350 – Springfield  
(217) 557-1500 – TTY Springfield  
(312) 814-6269 – Chicago  
(312) 814-4760 – TTY Chicago

### ***U.S. Equal Employment Opportunity Commission***

(800) 669-4000 – Toll Free within State of Illinois  
(800) 669-6820 – TDD Chicago

An employee who believes they have been retaliated against for filing a complaint with the IDHR or EEOC may file a retaliation charge, which is also due 180 days (IDHR) or 300 days (EEOC) from the alleged retaliation. Retaliation could include employer actions such as being suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with the IDHR or EEOC.