



RHODE ISLAND DEPARTMENT OF TRANSPORTATION
2 Capitol Hill
Providence, RI 02903

5-YEAR AFFIRMATIVE ACTION PLAN

SFY2016 to SFY2021


Annual Update

(SFY20 Data Analysis: July 1, 2019 – June 30, 2020)

STATE AFFIRMATIVE ACTION PLAN Update
RHODE ISLAND DEPARTMENT OF TRANSPORTATION

(SFY20 Data Analysis: July 1, 2019 – June 30,2020)

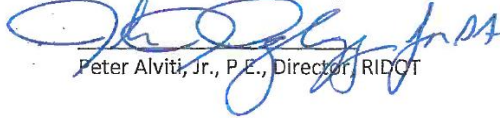
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STATE AFFIRMATIVE ACTION PLAN Update
RHODE ISLAND DEPARTMENT OF TRANSPORTATION

(SFY20 Data Analysis: July 1, 2019 – June 30, 2020)

Accepted By: B. Hencikatsany Date: 4/1/2022
ODEO/State Equal Opportunity Office

Approved By: [Signature] Date: 5/30/22
ODEO/State Equal Opportunity Office

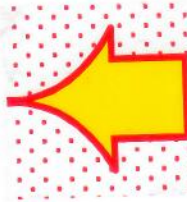


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1 ACKNOWLEDGEMENTS

The Department recognizes that equal employment opportunity and affirmative action programming is a shared responsibility among all employees. That being said, the Department acknowledges the work units and individuals listed below for their significant and/or volunteer contributions to the completion of this Affirmative Action Plan (AAP):

Human Resources, who assisted with compiling the raw data for Applicant Flow, Workforce, and Employment Practices Data.

Kathleen Sisson, Director of Educational Advancement, who provided training participation data.

Thomas Lewandowski, Administrator, Management Information Systems, and team, who developed the internal EEO compliance and reporting system.

Jairaj Edalolu, IT team member, who was the key contact for the internal EEO compliance and reporting project.

2 CONFIDENTIALITY STATEMENT

This Affirmative Action Plan (AAP) and supporting documents and data contain confidential information that is subject to the provisions of the Trade Secrets Act, 5 U.S.C. § 1905 *Chrysler v. Brown*, 441 U.S. 281 (1979).

The Rhode Island Department of Transportation (RIDOT or the Department) considers this AAP and supporting documents and data to be exempt from disclosure, reproduction or distribution under the Freedom of Information Act because, among other things, these materials consist of:

- Matters specifically exempted from disclosure by statute, which are exempt from disclosure pursuant to 5 U.S.C. § 552(b)(3).
- Confidential commercial or financial information, which is exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).
- Personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure pursuant to 5 U.S.C. § 552(b)(6).
- Investigative records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure pursuant to 5 U.S.C. § 552(b)(7)(C).

The Department does not consent the release of any information contained in this AAP or any other supporting documents or data pursuant to the Freedom of Information Act or otherwise. In the event that a third-party requests such documents or information, the Department requests that the party or entity in possession of this AAP and receiving the request immediately notify the Department identified on the cover page of this document.

Affirmative Action Plan Terminology

Terms used in this Affirmative Action Plan, that may include but not be limited to job categories, job groups, incumbency, availability, estimated availability, problem areas, underutilization, or underrepresentation, disparity, parity, and placement or hiring goals, are terms set forth in relevant federal and state regulations and, accordingly, are the terms the Department uses in this AAP. The terms have no independent factual or legal significance apart from their use in this AAP. Their use should not be construed to constitute an admission of any sort on the part of the Rhode Island Department of Transportation.

3 INTRODUCTION

3.1 GENERAL

The Rhode Island Department of Transportation's (RIDOT or the Department) Internal Equal Employment Opportunity (EEO) Program is an integral part of the Department's total activities. It includes the involvement, commitment, and support of administrators, managers, supervisors, and all other employees. An Affirmative Action Plan (AAP) is required for effective administration and implementation of the Internal EEO Program. The scope of the Internal EEO Program, and the AAP, is comprehensive and covers all elements of the Department's personnel management policies and practices. The major part of the AAP is recognition and removal of any barriers to equal employment opportunity, identification of problem areas, and of persons unfairly excluded or held back, and proactive actions to enable them to compete for jobs and other benefits of employment on an equitable basis.

An effective AAP benefits those who have been denied equal employment opportunity, and benefits the Department by identifying historically overlooked, screened out, underutilized reservoirs of untapped human resources and skills, especially among women and minority groups. Effective administration and implementation of the Department's AAP ensures fair and equitable treatment for all persons in all employment practices.

3.2 ADMINISTRATION AND IMPLEMENTATION

The Department's Director is responsible for the overall administration of the Internal EEO Program, including the total integration of equal opportunity into all facets of personnel management. However, specific program responsibilities are assigned for carrying out the AAP at all management levels. To ensure effectiveness in the implementation of the Internal EEO Program, RIDOT has developed a specific and realistic AAP. The AAP includes both short-range and long-range objectives, with priorities and target dates for achieving goals and measuring progress, according to the Department's need to remove and prevent barriers to equal employment opportunity.

The written AAP is the framework and management tool used at all organizational levels to actively implement, measure, and evaluate program progress on the specific action items that represent Internal EEO programming problems or deficiencies. The presence of a written AAP, alone, does not constitute an Internal EEO Program, nor is it, in itself, evidence of an ongoing program. Rather, it is the proactive

implementation of the written AAP elements that breathe life into an EEO Program, bringing it to fruition, with required elements.

4 AGENCY ORGANIZATION AND STRUCTURE

4.1 JURISDICTION, BACKGROUND, AND PURPOSE

4.1.1 Jurisdiction

Federal - The Rhode Island Department of Transportation (RIDOT or the Department) is a direct recipient of federal funds under the Federal-aid Highway Program of the Federal Highway Administration (FHWA). All recipients of federal funding must comply with federal and state nondiscrimination laws, regulations, and other relevant authorities, including Title VII of the Civil Rights Act of 1964, as amended. Therefore, RIDOT must submit a Title VII/Internal Equal Employment Opportunity (EEO) Program Affirmative Action Plan (AAP) (with annual updates) to FHWA for approval, pursuant to 23 C.F.R. §230, Subpart C, Appendix A, Part II.

State - All state agencies with twenty (20) or more employees is a “Plan-Covered State Agency” and must submit an Affirmative Action Plan (AAP) to the state’s EEO Officer within the Office of Diversity, Equity, and Opportunity (ODEO). All agencies, regardless of the number of employees, must have a Statement of Policy on Equal Employment Opportunity and Affirmative Action. An “Agency” is any State Department, including RIDOT.

4.1.2 RIDOT’s Background

RIDOT is a state agency within Rhode Island’s Executive Branch of Government created by statutory authority in P.L. 1970, Ch. 111 (R.I.G.L. 42-13) to consolidate into one department all state transportation-related responsibilities.

4.1.3 RIDOT’s Purpose

RIDOT designs, constructs, and maintains the state’s surface transportation system and serves as a steward of a statewide multimodal transportation network consisting of an estimated 3,000 lane miles of roadway, 1,195 bridges (5+ feet), 5 rail stations (18 park and rides), approximately 34,000 catch basins and more than 60 miles of bike and pedestrian paths, in addition to 104,000 traffic devices and equipment that the Department constructs annually. RIDOT also funds commuter rail, pedestrian, and other mobility and economic development projects.

Because transportation infrastructure shapes opportunities for economic growth and affects the lives of all Rhode Islanders, RIDOT has a mission to deliver a safe, modern, and efficient intermodal transportation network for Rhode Island. In addition, RIDOT’s stated vision is to commit its efforts to be viewed as a responsive, innovative, performance-based steward of the Rhode Island transportation system, adding value to all stakeholders.

4.2 PERSONNEL AND ORGANIZATIONAL STRUCTURE

4.2.1 RIDOT Organizational Structure

The Department employs a diverse workforce located in various divisions, facilities, and offices throughout the state. RIDOT maintains various maintenance facilities and field offices throughout the state. Its main office is located at 2 Capitol Hill, Providence, RI 02903.

The Department has undergone several significant changes in its organizational structure. In February 2015, the Governor appointed a new Department Director, Peter Alviti, Jr., P.E. With the passage of its state budget in June 2015 the Department of Transportation received statutory authority to reorganize its departmental structure for greater effectiveness and efficiency. RIDOT's reorganization consists of the following asset management and project management departmental structure in place under the direction of the Department's Chief Operating Officer:

Division of Management Services (formerly, Division of Finance)

This division includes: the Office of Procurement (formerly, Contracts and Specifications), the Office of Budget (formerly, Office of Purchasing), and the Office of Financial Management (formerly, the Office of Accounting).

Division of Planning

This division includes: the Office of Infrastructure Planning, the Office of Capitol Programming, the Office for Coordination of Local and State Planning, the Office of Real Estate and Economic Development, the Office of Transportation Information Systems, and the Office of Sustainability, Autonomous Vehicles, and Innovation.

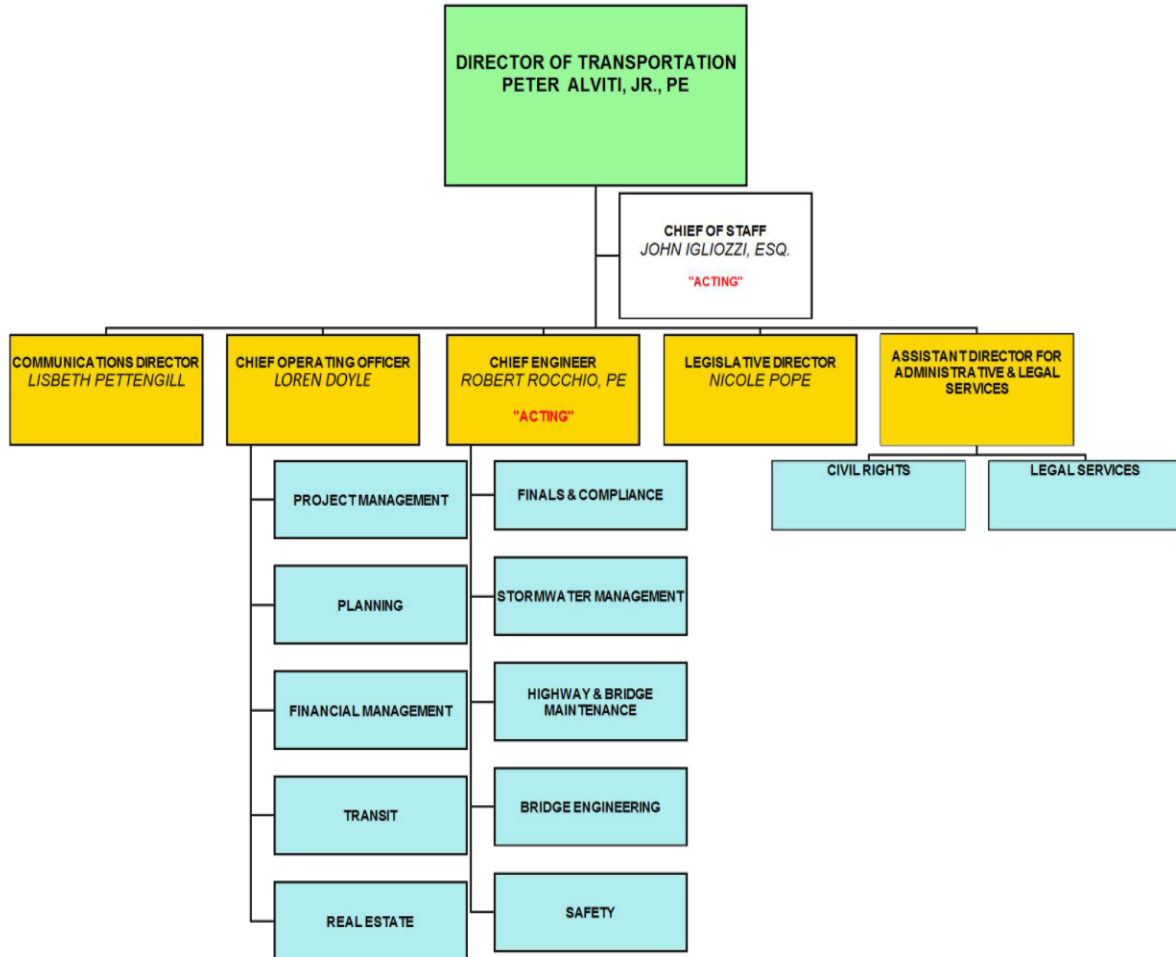
Office of Project Management

This division includes: In-House Design/Materials, Project Management, Construction Management, and the Deputy Chief Engineer.

Office of Transit, New Starts, Operations and Transit Alternatives (formerly, Intermodal Planning)

This division includes: the Office of Intermodal Planning, the Office of Major Capital Projects, the Office of Operations & Facilities, and the Office of Transportation Alternatives.

**Rhode Island Department of Transportation
Organizational Chart**



4.2.2 Office of Civil Rights

RIDOT's civil rights programs are combined within a Civil Rights Office.

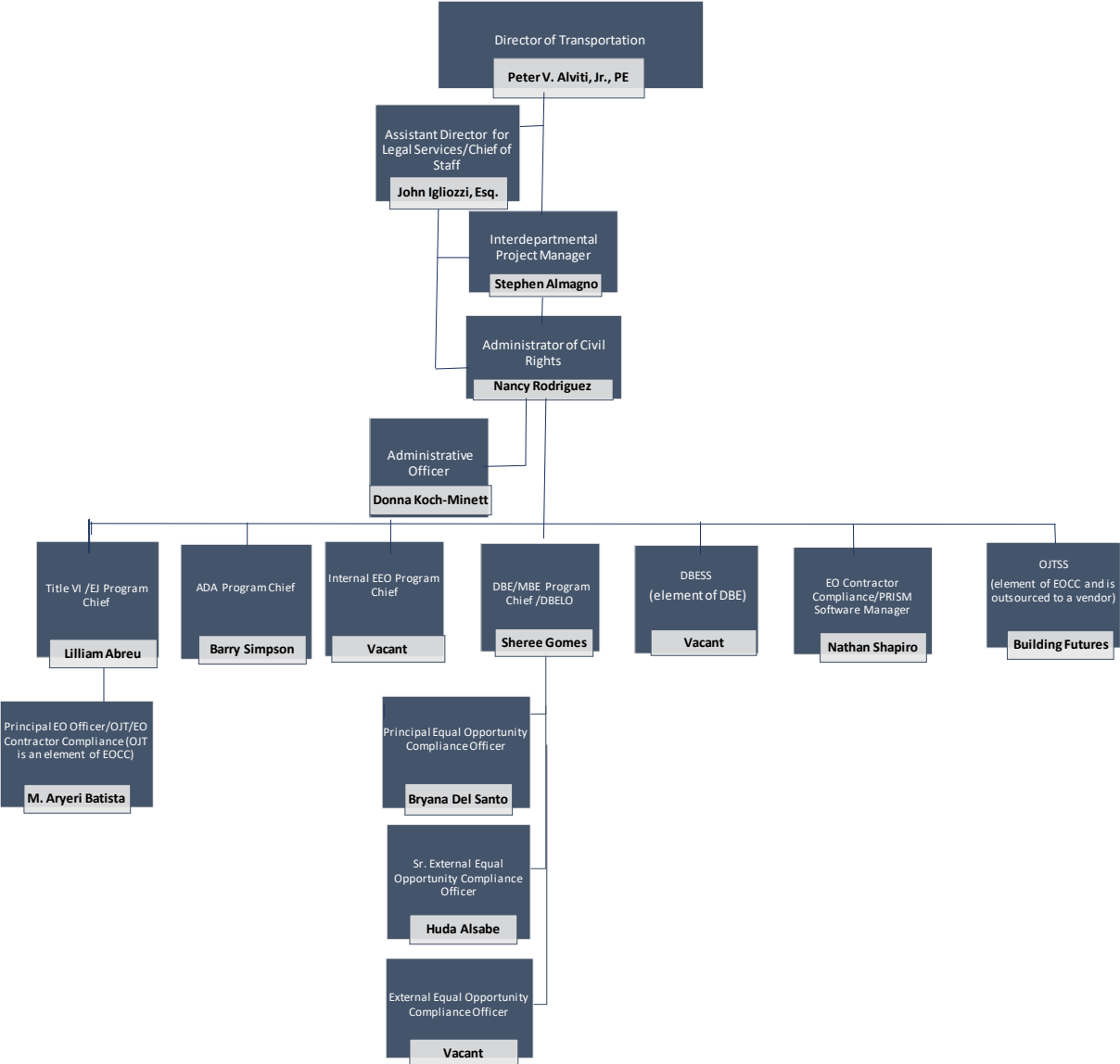
RIDOT's Office of Civil Rights is sub-divided into several Program areas:

Internal EEO Program Title VI	ADA/504 Program External EEO Programs ¹
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The Office of Civil Rights is led by Nancy Rodriguez, Administrator who reports to Stephen Almagno, Interdepartmental Project Manager, who provides assistance with daily oversight of the Civil Rights Programs. Stephen Almagno, Interdepartmental Project Manager, reports to John Iglizzi, Esq. Assistant Director for Administrative Services and Acting Chief of Staff. The Department's Internal EEO/Affirmative Action Officer reports to the Administrator of Civil Rights. The Administrator, Nancy Rodriguez, began serving in November 2020, prior to being Administrator, Nancy Rodriguez, served as the Internal EEO/Affirmative Action Officer since November 2017. The Department's Title VI Coordinator, Lilliam Abreu, began serving in July 2020. The ADA/504 Coordinator, Barry Simpson, began serving in his respective position in October 2016. Sheree Gomes began serving as the Disadvantaged Business Enterprise Liaison Officer (DBELO) in May 2020. The Department is committed to provide appropriate staffing levels to the Office of Civil Rights by filling existing vacancies and adding positions, as needed. The Department's organizational structure for its Office of Civil Rights is depicted on the following page.

¹ External EEO includes sub-program areas: Disadvantaged Business Enterprise (DBE), Contractor Compliance, and On the Job Training (OJT).

**RIDOT's OFFICE OF CIVIL RIGHTS
ORGANIZATIONAL CHART**



5 PLAN ADMINISTRATION

5.1 POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

5.1.1 Equal Employment Opportunity (EEO) and Affirmative Action policy

The Department reaffirms its commitment to the principles of equal employment opportunity, as embodied in the policy on the following page. It is a reminder that all employees are protected under the Equal Employment Opportunity laws, and that employees may seek assistance if they believe they have been subject to unlawful employment discrimination. The Department reviews and updates the policy, at a minimum, every five years at the time of the Department's Internal EEO Program submission, or after the naming of a new department Director. The EEO policy contained on the next page incorporates federal regulatory and FHWA guidance, as well as the guidance from the Federal Transit Administration (FTA) in the circular released on October 31, 2016 (FTA C 4704.1A).²

² The Department does not meet the threshold requirements for FTA oversight of its Internal EEO Program and Affirmative Action Plan, as defined in the Circular. However, FTA guidance is very similar to that of FHWA. For that reason, and because the guidance in the Circular is the most recent guidance, the Department has used the EEO policy language provided in the FTA Circular as a model for its current EEO policy. See, https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_EEO_Circular_C_4704.1A.pdf.



Rhode Island Department of Transportation
2 Capitol Hill, Providence, R.I. 02903

Equal Employment Opportunity Policy Statement

The Rhode Island Department of Transportation (the Department or RIDOT) has a strong commitment to the community we serve and to our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve, and to overcome the effects of past discrimination. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

The Rhode Island Department of Transportation Equal Employment Opportunity (EEO) policy applies to all employment actions including, but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination, sexual harassment, or other harassment based on membership in a protected status. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

The Department is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As the Rhode Island Department of Transportation's Director, I maintain overall responsibility and accountability for the Department's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Nancy Rodriguez as the Department's EEO/Affirmative Action Officer (AAO). Ms. Rodriguez has direct access to me and acts with my authority with all levels of management, labor unions, and employees.

All RIDOT executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring RIDOT's EEO Policy and Program within their respective areas and will be assigned specific tasks for which they will be accountable to ensure that compliance is achieved. RIDOT will evaluate its managers' and supervisors' performance on their successful implementation of the Department's policies and procedures, in the same way that the Department may assess their performance regarding other agency's goals.


The Rhode Island Department of Transportation is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures, with goals and

timetables, to which the agency is committed, and to make to the EEO Program available for inspection upon request by any employee or applicant for employment.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of the Department's EEO Policy and Program.

Complaints of discrimination, sexual harassment, other harassment, or retaliation based on membership in a protected class should be made to the attention of Nancy Rodriguez, MPA, Chief EEO Officer at:

Office of Civil Rights – Internal EEO
R.I. Department of Transportation
2 Capitol Hill
Providence, R.I. 20903
(401) 222-3260 x4405
Or via email: Nancy.Rodriguez@dot.ri.gov



Peter Alviti, Jr., P.E., Director
Rhode Island Department of Transportation



Effective Date

5.2 DISSEMINATION OF PLAN AND POLICY

RIDOT will disseminate its AAP and EEO policy statement, both internally and externally so that employees, applicants, and potential applicants are aware of the Department's commitment to EEO.

5.2.1 Internally

The Rhode Island Department of Transportation's Affirmative Action Plan is made available to human resources, and to all division administrators for dissemination to, and discussion with, subordinate managers and supervisors. The AAP will be accessible to all employees upon request by contacting the Department's Office of Civil Rights, 2 Capitol Hill, Providence, RI 02903, or at Nancy.Rodriguez@dot.ri.gov.

The Internal Equal Employment Opportunity/Affirmative Action Policy Statement (the Policy) is posted in conspicuous areas such as employee break rooms and other areas. In addition, the Internal EEO Policy will be included in New Employee Orientation packets. In addition, the Internal EEO Policy is posted on the Department's intranet, *MyDOT*.

The Internal EEO Policy intent and individual responsibility will be explained to divisional administrators, managers, supervisors (within two weeks of being promoted to that status). Explanations to all policy recipients will include a clear statement of the Director's commitment to affirmative action and support for the Policy and AAP, with each new AAP submission or update. Administrators, managers, and supervisors will participate in meetings to discuss their responsibilities related to the AAP and Internal EEO Policy, and to review their good faith efforts related to program progress. In addition, Internal EEO Advisory Committee members, Diversity Committee members, and Union officials representing the Department's employees will be provided a copy of the AAP, which includes the Internal EEO Policy. RIDOT will invite employee organization representatives to cooperate and assist in developing and implementing the AAP. All collective bargaining agreements will be negotiated in a manner that ensures union support of the AAP and Internal EEO Policy.

New employees receive a copy of the EEO Policy at the time of hire and/or during orientation, as do newly promoted first-time managers and supervisors at the time of promotion and/or during orientation. In addition, general workforce employees will receive training on RIDOT's EEO Policy, and employees with supervisory authority will receive additional training related to their responsibilities under the Policy.

Equal Employment Opportunity posters and RIDOT's IEEEO Policy will be displayed in conspicuous locations throughout the Department; including the main office, maintenance facilities, and field offices.

5.2.2 Externally

Portions of the AAP not subject to confidentiality protection or public records exemptions will be shared with federal and state regulatory enforcement agencies, and a copy will be made available to the public upon request, by contacting the Department's Office of Civil Rights, 2 Capitol Hill, Providence, RI 02903, or at Nancy.Rodriguez@dot.ri.gov. RIDOT reserves the right to charge a nominal fee for printing and handling, consistent with state and/or federal laws.

The Department will continue its proactive and assertive relationship-building activities to ensure frequent contact with protected group members, and the community organizations, and resource agencies that support them. RIDOT will continue to send letters to such groups to encourage applicant

referrals. The Department's EEO/Affirmative Action policies will be publicized externally by incorporating an EEO statement in all purchase orders, contracts, and recruitment advertising.

When there is outreach or advertising to recruitment entities (e.g., employment agencies, educational institutions, and minority and women's organizations), the Department disseminates its EEO policy to those entities. All recruitment ads (e.g., newspapers, magazines, websites, and social media) will state that the Department of Transportation "is an equal employment opportunity employer."

With the exception of a bona fide occupation qualification (BFOQ), notices of recruitment will not contain reference to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

The Department will not knowingly conduct business with any entity that discriminates against protected group members and/or that violates Federal or State civil rights laws. RIDOT's Office of Communications will assist in providing equitable representation of protected group and non-affected group employees in departmental brochures, publications, manuals, reports, social media postings, and advertisements that depict the Department's workforce.

5.3 DESIGNATION OF PERSONNEL RESPONSIBILITY

5.3.1 Department Administration

5.3.1.1 Director of Transportation

RIDOT's Director is responsible for the overall administration of RIDOT's Internal EEO and Affirmative Action Program, including the total integration of equal employment opportunity into all facets of personnel management. The Director has designated the following roles and responsibilities to assist in the implementation and monitoring of the Program.

5.3.1.2 Assistant Director for Administrative Services

RIDOT's Assistant Director for Administrative Services has executive level authority over the Office of Civil Rights, and other work units including Human Resources, and IT.

5.3.1.3 Interdepartmental Project Manager

The Interdepartmental Project Manager assists the Assistant Director/Chief of Staff to strengthen cross-system collaboration and implement integrated services organization and delivery policies within the Department of Transportation and provides daily oversight of the Office of Civil Rights programs and Real Estate.

5.3.2 Civil Rights Administrator and Program Managers

5.3.2.1 Civil Rights Administrator

The Administrator provides daily oversight of the Office of Civil Rights programs.

5.3.2.2 Internal EEO/Affirmative Action Officer (AAO) /Diversity Liaison

The designation of an EEO/Affirmative Action Officer responsible for Internal EEO Program management and oversight reflects the agency's EEO commitment. As such, the EEO/AA Officer is an executive level employee who reports to and is directly responsible to the department's Director. Since managing the

Internal EEO Program requires a commitment of time and resources, the Department and administrators give support to the AAO and assign sufficient staff to successfully carry out the Internal EEO Program, as appropriate.

The EEO/AA Officer coordinates each aspect of the Internal EEO Program with managers and supervisors to ensure that they are fully informed and receive proper assistance in executing their responsibilities relating to equal employment opportunity and the Department's affirmative action philosophy and practices. The identity of the Equal Employment Opportunity/Affirmative Action Officer will appear on all internal and external communications relating to the Company's Internal EEO policy and its affirmative action programs. This includes publishing the EEO Officer's contact information prominently in both print and electronic communications, such as the Department's public and internal websites.

The EEO Officer is charged with responsibility to develop, implement, monitor, and report on affirmative action programs for the Department. The responsibilities of the Internal EEO/AA Officer for the Rhode Island Department of Transportation includes, but is not limited to, the following duties and activities:

1. Develop policy statements, the written Affirmative Action Plan (AAP) programs, and implement their dissemination internally and externally.
2. Assist managers and supervisors in collecting and analyzing employment data, identify existing and potential problem areas, and to assist managers and supervisors in identifying specific remedies to eliminate discriminatory practices or impacts, with goals and timetables to achieve results.
3. Handle, process, and investigate sexual harassment and other employment-related discrimination complaints.
4. Design, implement, and monitor internal audit and reporting systems to measure the effectiveness of the affirmative action program, and indicate the need for remedial action.
5. Serve as a liaison between the Department and compliance agencies, organizations, community groups, and other entities that support and serve women, minorities, individuals with disabilities, and covered veterans.
6. Report at least quarterly to the Department's Director on progress and deficiencies of each divisional work unit in relation to agency equal employment opportunity and affirmative action goals, with recommendations for appropriate corrective actions to enhance affirmative action progress.
7. Support departmental outreach and recruitment efforts for protected class candidates;
8. Serve as RIDOT's (Internal EEO) Diversity Liaison to the State Office of Diversity, Equity, and Opportunity.

5.3.2.3 Division Administrators, Managers, and Supervisors

All division administrators, managers and supervisors are responsible for ensuring the success of the Department's EEO Program/AAP. Their responsibilities include but are not limited to:

- Reviewing the training, hiring, promotional, disciplinary and termination patterns to monitor achievement of agency-wide and divisional goals and objectives and to identify opportunities for improvement;
- Ensuring fair and unbiased interviewing and selection techniques;

- Providing career counseling to encourage upward mobility for all employees;
- Ensuring that the Department's EEO Policy statement is displayed agency-wide, and that persons with disabilities are ensured barrier-free access to the statement;
- Providing reasonable accommodations for persons with disabilities;
- Monitoring Department-sponsored activities to ensure equal opportunity participation for all employees;
- Initiating discussions on affirmative action practices among managers and employees to ensure full implementation of the EEO Program/AAP.
- Undertaking measures designed to prevent harassment of employees;
- Attending mandatory EEO and Workforce Diversity training;
- Resolving discrimination and sexual harassment complaints appropriately;
- Conducting outreach recruitment efforts for protected class candidates; and
- Holding subordinate managers and supervisors responsible and accountable for implementing the EEO Program/AAP.
- Concurring in the hiring and promotion process.
- Participating in EEO complaint investigations training.

5.3.2.4 Human Resources Personnel

RIDOT does not have its own Human Resources department. Instead, Rhode Island Department of Administration (DOA) provides a consolidated HR support for all state departments.

- Employee and Labor Relations;
- Payroll;
- Staff development and training programs;
- Processing personnel actions;
- Monitoring position classification and compensation;
- Assisting in the preparation of personnel service budgets;
- Maintaining employee benefit programs;
- Supporting and collaborating with RIDOT staff related to the development and implementation of RIDOT's Internal EEO Program, and auditing, monitoring, and reporting requirements;
- Documenting employment practices consistent with state and federal EEO and AAP reporting standards, and submitting monthly reports to the Internal EEO Program; and
- Processing reasonable accommodation requests consistent with the RIDOT's American with Disabilities Act (ADA) policy and established reasonable accommodation process.

5.3.2.5 General Workforce Employees

All RIDOT employees share responsibility to comply with equal employment opportunity policies and other conditions of employment, to engage in behavior conducive to a work climate that values diversity and inclusion, and to assist in the achievement of the Department's EEO and Affirmative Action goals. To that end, RIDOT employees must:

- Apply all laws, rules, regulations, policies and procedures fairly and impartially toward all persons, without regard to race, color, religion, national origin, sex (including gender

identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

- Exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public;
- Aid supervisors and managers in carrying out their responsibilities with regard to the Department's Internal Equal Employment Opportunity/Affirmative Action Program; and
- Be familiar with the Affirmative Action Plan (AAP) and make a good faith effort to complete their assigned responsibilities as identified in the AAP, and regarding specific affirmative action programming to eliminate and prevent discriminatory actions or impact.

5.4 EMPLOYMENT PRACTICES

5.4.1 Recruitment and Job Postings

Beginning July 1, 2014, the state of Rhode Island and its various departmental agencies, including RIDOT, have used a web-based job application portal branded as "ApplyRI" to post job openings approved to fill. RIDOT's public website includes a hyperlink to the ApplyRI website and RIDOT's various social media sites link to RIDOT's website. Additionally, the Department works cooperatively with the RIDOA's Office of Diversity, Equity, and Opportunity (ODEO) and receives qualified referrals for posted positions with respect to female, minorities, disabled and covered veteran candidates. The Department also distributes vacancy announcements internally and externally. The notices are posted on all employee bulletin boards throughout the Department, sent to state agencies, union halls, and minority and women's groups. In order to expand outreach, and ensure visibility, sometimes vacancies are advertised in local papers that reach the intended audience.

The Department also recognizes there may be occasions when vacant positions must be used to fulfill an obligation necessitated by either internal or external factors. For example, the Americans with Disabilities Act identifies "reassignment to a vacant position" as a sample reasonable accommodation. Consequently, not all positions that are vacant will be posted. Additionally, merit system reclassification and/or reallocation procedures sometimes generate new positions and classification status as non-recruitable vacancies for specific incumbent employees. The Department will continue to honor the principle of equal employment opportunity by announcing all postings for which it actively recruits.

5.4.2 Outreach and Recruitment

The Department reviews each job description each time a position is posted to ensure that the description accurately reflects the requirements of the available position and does not contain discriminatory language. The Department distributes vacancy announcements primarily online via the state's application portal, "ApplyRI" (aka NeoGov), with links to the ApplyRI site on RIDOT's public website (www.dot.ri.gov) and at the RI Department of Labor & Training website (www.dlt.ri.gov). The Department sends job postings to state agencies, union halls, educational institutions, community groups, and other entities that support or engage with women, minorities, individuals with disabilities and covered veterans to seek qualified referrals. The Department also works collaboratively with the state Office of Diversity, Equity,

and Opportunity (ODEO) on special emphasis outreach and recruitment to advertise on relevant media sources. In addition, the ODEO sends to the Department referrals of qualified candidates, particularly women, minorities, individuals with disabilities, and covered veterans. The Department distributes referred, minimally-qualified candidates to hiring personnel for consideration for interview.

In addition to distributing job postings, the Department participates in various job fairs to develop a pipeline of potential applicants for employment, and hosts an annual summer internship and school-year co-op programs. The Department collects EEO demographic data from job fair participants on a voluntary basis.

The Department does not post all job openings such as when it reassigns an employee to a vacant position as an allowable reasonable accommodation under the Americans with Disabilities Act (ADA). In addition, merit system reclassification and/or reallocation procedures sometimes generate new positions and classification statuses for specific incumbent employees as vacancies not subject to recruitment. However, the Department announces all valid postings for which it actively recruits with the understanding that there could be a legitimate reason for an appropriate administrative remedy in response to other obligations.

5.4.3 Hiring Selection and Interview Procedures

5.4.3.1 Applicant Phase:

Once approved for posting, RIDOT posts the positions to the state's ApplyRI online application portal, in use since July 1, 2014. For postings within job categories that have underutilization, RIDOT may contact the state ODEO for assistance with outreach and recruitment to increase the likelihood of a diverse and qualified applicant pool. Applicants who use the state's ApplyRI online application portal are prompted to complete EEO demographic information. Since launching its online application portal, applicants' voluntary submission of EEO information has increased to over 95%.

For applicants who do not use the online application system to apply to a posting³, RIDOT's Human Resources liaison provides an Equal Employment Opportunity (EEO) card to the applicants to complete (voluntarily) and to return to RIDOT.

For cards not completed onsite, Human Resources Service Center (HRSC) advises the applicant to send the completed EEO card directly to the Internal EEO Office. The EEO Office will add an extra column for EEO card information on the spreadsheet it receives from the HRSC. If an applicant remits their application via the US mail, then, upon review of the file, the EEO Office will send a form letter requesting the voluntary submission of the EEO card to the EEO Office, for data collection purposes only, within 5 days of receipt of the letter, either through the US mail or email (provided the information is available).

The Internal EEO Office tracks applicant flow data, analyzes it for potential adverse impact, and reports findings to the Director and to administrators, with recommendations for corrective action.

³ For example, candidates sourced through an eligibility list do not apply to job postings through the ApplyRI online application system.

5.4.3.2 Qualification Phase:

With oversight and direction by RIDOT's Assistant Director for Administrative Services, Human Resources and designated hiring managers identify qualified applicants for each position based on each position's job-related requirements. Candidates are further evaluated objectively and selected for interview. All stages of the recruitment process are advanced using the ApplyRI applicant system. Once the application period closes, the Department's hiring selection officials review application packets of all minimally-qualified⁴ applicants to identify candidates to select for interviews.

The Assistant Director for Administrative Services, Human Resources and designated hiring managers monitor the applicant pool for each posted position to ensure that the pool is sufficiently diverse, particularly for job groups where RIDOT has underutilization. The Internal EEO Program Chief also has authority to monitor the applicant pools for diversity, and will notify the Civil Rights Administrator, Chief of Staff, and/or Director when an applicant pool lacks sufficient diversity, for consideration of additional and/or revised special recruitment strategies.

5.4.3.3 Interview Phase:

With oversight, direction, and participation by RIDOT's Assistant Director for Administrative Services, an interview panel interviews each candidate based on objective, job-related criteria. All interviewees are informed of the right to request reasonable accommodations for the interview. The HRSC logs any reasonable accommodation requests and provides an electronic version of the log to the Internal EEO Program for monitoring and analysis. Included in each selection folder is a memo with justification for the selection. Each selection is subject to auditing by the EEO Officer who reviews for discriminatory actions and/or impact during the selection process, and for reporting.

5.4.3.4 Selection Phase:

Documented justification for the selection of a particular candidate, and for the non-selection of other interviewees will be maintained with each selection folder. The Internal EEO Program Chief has the authority and responsibility to audit selection folders to identify potential discriminatory practices and/or adverse impact.

5.4.3.5 External New Hires

A new hire is defined as any position filled where a vacancy posting publicly allows for external candidates to apply and the hiring selection made by the RIDOT is an external one.

5.4.3.6 Promotions

Promotions are defined as any current RIDOT employee receiving a change in compensation at a rate higher than the one they currently receive. The latter determination is independent of the manner in which the promotion was garnered; for example, through the traditional public posting and hiring process or a classification study. Other constraints that can be placed on a file that would limit the qualified

⁴ Currently, all applicants (except for those who do not possess a required license such as a CDL License, for example) are advanced to the next selection phase as minimally-qualified candidates, thus inflating the applicant pools. The state errs on the side of advancing all candidates because of a state-required phrase used in all job postings allowing selection of candidates who possess a combination of education and experience comparable to the minimal qualifications.

applicant pool are Civil Service Exam Promotional lists, Seniority lists and contract bargaining agreement negotiated terms.

5.4.4 Job Classification Review

The job classifications used by the Department are under the purview of the state of Rhode Island so the Department does not have independent authority to revise its classifications. Instead, the Department, like all state agencies, works collaboratively with the state to create and to update job classifications. The state is in the process of updating its job classification and compensation system (i.e., regarding job descriptions and pay schedules, respectively). Internal EEO Program staff and other RIDOT employees submitted Position Description Questionnaires (PDQs) in November 2014. State administrative review of survey results began in late 2015, followed by a pilot program that the state rolled out to state departments at the executive level. The state has not yet released its upgraded classification and compensation structure. Independent of the state's initiative, RIDOT keeps a record of classifications used within its workforce for review and discussion with the state Department of Administration. The Department provides input to the state to ensure that its classifications are accurate and nondiscriminatory. In addition, when needed, RIDOT requests public hearings to obtain approval for new classifications to be entered into the state classification system, in accordance with RIGL 36-4-10 of the Merit System.

5.4.5 Test Administration

Appointments and promotions to positions in the competitive branch of the classified service ("Competitive Positions") are subject to competitive examination as mandated by the Rhode Island Merit System Act. The Act is in place to help ensure that the hiring process is competitive and fair. The examinations assess candidates' knowledge, skills and abilities necessary for performing the job. The Department has partnered with RIDOA's Office of Classification and Examinations to ensure that the questions posed on the civil service exams are job-specific and non-discriminatory. Whenever adverse impact is found, the Department examines this, and all, selection procedures to determine the cause. The Department then works collaboratively to change the procedure, use a different procedure, or to validate the procedure, as needed.

5.4.6 Trainings

It is the practice of the Department to make trainings available to all personnel in a non-discriminatory manner. Employees attend trainings offered at RIDOT, and by the RIDOA Office of Professional Training and Development. Employees can also obtain tuition reimbursement for trainings and college courses, consistent with state policies. During SFY16, the Department launched a Learning Management System (LMS) database to refine its method of announcing trainings, registering employees for RIDOT-sponsored trainings, and to track and report on training participation by its employees. Employees must obtain prior approval to attend training from their supervisor, who will approve or deny such requests based on legitimate business needs.

Regarding EEO training, the Department provides orientation to new employees that includes review of policies including the EEO Policy. In addition, the Department requires all new employees to attend the EEO and Sexual Harassment training provided by the state ODEO. The training is also offered more than once per year to all employees, as a refresher. The Department recently implemented civil rights overview training to construction employees who participate in the Department's annual Winter Development

training. Furthermore, the Department has developed a multi-phase training schedule for all of its employees and managers that includes EEO.

5.4.7 Seniority Practices

The Department currently adheres to all Collective Bargaining Agreements (CBAs) unit language as it pertains to seniority practices. In accordance with the CBAs, seniority lists are generated and updated biannually by the Department's HRSC. The seniority lists and practices are utilized, when appropriate, during the following employment actions: hiring, promotions, transfers, layoffs, and recalls. If any employee believes the process is not working appropriately, they may initiate the grievance procedure contained within their particular CBA. The Department reviews and comments on CBAs during the negotiation process; the next one to begin next year.

5.4.8 Compensation and Benefits

5.4.8.1 Compensation

The Department determines salaries for all positions in accordance with the 1988 State Personnel Rules. Section 2.022 of the Personnel Rules states:

"...for the classified and unclassified service together with the pay plan established for the classified and unclassified service with the intermediate rates established within the several salary ranges shall apply to all positions within said services with the exception of all positions the salaries for which are so irrevocably fixed by specific statute that they can only be changed by additional legislation."

The RIDOA Office of Personnel (Personnel) conducts salary surveys to determine the fair market rate for a position. If it is determined that a salary level need revision, Personnel submits proposed changes to the RIDOA Budget Office for approval. The Department participates yearly in the American Association of State and Highway Officials (AASHTO) salary survey study. The report enables the Department to benchmark its salary levels against all State Transportation Agencies that participate.

All employees who are dependent upon the paygrade associated with their job classification, are compensated at the same rate within each job title. Each paygrade has steps associated with it; most have 4 steps, some have 5. An employee generally moves from one pay-grade to the next as follows:

- Step 1 - at hire.
- Step 2 - six months from employee's base entry date.
- Step 3 - twelve months from the date of the Step 2.
- Step 4 - twelve months from the date of Step 3.
- Step 5 – twelve months from the date of Step 4 (if applicable).

5.4.8.2 Benefits

All benefits are distributed in a non-discriminatory and consistent basis to all employees, including:

- Individual and Family Health Benefits (voluntary participation): Medical, Dental, and Vision Flextime
- Vacation and Sick Time
- Personal Time Off

Pension Plan.
State Holiday Time Off
Long- and Short-term Disability
Tuition Reimbursement

5.4.8.3 Awards

The Department determines Career awards for all employees in accordance with the 1988 State Personnel Rules. Section 7.15 of the Personnel Rules states:

“Upon the completion of ten (10) years of service in the classified or unclassified class of employment the Personnel Administrator shall award a service award pin showing the number of years of service and appropriate certificate to that employee. Each five (5) years of continuous service thereafter up to fifty (50), another pin and certificate shall also be issued. The action shall be initiated by the employee's personnel officer by sending form CS-339 to the training section, Office of Personnel Administration. The awards shall be made quarterly starting the first week in each January. However, in order to be awarded in any quarter, the applications (CS-339) must be submitted to the training section one month prior to the award date.”

The above process is non-discriminatory in nature, a transparent process, and executed consistently within RIDOT, and moreover, statewide.

5.4.9 Transfers, Layoffs and Recalls, Demotions and Disciplines, and Separations

5.4.9.1 Transfers

The Department ensures that all transfers are performed in accordance with State Personnel Rules and Regulations, and any language that has been negotiated within the various union contracts that affect the RIDOT employees. The Department considers the proximity of an employee's residence when identifying locations for transfers. Generally, the Department has very few, if any, transfers during the year.

5.4.9.2 Layoffs and Recalls

The Department ensures that all layoffs and recalls are performed in accordance with State Personnel Rules and Regulations and any language that has been negotiated within the various union contracts that affect the RIDOT. Section 5.081 of the 1988 State Personnel Rules and Regulations discusses layoffs as follows:

“Layoffs are restricted to the department in which the position is established. An Appointing Authority may initiate layoffs in those classes of positions, regardless of the status of the class, under his/her jurisdiction, provided prior approval has been received from the Personnel Administrator. In all cases of layoff, first consideration will be given to employee status and length of service within his/her present classification. If an employee is unable to retain the current classification, (s)he may replace an employee in a classification in which the employee has had prior service if the employee exceeds the eligibility requirements of employee status and service of the least senior incumbent in the class. Employees who are to be laid off shall be notified in writing prior to the termination date. At the time of layoff, annual leave balances will be paid off. Sick Leave balances will

be held until the employee is called back to work providing it is within twelve months of the layoff. This rule applies unless modified by a particular union contract.”

5.4.9.3 Demotions and Other Disciplinary Actions

Disciplinary procedures are the same for Union and Non-Union employees. Discipline is administered in a non-discriminatory manner and consistent with state procedures and union contracts, which read as follows:

“Disciplinary action may be imposed upon an employee only for just cause. Any disciplinary action imposed upon an employee may be processed as a grievance through the regular grievance procedure. If the appointing authority has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. Initial minor infractions, irregularities, or deficiencies shall be privately brought to the attention of the employee. After a period of one year, if the employee has not committed any further infractions of appropriate rules and regulations, written reprimands shall be expunged from the employee's personnel records, oral reprimands shall be removed from the personnel file after six months. Each employee shall be furnished with a copy of all performance evaluations or disciplinary entry in their personnel record and shall be permitted to respond thereto. The contents of an employee's personnel record shall be disclosed to the employee upon the employee's request and shall be disclosed to the employee's Union representative. Where appropriate, disciplinary action or measures shall include only the following:

1. Oral Reprimand
2. Written Reprimand
3. Suspension
4. Discharge
5. Demotion where appropriate

When any disciplinary action is to be implemented, the Appointing Authority shall before or at the time such action is taken, notify the employee and the Union in writing of the specific reasons for such action. The Appointing Authority shall not discharge or suspend an employee without just cause. Within two weeks of such suspension or discharge, the Union may file a grievance with the State Labor Relations Administrator and such hearing shall be held no later than three days after the Union's request.

In the event that an employee is dismissed, demoted or suspended, and such employee appeals such action and their appeal is sustained, they shall be restored to their former position and compensated at their regular rate for any time lost during the period of such dismissal, demotion or suspension.

An employee may be granted a demotion upon request, when recommended by the appointing authority and approved by the Personnel Administrator. In this instance their current status shall be transferred to the lower class.

There shall be a grievance procedure as follows:

Step 1.

(a) A grievance shall be presented by the aggrieved employee and/or by the Union within ten (10) days of the employee's and/or Union's knowledge of the occurrence of such grievance.

(b) An aggrieved employee shall discuss their problem with their Union representative and immediate supervisor, who shall attempt to settle the problem within one working day.

Step 2.

(a) If the grievance is not resolved in Step 1 above, it shall be reduced to writing and submitted to the designee of the Director of the Department of Administration by the aggrieved employee and/or by the Union within fourteen (14) days of the employee's and/or Union's knowledge of the occurrence of such grievance. The written grievance shall set forth the factual and contractual allegations of the grievance, as well as the relief requested. The aggrieved employee and/or the Union representative shall meet, within fourteen (14) days of the submission of the written grievance, with the Director's designee who shall conduct a hearing on the grievance. Two (2) Union officers and the aggrieved may present the grievance at the hearing. Such designee shall render a written decision to the Union and to the employee within fourteen (14) days of the hearing. The decision shall respond to the factual and contractual allegations of the grievance.

Step 3.

(a) In the event the grievance is not settled in a manner satisfactory to the aggrieved member and/or the Union, then such grievance may be submitted to arbitration in the manner provided herein, within thirty (30) days from the transmittal of the Step 2 decision. Either party to this agreement shall be permitted to call witnesses as part of the grievance procedure. The State, on request, will produce payroll and other records, as necessary. Members of the Union committee, stewards, the aggrieved employee and employee witnesses who are State employees will be paid at their regular rate up to their normal quitting time for time spent in processing grievances. The Union representative will have the right to assist the aggrieved at any step of the grievance procedure.

Miscellaneous

(a) Nothing contained herein deprives an individual employee of the right to process their grievance without Union representation. If such grievance is processed without Union representation, the facts and disposition of said grievance will be furnished to the Union.

(b) The grievant may be represented by a third party at Step 2 or Step 3 of this procedure, upon the mutual consent of the State and the Union in writing.

(c) It is also agreed that in all cases of suspension, dismissal or class actions, the aggrieved and/or the Union may go immediately to Step 2 of the grievance procedure.

A Civil Service employee may process their grievance through either the grievance procedure or before the Personnel Appeal Board. However, the initiation of a matter before the Personnel Appeal Board shall be deemed a waiver of the employee's right to utilize or continue to utilize the grievance procedure provided herein with respect to that matter.

The State shall allow each employee in the bargaining unit the right, upon request, to review the contents of their personnel file. No material derogatory to an employee's conduct, service, character or personality will be placed in said employee's personnel file, unless they have had an opportunity to review the material. Material including references obtained relative to an employee's initial appointment shall be considered confidential and not subject to review by the employee.

Sustained grievances will be implemented or the necessary paperwork to implement the decision will be initiated within five (5) working days after the receipt of the decision by the department.

If a grievance is not settled at the request of the Union or the State, be submitted to arbitration. The parties shall attempt to mutually agree on an arbitrator through such procedures, as they consider appropriate. In the absence of an agreement the matter will be referred to the American Arbitration Association.

The decision of the arbitrator shall be final and binding upon the parties. The expense of such arbitrations shall be borne equally by the parties. Only grievances arising out of the provisions of this contract, relating to the application or interpretation thereof, may be submitted to arbitration. All matters concerning changes in wage schedules, monetary fringe benefits or any other matters requiring the appropriation of money shall not become a subject for arbitration. It is understood that this section shall not be applied to any obligation arising under this agreement. All submissions to arbitration must be made within 30 days after the grievance procedure decision. Discharge, suspension, health and safety grievances must be heard in arbitration within four months and the demand must be filed within ten days of the grievance decision, if the Union desires an accelerated arbitration on such issues, and same will be scheduled, if possible.

FAST TRACK ARBITRATION: A panel of six (6) arbitrators mutually selected shall hear cases on a rotating basis, not less than one day each month. The parties shall mutually select not less than three (3) nor more than six (6) cases to be heard on any day. The cost of arbitration shall be shared equally by the parties. A brief, summary decision shall be provided by the arbitrator within five (5) working days of hearing. The decision will be

final and binding, but not precedential. Whenever expedited arbitration is required by this Agreement, as for example, in disputes over layoff, bumping and recall, the "fast track" panel of arbitrators shall rotate in all such cases. The American Arbitration Association Rules for Expedited Arbitration shall be applied by the panelists to the conduct of the proceeding. Any such arbitration award will be accorded the same impart as if the regular arbitration procedure had been utilized.

MEDIATION

The Rhode Island Department of Labor and the Federal Mediation and Conciliation Service, recognizing that a mechanism which provides for an informal and expeditious resolution of grievances not only alleviates the costs attributed to arbitration, but also creates a more harmonious Labor-Management relationship. The purpose of the agreement is to provide for the mediation of grievance disputes as an alternative to arbitration. The program will be administered by the Department of Labor. It is understood by the parties that this program will exist for so long as or until such time as either party notifies the Director of Labor that it wishes to terminate the agreement. The following procedures will be followed in the use of meditations.

1. Before a grievance is submitted to mediation; it must have been processed through the third level of the internal grievance procedure.
2. The parties by mutual consent may submit unresolved grievances to mediation by filing a request for a hearing with the Director of Labor within fifteen work days of the receipt of the written response to the grievance at the Labor Relations Level of the Grievance Procedure.
3. The Department of Labor will assign a mediator to the grievance within ten working days of the receipt of the parties request for mediation. The mediator will ordinarily be an employee of the State Department of Labor or the Federal Mediation and Conciliation Service.
4. The assigned mediator will schedule a mediation conference at a mutually agreeable time, normally, at the Rhode Island Department of Labor, no later than fifteen working days after their assignment to the case. The mediator will ordinarily schedule no more than three grievances for conference in a single day. The decision to postpone a hearing shall rest with the mediator.
5. Should the assigned mediator be unable to execute their responsibilities within the prescribed time period, another mediator shall be assigned to the case unless the parties mutually agree to retain the mediator and hold the Conference at a later date.
6. Grievances will be mediated one at a time in an informal setting. Relevant factors will emerge in a narrative fashion, without examination of witnesses, formal rules of evidence or record-keeping.

7. The individuals necessary to effectuate the resolution of the grievance shall be in attendance.
8. The mediator may schedule and structure meetings in whatever manner said mediator believes is most productive (joint, separate, off-the-record meetings, etc.).
9. Should the parties not be able to resolve the grievance to their mutual satisfaction after a reasonable period of time, the mediator or either one of the parties shall withdraw the case from mediation.
10. It is understood by the parties that in no event will the mediator issue an advisory opinion on the matter.
11. Should the parties resolve the grievance as a result of the mediation process, the parties shall sign a settlement, which will set forth the terms of the agreement that they have reached. It is understood all grievance settlements will not be considered as precedent-setting unless the parties agree that to be the case in the terms of the settlement.
12. It is understood by the parties that all discussions between the mediator, the disputing parties and/or the grievant shall be privileged and treated as confidential. Any settlement proposal made by either party at the mediation session shall not be referred to at any future arbitration hearing or any other proceeding.
13. All written material which is submitted to the mediator during the mediation conference will be returned to the respective parties upon conclusion of the meeting.
14. It is agreed by the parties that any mediator conducting a grievance mediation conference shall not be called as a witness in any arbitration, administrative hearing or court proceeding arising out of a grievance.” (RI Council 94 AFSCME)

5.4.9.4 Separations (Involuntary and Voluntary)

The Department has recently implemented a revised Exit Interview process for all separations; involuntary and voluntary. Upon initiation of each separation process, Human Resources provides information for all separations (including the effective date and the employees’ names) to the EEO Officer, who will schedule and conduct an Exit Interview with each separating employee, prior to their departure. The Exit Interview is confidential and is designed to enable the EEO Officer to collect aggregate EEO demographic data and claims of discrimination, sexual harassment, and any other adverse employment practice, so that the EEO Officer can make recommendations to the Department for corrective actions. The EEO Officer also provides a departing employee with the state’s Exit Interview Survey form and process for contacting the state ODEO should the employee choose to participate in an Exit Interview with the state in lieu of, or in addition to, participating in one at the Department. Human Resources also provides a departing employee with the state’s Exit Interview Survey form and process for contacting the state ODEO. At least quarterly, the Internal EEO Program will request from the ODEO aggregate information collected during exit interviews that ODEO performed with departing RIDOT employees. The Internal EEO Program will track the ODEO information along with its statistics on exit interviews conducted internally. This information is

reported to administration as part of an internal monitoring and reporting system, and annually in the Department's AAP reporting.

5.4.9.4.1 Involuntary Separations

In-voluntary separations occur when the Department exercises its right to terminate an employee's employment. RIDOT commits to conducting each involuntary termination process without discriminatory practice or impact.

5.4.9.4.2 Voluntary Separations

Voluntary separations occur through retirement or resignation, with or without notice to the Department, and are processed through Human Resources.

5.5 EEO COMPLAINT HANDLING

This procedure provides guidelines for individuals whose rights may have been violated under Title VII of the Civil Rights Act of 1964, Rhode Island General Law § 28-5 and Executive Order 05-01. No person shall be discriminated against because of their race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Additionally, no person shall be sexually harassed or be subjected to a biased work environment.

Complaints may be brought to the Rhode Island Department of Transportation (RIDOT) employee's manager or supervisor, at any time, as soon as possible after the alleged incident occurs. Managers and supervisors who receive such complaints shall immediately report them to the RIDOT's Internal EEO Officer and RIDOT's HRSC. RIDOT employees have the right to directly contact and/or file a complaint with the Internal EEO Officer, the HRSC, or appropriate Union. The EEO Officer, the HRSC, and the Union will immediately notify the other of a complaint.

All complaints, counseling and investigations shall be handled in a confidential manner that will protect privacy interests of those involved and avoid unnecessary disruption in the workplace. However, it may be necessary to disclose certain information to persons with a legitimate need to know about the matter. All persons interviewed shall be requested not to discuss their statement with others.

Who May File a Complaint?

A complaint may be filed by any RIDOT employee or applicant who believes that a violation of discrimination, sexual harassment and/or unbiased work environment has occurred.

EEO Counseling

The EEO Officer may provide EEO counseling to any RIDOT employee concerning any alleged violation of discrimination, sexual harassment and/or unbiased work environment at any time.

Complaint Process

A resolution is pursued through a written complaint. The complaint process will begin when a RIDOT employee or applicant files a written complaint with the Internal EEO Officer. The EEO Officer will notify the RIDOT Legal Office (Legal) of the complaint and will conduct a prompt and objective investigation.

When the investigation is completed, the EEO Officer will report violations of discrimination, sexual harassment and/or unbiased work environment to the Director, Legal, and HRSC Administrator.

The complaint shall include the following information:

1. A detailed description of the alleged harassing or discriminatory activity, including dates, times and locations;
2. The alleged protected category of the complainant that forms the basis for the complaint;
3. The harm sustained as a result of the alleged harassment or discrimination;
4. Whether a violation occurred; and
5. The EEO Officer will sign and date the form, and give a copy to the RIDOT employee.

Remedies

The Director and/or RIDOT's HRSC Administrator may determine the appropriate disciplinary action and/or remedy concerning violations of the Department's EEO Policy, and other non-discrimination policies.

A copy of the EEO Complaint Information Form, EEO Complaint Log, Reasonable Accommodation Request Form, and ADA/504 Grievance procedure is located in the Appendix to this Affirmative Action Plan. An EEO Complaint Process Flow Chart is located on the next page.

Additional Remedies

In addition to filing an EEO Complaint with RIDOT, an employee or applicant may also file a complaint with the Department of Administration's Office of Diversity Equity and Opportunity (ODEO). The ODEO will investigate the allegations and shall make every effort by informal conference, conciliation and persuasion to achieve compliance. When these methods do not resolve a complaint, the Office will conduct a formal hearing.

State and Federal Remedies

In addition to the above, an employee or applicant may file a formal complaint with either or both government agencies set forth below in accordance with applicable time limits.

The United States Equal Employment Opportunity Commission (EEOC)

www.eeoc.gov

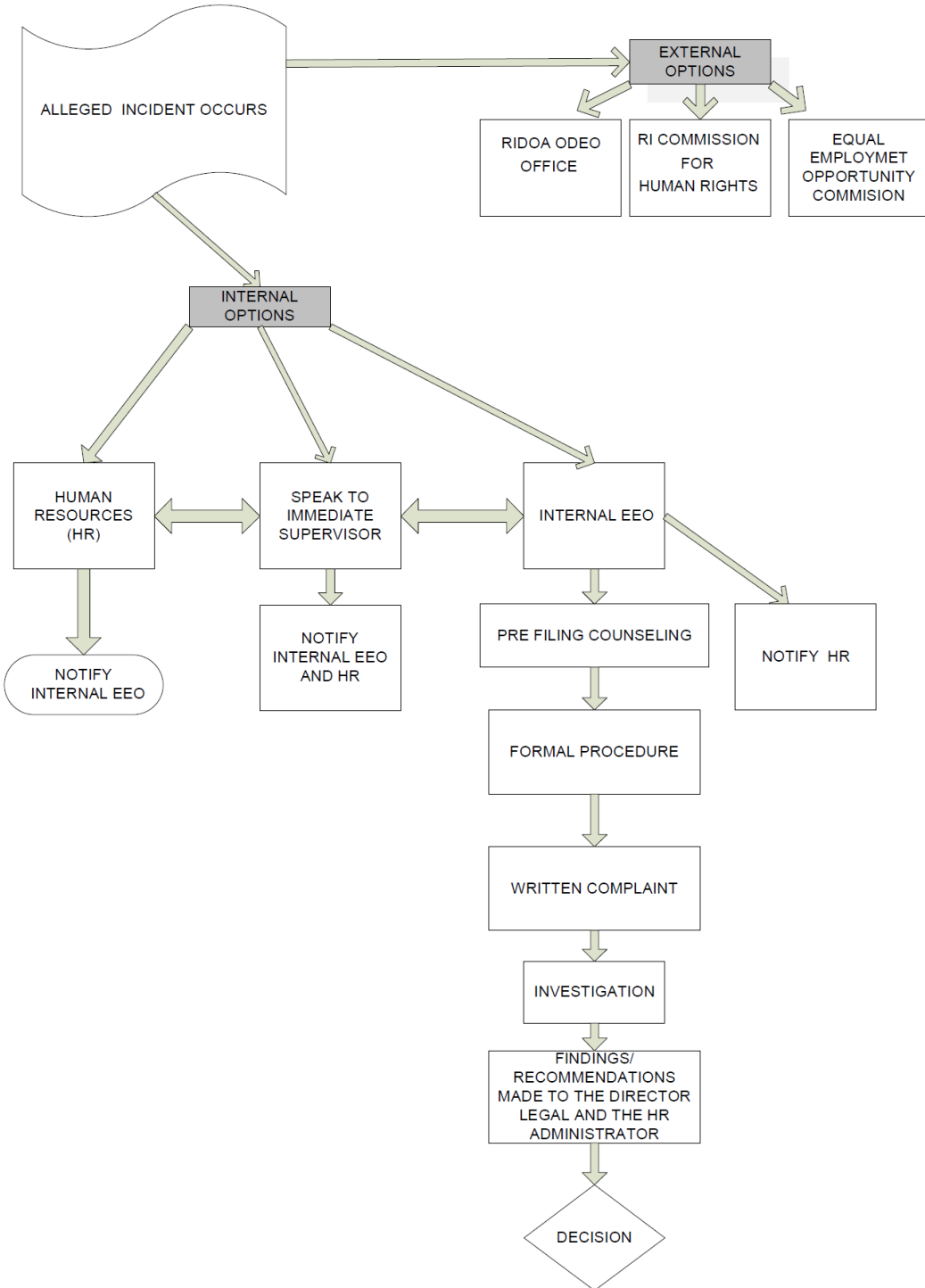
John F. Kennedy Federal Building
475 Government Center, Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820

The Rhode Island Commission for Human Rights (RICHR)

www.richr.ri.gov

180 Westminster Street, 3rd Floor
Providence, RI 02903
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RHODE ISLAND DEPARTMENT OF TRANSPORTATION
INTERNAL EQUAL EMPLOYMENT OPPORTUNITY
COMPLAINT PROCESS FLOW CHART



WHEN APPROPRIATE UNION WILL BE NOTIFIED

6 INTERNAL MONITORING & REPORTING

6.1 INTERNAL MONITORING & REPORTING SYSTEM

The Department of Transportation's Internal EEO/Affirmative Action Officer (AAO) implements, monitors, audits, and reports the overall administration of the Internal Equal Employment Opportunity/Affirmative Action programs for the Department.

As part of the Department's human resources management program, and in accordance with the specific requirements of this AAP, the AAO has updated the auditing and control systems that are designed to monitor and evaluate all aspects of the Internal EEO Policy and affirmative action programs for the Department. Utilizing various internal information reporting mechanisms, this process will enable the Internal EEO/AA Officer to successfully measure the general and specific effectiveness of the affirmative action program, determine the degree to which stated goals and objectives have been met, identify potential and real problems that are related to the AAP, and formulate recommendations to resolve those problems.

Each quarter, the AAO will prepare and send a report the Director and Senior Management using information from ApplyRI, aka NeoGov (applicant flow data), database(s) (containing RIDOT's workforce data), and Human Resources (employment practices data). The report will include a date-in-time snapshot of the Department's workforce profile, an analysis of the Department's progress toward achieving its affirmative action goals, and identification of problem areas with recommended corrective measures.

The internal monitoring and reporting system also is utilized by the EEO/AA Officer to maintain records and information in accordance with FHWA guidelines to continually audit, monitor, and evaluate programs essential for a successful AAP. The evaluation will be directed towards results accomplished in addition to good faith efforts made, in accordance with FHWA guidelines to include, but not limited to:

1. Applicant Flow Data: generated through the state-maintained ApplyRI/NeoGov online application portal, which includes the gender and race/ethnicity of job applicants for each filled position, by division, job requisition number, and by the job category assigned to each posted position.
2. External New-Hires Data: submitted to the AAO by Human Resources (HR), which will provide, at a minimum, each new employee's name, gender and race/ethnicity, job category, job title, and the effective start date of each externally-filled position.
3. Internal Promotions Data: submitted to the AAO by Human Resources, which will provide, at a minimum, the gender and race/ethnicity of each employee promoted, the divisions promoted or from and to, the effective start date, and the job categories promoted from and to.
4. Training Data: submitted to the AAO by the Department's Office of Continuous Improvement and Training (Training Office), which will provide, at a minimum, the gender and race/ethnicity of each RIDOT employee trained during the relevant evaluation period, by division, by job category, by training type, number of training hours, and by the completion date of the training.

5. Separations Data: submitted to the AAO by HR, which will provide, at a minimum, information pertaining to all voluntary and involuntary separations of employment by name, gender and race/ethnicity, age, division, effective date, and reason for termination.
6. Internal Monitoring Audits: of patterns and histories of personnel selection activities and actions over time that impact upon the success of meeting affirmative action goals and objectives, including recruitment sources and new hires, terminations, salary changes, promotions, demotions, transfers, training offered or completed, and other pertinent actions as appropriate.
7. External Compliance Reporting: annual, quarterly and other reporting information that might be required by the FHWA guidelines; and other compliance agencies such as FTA, as required.
8. Goals and Timetables: ongoing analyses that measure the total effectiveness of the Department's Affirmative Action Plan.

Reports regarding these activities will be prepared under the supervision of the Internal EEO/AA Officer and submitted to the Director as necessary for the purpose of auditing and monitoring progress in meeting stated affirmative action program objectives on a Department-wide basis. Reports also will be submitted to the Assistant Director for Administrative Services, and to other administrative staff, as required to properly disseminate the results of the affirmative action program efforts within the Department.

Where corrective action is required, recommendations for such action will be reviewed with the Director in accordance with the management procedures within the Department. Other reports and documentation of the overall status and effectiveness of the AAP also will be developed and prepared to ensure full compliance with all stated goals and timetables of the Affirmative Action Plan.

6.2 PROGRESS TOWARDS PRIOR PLAN GOALS

This section indicates which Minority and Female goals and action items have been accomplished and which have not, with an explanation of contributing factors, and mention of current and future plans to accomplish the goal, with a more detailed explanation in the Improvement Strategies section.

The Department made progress toward the goals set in its 2017-2021 AAP, as summarized below. Contributing factors to some goals not being fully accomplished included impacts of COVID-19, for example, limited in-person recruitment, new employee EEO on-boarding, and the reduction in hiring. During State Fiscal Year (SFY) 2019, RIDOT had ninety-two (92) new hires compared to seventy-one (71) new hires during SFY20. The new hires were significantly reduced (by 22%) for SFY20.

Despite the challenges that COVID-19 presented to full affirmative action plan implementation and monitoring, the Department was able to make progress towards its affirmative action planning, which, historically, has faced data collection and insufficient staffing challenges. During SFY19, the IEEO Office, Information Technology Team and Human Resources Office completed the EEO Compliance Reporting project. This project allows the Department to generate AAP monitoring reports in real-time. During SFY20, the Team automated additional EEO reports, namely the training reports and the HR Personnel Activity Reports.

6.2.1 Specific Hiring Goals

The Department sets hiring goals when there is underutilization in a job category that results in a utilization below parity of at least one person, when compared to the availability of eligible and qualified or qualify-able persons within the relevant recruitment area. Long-range goals are set when the utilization may not reach parity within one year; they are set at least equal to the percentage of availability. Short term goals are set when parity may be achievable within one year.

The short-term hiring goals were set based upon underutilization calculated using availability percentages, these were calculated using a more refined Two-Factor Analysis with a more precise weighted factor applied to both external labor market availability plus internal workforce availability, resulting in more accurate availability percentages in each job category. In addition, EEO staff tailored the external labor markets according to more realistic recruitment activities. For instance, the Department uses a national labor market for its Officials/Managers/Administrators job category and has expanded the external labor market in all other job categories beyond Rhode Island to include the metropolitan area in nearby Massachusetts. This refinement of the utilization analysis methodology resulted in more precise results.

For State Fiscal Year (SFY) 2020, the Department's in-depth underutilization analysis identified underutilization in two job categories; Professionals and Technicians. The Department was at or above parity in four of the six job categories; Officials/Administrators, Administrative Support, Skilled Craft and Service Maintenance. The Department set One-Year/Short-Term hiring goals, and Five-Year/Long Term hiring goals based upon the Underutilization percentages and where there is underutilization by at least one, applying the One Whole Person standard. Underutilization existed in the Professionals and the Technicians job categories. In the Professionals Job Category, the Utilization Analysis yielded underutilization of only one (1) Asian Female. Therefore, the short-term hiring goal for the Professionals Job Category was set at one (1) Asian Female, the Department did not set a long-term utilization goal. The Underutilization Analysis for the Technicians Job Category yielded underutilization of sixteen (16) White Females, and one (1) Hispanic Female. The Department set short-term goals of six (6) White Females, and one (1) Hispanic Female. The Department set a long-term goal of sixteen (16) White Females.

During SFY 20, the Department filled one hundred and twenty-eight (128) vacancies. There were a total of seventy-one (71) new hires and fifty-seven (57) promotions. The new hires consisted of three (3) in the Officials and Administrators Job Category, twenty-three (23) in the Professionals Job Category, 5 (five) in the Technicians Job Category, ten (10) in the Para-Professionals Job Category, one (1) in the Administrative Support Job Category, twenty-four (24) in the Skilled Craft Job Category and five (5) in the Service Maintenance Job Category. The promotions consisted of twenty-one (21) in the Officials Administrators Job Category, twenty (20) in the Professionals Job Category, four (4) in the Technicians Job Category, three (3) in the Para-Professionals Job Category, one (1) in the Administrative Support Category, five (5) in the Skilled Craft Job Category and three (3) in the Service Maintenance Job Category.

A thorough analysis of the underutilized job categories of Professionals and Technicians was performed. In the Professionals job category, the Department's goal was to hire one (1) Asian Female. Of the twenty-three (23) new hires in the Professionals job category there were thirteen (13) Males and ten (10) Females. Of the thirteen Males there were eleven (11) White Males, one (1) Hispanic, and one (1) Asian Male hired. Of the ten (10) Females that were hired there were nine (9) White Females and one (1) Black Female. Of

the twenty (20) promotions, the Department promoted eleven (11) White Males, one (1) Black Male and one (1) Asian Male. Of the seven (7) Females promoted in this job category, all females were White. The Department did not meet its goal in the Professionals job category. There are several factors that could have contributed to the Department not meeting this goal. During SFY19 there were a total of thirty-one (31) vacancies in the Professionals job category. During SFY20 there were only twenty-three (23) vacancies, significantly less vacancies than during SFY19. There were a total of one thousand three hundred and nineteen (1,319) applicants in this job category. Of the one thousand three hundred and nineteen (1,319), twenty (20) applicants were Asian Females, that is only 1.5% of the Professional job category's applicant pool presenting a noteworthy challenge to meeting this goal.

Moreover, although RIDOT did not achieve this goal in SFY20, the Department hired and promoted Asian Males in the Professional Job Category increasing the overall presence of this minority group in its workforce. The Department promoted one (1) Asian Male from Senior Civil Engineer (Materials), Project Management Section to Principal Civil Engineer (Materials), Project Management Section in the Professional Job Category. Additionally, the Department hired one (1) Asian Male for the position of Civil Engineer (Materials), Project Management Section in the Professional Job Category.

In the Technicians Job Category, of the five (five) new hires, there were four (4) Males and one (1) Female. Of the five (5) Males, four (4) were White Males. The Female hired in this job category was a White Female. Of the four (4) promotions, all people hired were White Males. The Department partially met its goal for White Females; the Department hired one (1) White Female in the Technicians job category. The applicant pool of White Females in the Technician Category is significantly low with a total of 6% female applicants. The low representation of White Females in the applicant pool imposed a noteworthy challenge for the Department in meeting this hiring goal. Hispanic Females represented 3% of the applicant pool, despite the significantly low applicant pool, during Q3, the Department met its' goal and hired one (1) Hispanic or Latino Female, Engineering Technician II, Construction Maintenance, in the Technician Job Category.

In SFY21, the Department will continue to make good faith efforts to build a workforce whose employees have diverse backgrounds and cultures. A workforce that is representative of the communities the Department serves. The Department realizes that diversity is more than just policies, it is crucial to employee satisfaction and workplace performance. Therefore, the Department is highly committed to creating a culture of inclusion, that embraces all people and encourages all employees to thrive and succeed. The Department will place special emphasis on the areas of underutilization, veterans and individuals with Disabilities. There will be specific goals established, to target the demographic groups where underutilization exists. The Improvement Strategies section provides greater details of RIDOT's plans to accomplish affirmative action plan goals.



2020 Workforce Utilization Goals Update

Underutilization by one (1) Asian Female in the Professional Job Category:

Long-term: The Department has set only a short-term goal in this category, given the underutilization by just one (1) below parity.

Short-term: The Department will make good faith efforts to have its employment of Asian Females in this job category to reach parity by June 30, 2020.

Although RIDOT did not achieve this goal in SFY20, the Department hired and promoted Asian Males in the Professional Job Category increasing the overall presence of this minority group in its workforce. The Department promoted one (1) Asian Male from Senior Civil Engineer (Materials), Project Management Section to Principal Civil Engineer (Materials), Project Management Section in the Professional Job Category. During Quarter 2, the Department hired one (1) Asian Male for the position of Civil Engineer (Materials), Project Management Section in the Professional Job Category.

Underutilization by sixteen (16) White Females in the Technician Job Category:

Long-term: The Department will make good faith efforts to reach parity of 15.33% White Females employed in this job category by the final Plan year at end of the state fiscal year 2021.

Short-term: The Department will make good faith efforts to increase the utilization of White Females in this job category by at least six (6) White Females by June 30, 2020.

During Q2, the Department hired one (1) White Female, Electrical Inspector, in the Technician Job Category.

Underutilization by one (1) Hispanic Female in the Technician Job Category:

Long-term: The Department has set only a short-term goal in this category, given the underutilization by just one (1) below parity.

Short-term: The Department will make good faith efforts to have its employment of Black Females in this job category to reach parity by June 30, 2020.

During Q3, the Department hired one (1) Hispanic or Latino Female, Engineering Technician II, Construction Maintenance, in the Technician Job Category (for Federal reporting purposes, for State reporting purposes: Para-Professional Job Category).

Veterans

During Q1, the Department hired one (1) Veteran, Bridge Maintenance Worker, in the Service Maintenance Category.

During Q2, the Department hired one (1) Veteran, Highway Maintenance Operator 1, in the Skilled Craft Job Category.

During Q3, the Department hired two (2) Veterans, a Highway Maintenance Operator 1 in the Skilled Craft Job Category and a Bridge Maintenance Worker in the Service Maintenance Job Category.

6.2.2 Methodology

Given the comprehensive nature of the Department’s Work Plan in its previous Affirmative Action Plan submission, a color-coded system is used to more easily assess the overall progress of the Department’s affirmative action efforts and results during the prior fiscal year, categorized by broad goals and sub-objective(s), which correspond to the regulatory requirements of 23 C.F.R. §230, Subpart C, Appendix A, Part II and with Federal Highway Administration (FHWA) guidance. Each sub-objective received the status of “Completed,” “Substantially Completed,” “Partially Completed,” or “Pending” depending upon the overall progress made. Then, based upon a percentage of sub-objectives completed, each overarching goal received a status color of Green, Yellow, or Grey⁵ depending upon the percentage of completion as follows:

GREEN	≥ 75% Progress
YELLOW	≥ 50% to < 75% Progress
GREY	< 50% Progress

The coding system is basic compared to the comprehensive nature of the Work Plan that includes many regulatory elements (e.g., the Work Plan includes 12 major goals with a combined total of 61 individual objectives). The coding system does not use a weighted formula to assess progress on each objective and overarching goal; all goals and objectives were assessed the same way, regardless of their critical nature or time and efforts required to achieve them.

6.2.3 Summary Narrative

Overall, the Department has *at least* Partially Completed 11 of 12 (92%) of its Work Plan’s major goals. Of those 11 major goals, RIDOT *at least* Substantially Completed 8 (73%). RIDOT made little or no progress in just 1 of 12 broad goals (8%). In other words, RIDOT has made partial to complete progress on 92% of its Internal EEO Program goals (Green and Yellow combined, with 73% of the combined progress being substantial, i.e., Green).

Visually, the Department’s Internal EEO Program status is:

⁵ The Department has used the color grey to indicate that this area (i.e., Promotions) is an area under the direct authority of the state of Rhode Island. In other words, because RIDOT’s prior action-oriented work plan followed the outline in the federal regulations, which lists required elements that are outside the scope of the Office of Civil Right’s direct authority. The goals and objectives for this section depend almost entirely on the efforts of the state personnel system. That being said, the state is in the process of addressing these elements (i.e., merit promotions, and job classification reviews), and the Department continues to consult with and provide input to the state on these initiatives.

Page #	Goal #	
1	I.	Publication of the Affirmative Action Plan (AAP) Internally and Externally 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 2 (a) (1-7), and 2 (b) FHWA Guidelines (Desk Ref. p. 4-A-4)
4	III.	Recruitment and Placement 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 3 (b) (1-7) FHWA Guidelines (Desk Ref. p. 4-A-5)
7	V.	Training 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 3 (d) (1-4) FHWA Guidelines (Desk Ref. p. 4-A-7)
9	VII.	Other Personnel Actions (EEO Counseling) 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 3 (I) (1-6), and 2 (b) FHWA Guidelines (Desk Ref. p. 4-A-7)
10	VIII.	Program Evaluation 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 4 (a) – (c), (d) (1-2), and (e) FHWA Guidelines (Desk Ref. pp. 4-A-8, -9)
11	IX.	Workforce Composition – Underutilization 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 4 (a) – (c), (d) (1-2), and III (B) FHWA Guidelines (Desk Ref. pp. 4-A-8, -9)
14	XI.	Employment Practices – 4/5th Analysis of Training Participation Rates 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 4 (1-6) FHWA Guidelines (Desk Ref. p. 4-A-8, -9)
15	XII.	Employment Practices – 4/5th Analysis of External New Hires 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 4 (1-6) FHWA Guidelines (Desk Ref. p. 4-A-8, -9)
	Goal #	
3	II.	Specific Programs to Eliminate Discrimination Barriers and Achieve Goals 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 3 (a) (1-6) FHWA Guidelines (Desk Ref. p. 4-A-5)
8	VI.	Layoffs, Recalls, Discharges, Demotions, and Disciplinary Actions 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 3 (e) (1-2) FHWA Guidelines (Desk Ref. p. 4-A-7)
13	X.	Employment Practices: Adverse Impact – 4/5th Analysis

		23 C.F.R. 230, Subpart C, Appendix A, Part II, C 4 (1-6) FHWA Guidelines (Desk Ref. p. 4-A-8, -9)
	Goal #	
6	IV.	Promotions 23 C.F.R. 230, Subpart C, Appendix A, Part II, C 3 (c) (1-6) FHWA Guidelines (Desk Ref. p. 4-A-6)

6.2.4 Detailed Narrative

I. PUBLICATION OF THE AFFIRMATIVE ACTION PLAN (AAP) INTERNALLY AND EXTERNALLY
23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 2 a (1-7), and 2 b
FHWA Guidelines (Desk Ref. p. 4-A-4)

Goal(s):

To systematically and widely publicize the AAP in ways that highlight RIDOT’s efforts to meet its EEO and Affirmative Action requirements and that serve to inform stakeholders about the AAP both: (a) internally and (b) externally.

Objective(s):

A. Internal Publication:

1. Meet regularly with managers and supervisors individually, to review RIDOT’s Internal EEO Policy, and the roles and responsibilities of managers and supervisors related to EEO and the AAP.

Status: Completed

Division administrators were made aware of RIDOT’s current Internal EEO Policy and SFY20 Annual Update, Affirmative Action Plan. Face-to-face meetings are scheduled annually, and as otherwise needed, following approval of the AAP Annual Update. The AAO has met individually with division leaders following the approval of the 5-year AAP by FHWA and will continue to meet with division leaders after the annual update.

2. Placed Federal and State EEO Posters in best locations advised by various agency personnel (e.g., HRSC, managers & supervisors, building superintendent, etc.).

Status: Completed

3. Establish a monitoring schedule with checklist to visually inspect locations for appropriateness (especially for ADA compliance) and to determine if existing posters displayed are still current.

Status: Completed

4. Ensure that posters are current and update as needed.

Status: Completed

Ensure that RIDOT's Maintenance Administrators are following the verification procedures and checklist and affidavit forms for auditing and monitoring of EEO posters. Posters are displayed in all RIDOT locations beyond the main office. RIDOT has glass display cases throughout the main building that will contain all-in-one EEO-related posters, and the Department's EEO policy. Internal EEO Program staff will continue to follow up to obtain completed display verification forms as part of an audit process and will perform visual spot checks at various RIDOT office locations to determine compliance.

5. Identify and coordinate with appropriate agency personnel to have the AAP publicized to the employee section of RIDOT's website.

Status: Completed

6. Provide information about the AAP in the monthly newsletter: *MyDOT Monthly*.

Status: Revised/On Hold

During SFY 21, to promote an inclusive workplace and celebrate the value of diversity, the Department plans to publish news and events related to the Department's EEO, affirmative action, and diversity activities.

7. Identify and coordinate with appropriate agency personnel to create a section on RIDOT's website dedicated to the Civil Rights unit, with Internal EEO Program information and publications.

Status: Completed

RIDOT's current AAP Update and IEEO Policy is posted to RIDOT's employee intranet, and to RIDOT's public website in the Civil Rights section and Equal Employment Opportunity subsection located at: http://www.dot.ri.gov/about/who/civil_rights.php. The Office of Civil Rights has a brochure that gives an overview of all Civil Rights programs, including the Internal EEO program.

8. Coordinate with appropriate agency personnel (e.g., Legal Counsel, HRSC, Office of Educational Advancement) to develop training curriculum designed to educate employees on the contents and importance of the EEO Policy and AAP. Provide training to all managers and supervisors on EEO, AAP and legal interviewing.

Status: Substantially Completed

During SFY 21, due to Covid-19 the Internal EEO Office intends to provide training to managers and supervisors on EEO, AAP and legal interviewing through a web-based model. During SFY 20, the Office of Diversity, Equity and Opportunity presented the training "Implicit Bias." Employees completed the training through the RI Learning Management System. Furthermore, new hires attend EEO/Sexual Harassment and Diversity Training provided by DOA- Office of Diversity and Equity and Opportunity (ODEO).

During SFY 20, the AA Officer and the Office of Staff Development, Training and Quality Improvement worked in conjunction to re-establish the EEO Policy Review and Policy Quiz for all employees in the Learning Management System. In addition, the AA Officer presented the EEO Policy and Policy Quiz to Maintenance Supervisors during the Maintenance Supervisors Basics Workshop.

During SFY 18, the Department hosted a comprehensive one-day training for all Managers and Supervisors on EEO, AAP and legal interviewing. Included in the training, was a Train-the-Trainer piece. This allowed for the AAO and two other employees to be trained for future presentation of this material. The Department trained sixty-five (65) employees and plans to host additional trainings throughout the year. The Department approved the Purchase Order for training of all Managers and Supervisors on EEO, AAP and legal interviewing.

9. Establish a system to identify and invite employee representatives to join the rank and file EEO Advisory Committee to assist in developing and implementing the AAP.

Status: Revised/ Partially Completed

10. Re-activate the EEO Advisory Committee and re-establish quarterly meetings.

Status: Revised/Partially Completed

11. Solicit input from managers and supervisors who are not advisory committee members.

Status: Substantially Completed

During SFY20 the AAO provided the Department and Executive Leadership with AAP quarterly updates and information related to EEO, AA and Diversity regularly. Through the collaboration of the Acting Chief of Staff, Interdepartmental Project Manager, Internal EEO Program staff, and Communications Office, the Department will explore and implement ways to increase employee interest in joining the EEO Advisory Committee and Diversity Affinity Group (DAG). IEEO staff will continue to explore reactivating the EEO Advisory Committee by reviewing bylaws and applications for both Management and Employees.

B. External Publication

1. Distribute the AAP to relevant minority groups and females' organizations, community action groups, appropriate state agencies (e.g., State EEO and Diversity Office), professional organizations, etc.

Status: Completed

Internal EEO Program staff sends RIDOT's AAP and Annual Updates to the Department of Administration, Office of Diversity Equity and Opportunity. In addition, the Internal EEO Program has a process to send job posting notifications to external stakeholders and does so regularly. Internal EEO Program staff continuously updates its external outreach list. Internal EEO Program staff will share with outreach partners RIDOT's affirmative action results not subject to confidentiality, as requested.

II. SPECIFIC PROGRAMS TO ELIMINATE DISCRIMINATORY BARRIERS AND ACHIEVE GOALS

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 3, a, (1-6)

FHWA Guidelines (Desk Ref. p. 4-A-5)

Goal(s):

- A. To develop all employees and provide career advancement opportunities with affirmative efforts to eliminate discriminatory barriers and to enhance the employment status of underrepresented and/or adversely impacted females and minorities.

Objective(s):

A. Career Advancement Opportunities

1. Establish periodic classification plan reviews.

Status: Pending/On hold

The State of Rhode Island is in the process of updating its job classification and compensation system (i.e., regarding job descriptions and pay schedules, respectively). Internal EEO Program staff and other RIDOT employees submitted Position Description Questionnaires (PDQs) in November 2014. State administrative review of survey results was scheduled to begin in late 2015. The state has not yet released its upgraded classification and compensation structure. The Department will continue to work with the state Department of Administration relative to classifications used by the Department, as will be discussed in the Improvement Strategies section of this Affirmative Action Plan.

2. Coordinate with relevant personnel (e.g., HRSC, RIDOA, managers and supervisors, etc.) to ensure that the AAO is a significant participant in the workflow process.

Status: Partially Completed

The Director recognizes the importance of having real time oversight by the AAO to ensure that no barriers exist to career advancement opportunities. Therefore, the AAO is directed to develop a process with supporting forms to insert the AAO in the process for new hires, promotions, and other employment practices including, but not limited to training opportunities. In addition, the AAO has direct access to the Director, who has expressed an “open door policy” with the AAO. The Office of Civil Rights also has a standing weekly meeting with the Assistant Director of Administrative Services/Acting Chief of Staff or designated representative, who oversees the Office. The AAO will continue to collaborate with relevant personnel to revise related policies and procedures, to develop forms, and to establish a regular auditing and reporting component.

3. Develop a plan to ensure that all qualification requirements are closely job-related, with significant input by the AAO prior to the publication of a job posting.

Status: Partially Completed

The Department continues to review and update each job description prior to posting to ensure that the qualifications listed are job-related. During SFY21, the Department will include the EEO Officer in the review of the job descriptions prior to posting.

4. Coordinate with relevant personnel to develop a plan to restructure jobs, as needed, and to establish entry level and trainee positions to facilitate progression within occupational areas.

Status: Pending

The completion of this goal depends in large part upon the state’s review of its classifications. The Department continues to consult with the state Department of Administration and to provide input regarding existing and new classifications that the Department uses.

5. Coordinate with relevant personnel to develop a Career Counseling Program.

Status: Partially Completed/Pending

This goal will be achieved in relation to the state's anticipated rollout of a statewide Performance Development Program. The Department will develop an internal program incorporating the state's criteria. In addition to the statewide Performance Development Program, the AAO is available for job counseling and resume reviews.

6. Coordinate with relevant personnel and interested employees to create career development plans for lower grade employees who are underutilized or who demonstrate potential for advancement.

Status: Partially Completed/Pending

See #5, above.

7. Coordinate with relevant personnel to develop upward mobility programs and career opportunities within each work unit and within the total organization structure.

Status: Partially Completed

See #5, above.

8. Widely publicize the program(s) internally and externally.

See #5, above.

Status: Partially Completed

The AAO will continue to explore the capabilities of the web-based RI Learning Center as a tool to assist managers and supervisors in performing career counseling responsibilities. The AAO has met with relevant RIDOT personnel regarding objectives 5-8, above. Thus far, the RI Learning Center has been essential in circulating training opportunities and tracking employee participation. see #5, above.

III. RECRUITMENT AND PLACEMENT

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 3, b, (1-7)

FHWA Guidelines (Desk Ref. p. 4-A-5)

Goal(s):

- A. To develop workflow plans that include the AAO's full and routine participation in all recruitment and placement processes to prevent and eliminate potentially discriminatory practices and/or impact.
- B. To develop plans and establish relationships with external recruitment sources where information and referrals are shared on a routine basis, including before and after jobs are posted.
- C. To create and widely and routinely distribute marketing materials that reflect a culture of inclusion for everyone and that inspire females and minorities in underrepresented and/or adversely impacted groups to consider and pursue employment with RIDOT.

Objective(s):

A. Recruitment and Placement Processes

1. Develop a coordinated active recruitment plan with other relevant agency personnel.

Status: Substantially Completed

During SFY 20, due to Covid-19 college and career recruitment fairs were cancelled or conducted through web-based systems, such as Handshake. The AAO will continue to develop and communicate innovative strategies for an active recruitment plan. The AAO provides the AAP, underrepresentation data and quarterly updates to RIDOT hiring managers, human resources personnel, and annual updates to the Office of Diversity, Equity & Opportunity (ODEO).

- 2. Coordinate with relevant agency personnel (e.g., Legal Counsel, HRSC, Managers and Supervisors) to implement a workflow plan that provides significant involvement of the AAO in all recruitment and placement procedures and actions.

Status: Partially Completed

This objective requires changes to both the state’s and to RIDOT’s hiring processes.

B. Relationships with External Recruitment Sources

- 1. Identify external recruitment sources and implement a plan to inform them of anticipated job postings, actual job postings, agency hiring goals and needs, the EEO Policy and a link to the published AAP and solicit referrals and resumes of qualified (and/or able to be qualified) females and minorities (particularly those in underrepresented job categories).

Status: Completed

Internal EEO Program has a process to send job posting notifications to outreach partners and does so regularly. Internal EEO Program staff sends RIDOT’s AAP and Annual Updates, as requested, to its outreach list. In addition, the Internal EEO Program staff updates the outreach partner list periodically.

C. Diverse Marketing Materials

- 1. Coordinate marketing efforts with relevant agency personnel to ensure that all marketing materials (web-based and written) reflect an inclusive culture and present a balanced reflection of females and minorities (particularly those in underrepresented job categories).

Status: Substantially Completed

The AAO has discussed the need for diverse marketing materials with relevant department personnel. In addition, the Department consults with ODEO liaison, to develop relevant marketing materials and to identify relevant media outlets when ODEO assists the Department in its special emphasis recruitment plans to increase the diversity of its applicant pools for posted positions, and to overcome underutilization. Internal EEO Program staff will continue to provide this assistance to all relevant personnel with recruitment, outreach, and advertising responsibilities, annually and as otherwise needed.

IV. PROMOTIONS
 23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 3, c, (1-6)
 FHWA Guidelines (Desk Ref. p. 4-A-6)

Goal(s):

- A. To develop and implement an agency-wide merit promotion program for which all employees have equal opportunity to achieve, that is free from discriminatory practices or impact, and that

provides an opportunity to match employee skills with available job advancement and agency needs.

- B. Develop a monitoring and evaluation system to track job classification reallocation requests.

Objective(s):

A. Agency-wide Merit Program

1. Coordinate with relevant agency personnel (e.g., Legal Counsel, HRSC) to develop an agency-wide merit promotion program consistent with State rules, regulations and procedures.

Status: Pending

RIDOT does not utilize a performance appraisal review system for state employees. However, based on recommendations obtained from a study, the state implemented performance appraisals on a pilot basis at the Department of Administration (DOA) beginning with all non-union personnel in grades 37 and above between February 2013 and June 2015. The state implemented the statewide program beyond the DOA. During SFY19 the DOA rolled out the state's Performance Development Program pilot. RIDOT opted out of using this program, for the time being. The Internal EEO program will explore the state's Performance Development Program and other programs for the development of an internal merit promotion program.

Recently, the Internal EEO program learned of a new feature "Talent Search" that will be added to the NeoGov system. The options of this feature will be assessed for use in a RIDOT Performance Development Program. In addition, the Department will take proactive measures to lead actions needed by various stakeholders to implement this, and other objectives. In addition, the Department continues to support the development of its employees by encouraging employee participation in various mandatory and voluntary training opportunities in-house, at the state Department of Administration, at offsite conferences, through tuition reimbursement, and the like, generally at the Department's expense.

2. If feasible, and once agency-wide merit program is established, coordinate with relevant agency personnel (e.g., HRSC, Officials, Managers and Supervisors) to implement the program, including advertisement, a nomination process, and monitoring and evaluation systems.

Status: Pending

See #1, above.

B. Monitoring & Evaluation System for Job Classification Reallocation Requests (i.e., "Desk Audits")

1. Analyze selection rates by EEO-4 job category, gender, race/ethnicity, and by divisions and work units to identify potential adverse impact using a 4/5th Analysis, and to discuss goals with managers and supervisors.

Status: Pending

2. Revise job classification reallocation requests for promotion (i.e., "desk audits") to include tracking by total number of requests submitted to HRSC, analyzed by division, EEO-4 job category, gender and race/ethnicity, to make possible an adverse impact analysis, and incorporate a monitoring and evaluation process.

Status: Pending

The Department takes a proactive approach and engages in good faith efforts to achieve this, and all equal employment opportunity, affirmative action, and diversity goals. To that end, the Department proactively consults with various stakeholders, makes recommendations, and leads efforts to implement needed changes including, but not limited to, actions such as proposing legislation (e.g., RhodeWorks) to accomplish its compliance obligations and to “go beyond compliance” by incorporating best practices as it works to become a model transportation with a model civil rights programs, including the Internal EEO Program. For this particular objective, the Department will, at a minimum, train supervisors and managers on the state’s process and objective criteria to use when reviewing a desk audit request.

V. TRAINING

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 3, d, (1-4)

FHWA Guidelines (Desk Ref. p. 4-A-7)

Goal(s):

- A. A comprehensive training program designed to create a more diverse and harmonious workforce, that is free from discriminatory barriers and impact, that is agency-specific, that is implemented in phases relevant to the phase of employment and specific roles and responsibilities, and that is designed to provide opportunities for employees to advance in relation to the present and projected manpower needs of the agency and the employees’ career goals.

Objective(s):

1. Coordinate with relevant agency personnel (e.g., Legal Counsel, OPDT, managers and supervisors) to develop curriculum and an ongoing schedule of training for external new hires, current employees, and for employees with identified roles and responsibilities for Internal EEO and Affirmative Action implementation.

Expected agency-wide training curriculum to include:

- Sexual Harassment Training (agency-specific)
- Diversity Training (agency-specific)
- Harassment Training
- EEO laws, regulations, and Policy
- RIDOT’s Affirmative Action Plan (AAP)

In addition, anticipated training for managers and supervisors to include:

- Using Performance Measures (tool to be developed) to track progress in meeting goals and identifying problem areas
- Interviewing and Selection Techniques
- Legal Interviewing
- Career Counseling

- Ensuring Barrier-Free Display of EEO Policy and posters (i.e., ADA compliance)
- Reasonable Accommodation laws, process
- RIDOT's AAP
- EEO Complaint Process

Status: Completed

During SFY 21, due to Covid-19 the Internal EEO Office intends to provide training to managers and supervisors on EEO, AAP and legal interviewing through a web-based model. During SFY 20, the Office of Diversity, Equity and Opportunity presented the training “Implicit Bias.” Employees completed the training through the RI Learning Management System. Furthermore, new hires attend EEO/Sexual Harassment and Diversity Training provided by DOA- Office of Diversity and Equity and Opportunity (ODEO).

During SFY 19, the AA Officer and the Office of Staff Development, Training and Quality Improvement worked in conjunction to re-establish the EEO Policy Review and Quiz for all employees in the Learning Management System. In addition, the AA Officer presented the EEO Policy and quiz to Maintenance Supervisors during the Maintenance Supervisors Basics Workshop. Furthermore, new hires attend EEO/Sexual Harassment and Diversity Training provided by DOA- Office of Diversity and Equity and Opportunity (ODEO).

During SFY 18, the Department hosted a comprehensive one-day training for all Managers and Supervisors on EEO, AAP and legal interviewing. Included in the training, was a Train-the-Trainer piece. This allowed for the AAO and two other employees to be trained for future presentation of this material. The Department trained sixty-five (65) employees and plans to host additional trainings throughout the year.

LAYOFFS, RECALLS, DISCHARGES, DEMOTIONS, AND DISCIPLINARY ACTIONS

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 3, e, (1-2)
 FHWA Guidelines (Desk Ref. p. 4-A-7)

Goal(s):

- A. To implement a formal exit interview process that includes *significant* participation, monitoring and evaluation by the AAO routinely at the agency level and as part of the discharge process for each employee discharged (whether voluntarily or involuntarily).

Objective(s):

A. Formal Exit Interview Process

- 1. Coordinate with relevant agency personnel to develop a workflow that includes significant AAO involvement in termination decisions before they are finalized.

Status: Substantially Completed

The Department has recently revised its exit interview process to include formal AAO involvement for more effective monitoring and reporting on potentially discriminatory actions and impacts that contribute to separation of employment. The exit interview process is described more fully in #4, below.

2. Include 4/5th Analysis by divisions.

Status: Pending

3. Coordinate with each employee discharged (whether voluntarily or involuntarily), a time to complete the RIDOT Exit Interview. AAO is responsible for the reporting of the data, compiled from the results of the Exit Interview.

Status: Partially Completed

RIDOT's Senior Management has approved a new process, as described in #4, below.

4. Monitor and evaluate exit interview forms to identify potential EEO and other issues.

Status: Partially Completed

Consistent with federal regulations, RIDOT has developed an internal Exit Interview Process. In the past, RIDOT's HR liaison would give all departing employees an Exit Interview Survey and inform them of their right to request an in-person Exit Interview. The purpose of both the survey and the interview is to allow RIDOT to identify discriminatory and other harmful and unnecessary employment practices that RIDOT can improve upon. RIDOT has recently revised this process so that HR notifies the AAO of anticipated separations, and the AAO schedules an Exit Interview with the separating employees. The AAO also provides the departing employee with information regarding the state's Exit Interview Survey. The purpose of this revision is to enable the Department to meet federal obligations and collect meaningful data. As well as to meet state obligations by notifying the departing employees of their rights to complete an exit survey and exit interview directly with the state ODEO, in addition to, or in lieu of participating in the Department's internal Exit Interview Process.

VI. OTHER PERSONNEL ACTIONS

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 3, f, (1-6)

FHWA Guidelines (Desk Ref. 4-A-7)

Goal(s):

- A. To educate and guide individual employees seeking EEO-related counseling to enable them to make sound personal decisions based upon objective information, to identify and address potential areas of concern not otherwise made apparent, and to identify non-EEO-related issues that can be addressed in other ways (e.g., by HRSC, with training, succession/upward mobility planning, etc.).

Objective(s):

A. EEO Counseling

1. Coordinate with relevant agency personnel (e.g., HRSC, Legal Counsel) to develop and implement an Internal EEO Counseling Program.

Status: Completed

RIDOT's Internal EEO Program currently receives pre-complaint inquiries (e.g., requests for information) that it processes as "EEO Counseling" contacts. The AAO is in the process of developing a "EEO Counseling" program to include tracking, procedures, forms, and auditing mechanisms, both by the Internal EEO Program and by HR.

2. Develop a monitoring and evaluation process that includes the tracking of complaints by division.

Status: Completed

The Internal EEO Program began the process to manually separate civil rights complaints by divisions from a list of complaints at the agency level. The AAO has developed a tracking system, with an assigned record number consisting of the complainant employee's name, office location, name of person or supervisor, subject of complaint, position, supervisor, allegation, basis and status of complaint and other pertinent details. The AAO will maintain open communication with HRSC, regarding the referral process and complaints, as necessary.

VII. PROGRAM EVALUATION
23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 4 a – c, d (1-2), and e
FHWA Guidelines (Desk Ref. p. 4-A-8)

Goal(s):

- A. To assist managers and supervisors to perform their roles and to meet their responsibilities under the AAP.
- B. To monitor, evaluate, and revise goals, efforts, and progress within each agency division and unit by EEO-4 job category, by gender, and by race/ethnicity.

Objective(s):

A. Assist Managers and Supervisors

1. Develop performance measures tools for managers and supervisors.

Status: Partially Completed

The AAO will continue to meet with Managers to offer assistance in their development of tools that they can use within their respective offices to track their, and sub-managers and supervisors, activities related to their Internal EEO and AAP responsibilities. The AAO will offer assistance to managers and supervisors to assist them in meeting their affirmative action responsibilities consistent with federal regulations and as described in RIDOT's AAP.

B. Monitoring & Evaluation by Divisions

1. Coordinate with relevant personnel to evaluate existing methods of data collection and retrieval, and seek ways to revise, as needed.

Status: Substantially Completed

During SFY20, the AAO used the EEO Compliance Reporting System to generate quarterly and the yearly reports.

During SFY19 the AAO, HR and IT personnel completed the EEO Compliance Reporting Project. The EEO Compliance reporting project allows for analysis by job category and reporting in a timely manner. The Director, Assistant Director of Administrative Services and the Administrator of Management Information Systems supported the AAO in these efforts. The IT EEO Compliance Reporting project, the development of reports, enables the Department to have accurate, real-time information regarding workforce composition and agency-wide utilization analysis, at all times. Reports for this AAP were generated using the EEO Compliance Reporting system within the Financial Management System.

The AAO will continue to monitor the status of new hire and promotional selections, applicant flow, workforce demographics, and employment practices data presented by HR. In addition, the AAO will utilize the EEO Compliance Reporting system for regular updates, at a minimum, quarterly.

2. Perform all 4/5th analyses for potential adverse impact by divisions and generate divisional reports more frequently.

Status: Completed

During SFY20, the IT Unit developed the programming for the 4/5 Rule Adverse Impact analysis through the EEO Compliance Reporting System. The reports can now be generated as needed through the FMS EEO Compliance Reporting System.

3. Meet with hiring managers and supervisors via a “collaborative audit” process (to be developed) to assist and monitor progress and accomplishments, and to identify reasons why any goals were not met.

Status: Partially Completed

During SFY21, the AAO will use the EEO Compliance Reports to monitor progress and accomplishments and to provide regular updates. The Department will continue to refine its internal monitoring and reporting system.

4. Coordinate with FHWA to obtain training on Workforce Utilization Analysis by divisions for Internal EEO Program personnel.

Status: Completed

VIII. WORKFORCE COMPOSITION – UNDERUTILIZATION
23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 4 a – c, d (1-2), and III, B
FHWA Guidelines (Desk Ref. pp. 4-A-8, -9)

Goal(s):

- A. Eliminate underutilization and achieve parity with the CLM in each job category: As vacancies occur in each job category, hire and/or promote applicant members of the underutilized groups based upon the Annual Placement Rate (APR) and Annual Placement Goal(s) (APG).

Objective(s):

- A. **Eliminate Underutilization**

1. Coordinate with relevant agency personnel to review and revise the hiring process to include Internal EEO Program oversight throughout the hiring and promotion processes, from the anticipation of a job posting through the final hiring or promotion decision.

Status: Pending

The Rhode Island Department of Administration's (DOA) Personnel Office has primary oversight and management of the state employee hiring process. RIDOT's HR Administrator and support staff are DOA employees who work in a satellite office within RIDOT's main office to provide in-house liaison support for RIDOT's recruitment and other employment practices. At the request of the Director's Office, the AAO will continue to coordinate with the HR Administrator to revise RIDOT's hiring process to address appropriate oversight by RIDOT's AAO. The goal is to enable the AAO to ensure relative diversity of the job applicant pools and recruitment efforts.

2. Research, identify, and develop ways to address external barriers that affect employment of females and minorities, and to monitor and evaluate progress.

Status: Partially Completed/Ongoing

3. Identify relevant recruitment sources for referrals of qualified applicants.

Status: Completed

Internal EEO Program has a process to send job posting notifications to outreach partners and does so regularly. The Department receives referrals of applicants from the DOA's Office of Diversity and Equal Opportunity (ODEO). Internal EEO Program staff sends RIDOT's AAP and Annual Updates, as requested, to its outreach list. In addition, the Internal EEO Program staff updates the outreach partner list periodically.

4. Develop relationships with relevant recruitment sources (particularly those representing groups underutilized at RIDOT) and develop a process where RIDOT provides information about anticipated job postings, and the sources provide qualified referral candidates (e.g., resumes).

Status: Completed

The AAO provides data and shares media and outreach partner lists related to workforce underutilization/underrepresentation to support the collaboration of HR and the state ODEO relative to special emphasis recruitment efforts. The AAO will continue to explore opportunities to develop and nurture relationships with outreach partners.

5. Develop a tracking system to track resumes received, and any candidates hired.

Status: Substantially Completed

Internal EEO Program staff maintains digital files with resumes obtained from potential candidates met at career fairs, through referrals, or that are unsolicited. The AAO will continue to explore opportunities to further develop and implement this objective.

6. Notify relevant recruitment sources of anticipated vacancies to obtain referrals of qualified applicants.

Status: Partially Completed

Internal EEO Program staff notifies outreach partners regarding posted positions and otherwise identifies other relevant opportunities to contact outreach partners to nurture the relationship and to remind them of the state job application process.

7. Determine an Annual Placement Rate (APR) and Annual Placement Goal (APG), agency-wide and by gender, race/ethnicity, taking into consideration current U.S. Census data as one factor.

Status: Completed

The Department has completed its Underutilization Analysis for SFY21. The AAO receives from Human Resources the agency attrition rates and funded vacancies to allow Internal EEO Program staff to calculate the APR and APG more effectively and efficiently.

8. Notify HRSC and hiring managers and supervisors when job postings are in an underutilized category.

Status: Partially Completed/Ongoing

The Internal EEO Program staff has developed a PAR tracking system. During SFY21, the AAO will notify hiring managers of underutilized EEO-4 job categories as the PAR Requests are initiated. The AAO will implement this objective relative to prioritizing critical regulatory requirements and Program resources.

9. Make reasonable efforts to employ individuals in underrepresented groups.

Status: Substantially Completed

The AAO will continue to share underutilized EEO-4 job categories with hiring managers, with Human Resources, and with the state ODEO Diversity and Outreach personnel in support of special emphasis outreach and recruitment. The Department will continue and will add improvement strategies outlined in the Improvement and Strategies section of this AAP.

10. Establish an Internal Recruiting Network, such as the Diversity Affinity Group, and develop a monitoring, evaluation and reporting process.

Status: Pending

The AAO has established a Diversity Affinity Group. The AAO will continue to work with the group and ODEO to solidify the Internal Recruiting Network and will continue to explore opportunities to implement this objective relative to prioritizing critical regulatory requirements and Program resources.

11. Coordinate with relevant agency personnel to develop an Internal EEO Program/Civil Rights webpage

Status: Completed

RIDOT's current AAP Update and IEEO Policy is posted to RIDOT's employee intranet, and to RIDOT's public website in the Civil Rights section and Equal Employment Opportunity subsection located at: http://www.dot.ri.gov/about/who/civil_rights.php. In addition, new employees are prompted to take a quiz after having read the IEEO Policy. The AAO will continue to explore opportunities to expand the value that the Internal EEO section of RIDOT's website provides to visitors relative to prioritizing critical regulatory requirements and Program resources.

12. Coordinate with FHWA to obtain training on Workforce Utilization Analysis for Internal EEO Program personnel.

Status: Completed

IX. EMPLOYMENT PRACTICES: ADVERSE IMPACT – 4/5TH ANALYSIS

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 4, (1-6)

FHWA Guidelines (Desk Ref. pp. 4-A-8, -9)

Goal(s):

- A. To have each division and unit be aware of and strive to attain specific, numerical goals and objectives within their control.
- B. Improve hiring and promotion rates for the identified groups facing potential adverse impact to at least 4/5th the hiring and promotion rates of the most often selected group.

Objective(s):

A. Divisional Awareness

1. Coordinate with relevant agency personnel to develop specific, numerical goals and objectives: for each job category, and monitor progress on a regular basis.

Status: Completed/Ongoing

RIDOT has undergone several reorganizations of its Departmental structure within the past few years. For SFY20, RIDOT performed the in-depth Underutilization Analysis, based on this analysis the Department established department-wide numerical hiring goals for each underutilized job category and demographic group. Furthermore, the Department performed the 4/5th Analysis of the New Hires and Promotion data.

B. 4/5th Rule Adverse Impact: Hiring and Promotions

1. Implement the objectives detailed in the preceding Recruitment and Placement section and in the preceding Promotions section.

Status: Partially Completed/Ongoing

Objectives within the “Recruitment and Placement” and “Promotions” sections are “Substantially Completed” and “Pending,” respectively. When combined for the purpose of analyzing progress in this section leads to a Partially Completed status.

Based on the 4/5th Analysis the Department will implement the appropriate strategies for EEO/Affirmative Action Compliance, Diversity, & Inclusion. The Internal EEO Program staff will continue to work with HR and hiring managers to assist them in eliminating potential adverse impact relative to New Hires and Promotions.

X. EMPLOYMENT PRACTICES – 4/5TH ANALYSIS OF TRAINING PARTICIPATION RATES

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 4, (1-6)

Goal(s):

- A. Have training participation rates for females and identified racial/ethnic groups within each EEO-4 job category at least 4/5th the training participation rates of the group that most often participates in training, as compared by gender and race/ethnicity.

Objective(s):

A. Training Participation Rates

- 1. Collect and analyze training participation rates.

Status: Completed/Ongoing

IEEO Staff receives training participation data from a different unit. Internal EEO Program staff has collaborated with RIDOT’s Office of Continuous Improvement and Training to update training participation reports to include a divisional analysis.

- 2. Coordinate with relevant agency personnel to identify potential barriers to training participation rates and develop a plan to improve rates of group(s) where potential adverse impact exists.

Status: Pending

The AAO will continue to work with managers and supervisors to explore opportunities implement this objective relative to prioritizing critical regulatory requirements and Program resources.

- 3. Gain direct access to Training Participation reports.

Status: Completed

The AAO receives Training Participation Data reports on a monthly basis from the Office of Continuous Improvement and Training. The AAO will continue to work collaboratively with that office to obtain all required training participation reports.

- 4. Implement the objectives: detailed in the preceding section related to Training in section V.

Status: Substantially Completed/Ongoing

XI. EMPLOYMENT PRACTICES – 4/5TH ANALYSIS OF EXTERNAL NEW HIRES

23 C.F.R. § 230, Subpart C, Appendix A, Part II, C, 4, (1-6)

Goal(s):

- A. Eliminate potential adverse impact indicated in the External New Hires selection rates of Females in the Technicians EEO-4 job category C: Improve Transfer selection rates of Females to at least 4/5th the Transfer selection rates of the group(s) selected most often for transfer.

Objective(s):

- 1. Obtain information on applicants and selections and analyze rates for potential adverse impact.

Status: Completed/Ongoing

2. Develop a plan to eliminate potential adverse impact in the selection rates of Females in the Technicians job category (and any other group identified through regular data analysis, monitoring and evaluation).

Status: Completed/Ongoing

The Employment Practices data related to both objectives 1 and 2, above, is available through the EEO Compliance Reporting system. During SFY21, the AAO will regularly generate reports to monitor and analyze external new hire data for adverse impact.

6.2.5 Conclusion

RIDOT's leadership transition started in February 2015 with the appointment of a new Director. Since then, RIDOT has completed a major re-organization of its departmental structure. The Department transitioned to a Project Management model and is working on its 10-year RhodeWorks plan. Currently, there is an Assistant Director for Administrative Services/Acting Chief of Staff that has direct oversight over Civil Rights. Additionally, there is an Interdepartmental Project Manager that assists with ensuring that Civil Rights policies and programs are built in Department processes, as appropriate.

The Department has demonstrated its elevated commitment to the Office of Civil Rights, by sufficiently staffing the Office. The Department added the position of Administrator to the Office of Civil Rights in April 2017. The position oversees the Office of Civil Rights and provides direct support to all programs and initiatives within the Office. The Department will continue to provide assistance with data systems, collections, and state personnel systems and processes that have been historical challenges. The Department views equal employment opportunity as a foundational "floor" and is committed to moving "beyond compliance" by incorporating best practices in diversity and inclusion. Furthermore, The Department's administration is committed to addressing any potential barriers to equal employment opportunity identified through regular self-auditing.

6.3 IDENTIFICATION OF PROBLEM AREAS: UNDERUTILIZATION & ADVERSE IMPACT ANALYSIS

The Rhode Island Department of Transportation has performed an in-depth statistical analysis of possible problem areas in the workforce, by EEO-4 job category, Department-wide for the state fiscal year of 2020 (July 1, 2019 – June 30, 2020). The Department identified slight underutilization in just two job categories, and adverse impact in personnel employment practices.

6.3.1 Underutilization & Goal-Setting

6.3.1.1 Workforce Utilization Analysis by EEO-4 Job Category, Gender, and Race/Ethnicity

The Department has reviewed the composition of its workforce by EEO-4 job category⁶, department-wide, and by gender and race/ethnicity, and has performed a utilization analysis to determine which

⁶ The U.S. Census has eliminated the Para-Professionals job category. Therefore, because a utilization analysis results in the Department setting prospective hiring goals where underutilization exists, the Department omitted the Para-Professionals job category from its Utilization Analysis spreadsheet. However, it has retained the job category in other statistical spreadsheets for this reporting year.

demographic groups are underutilized and, therefore, requiring hiring goals. The Department notes that it is at, or above parity, in all areas except in the Professionals, Technicians and Skilled Craft Job Categories.

6.3.1.1.1 Officials, Managers, & Administrators:

The Department's predominant demographic group in this job category is White Males (65.42%). The second most concentrated group is White Females (21.50%), the availability of White Females in the relevant recruitment area is 19.49%. Minority demographic groups are represented in the workforce in concentrations between 3.74% and 0%, with their availability ranging from 3.35% and 0%.

The Department has no underutilization in this job group and is statistically at parity or above parity in all demographic groups. The Department is above parity in White Females by two (2).

6.3.1.1.2 Professionals:

The Department's predominant demographic group in this job category is White Males (59.24%). The second most concentrated group is White Females (21.50%). The availability of White Females is 19.49%. The representation of White Females in RIDOT's workforce is slightly higher than the availability. Minority demographic groups are represented in the workforce in concentrations between 3.80% and 0%, with their availability ranging from 2.36% and 0%.

The Department is underutilized in its employment of one (1) Asian Female and one (1) Black Female. The Department is at parity in all other areas and is above parity in its employment of Black Males (by 2 employees), Hispanic Males (by 1 employee), Asian Males (by 3 employees) and White Females (by 15).

6.3.1.1.3 Technicians:

The Department's predominant demographic group in this job category is White Males (69.86%). The second most concentrated group is Black Males (12.44%). The third most concentrated group is White Females (8.13%), whose availability in the relevant recruitment area is 15.04%. Besides Black Males, the concentration of minorities in the Department workforce range between 4.78% and 0%, with their availability ranging from 2.53% to 0%.

The Department is underutilized in its employment of White Females (by 14 employees). The Department is at parity in several areas and is above parity in its employment of Black Males (by 13 employees), Hispanic Males (by 5 employees), Asian Males (by 2 employee) and in the 2 or more races category (by 1 employee).

6.3.1.1.4 Para-Professionals:

The Department did not perform a utilization analysis on this job category because the U.S. Census no longer uses this job category. Therefore, the Department will not set hiring goals for this category. Instead, the Department placed workforce totals from this job category into other job categories, using the methodology of the U.S. Census, as approved by the FHWA.

6.3.1.1.5 Administrative Support:

The Department's predominant demographic group in this job category is White Females (67.57%), whose availability is 60.45%. The second most concentrated group is White Males (21.62%). The concentration of minorities range between 5.41% and 0%, with their availability ranges from 4.82% to 0%.

The Department has no underutilization in this job category and is at parity or above parity in each demographic group. The Department is above parity in its employment of White Females (by 3 employees).

6.3.1.1.6 Skilled Craft:

The Department's predominant demographic group in this job category is White Males (88.82%). The second most represented demographic group is Hispanic Males (6.47%), whose availability is 2.47%. Besides Hispanic Males, the workforce representation of minorities in this job category ranges between 2.35% and 0%, with their availability ranging from 0.97% to 0%.

The Department is underutilized in its employment of White Females (by 1 employee). The Department is at parity in most areas and above parity in its employment of Black Males (by 2 employee), Hispanic Males (by 7 employees), American Indian Males (by 1 employee) and in the group of 2 or more races (by 1 employee)

6.3.1.1.7 Service/Maintenance:

The Department's predominant demographic group in this job category is White Males 74.19%. The second most represented demographic group is Black Males (16.13%), whose availability is 6.21%. The third most represented demographic group is Hispanic Males (9.68%), whose availability is 3.90%. Besides Black and Hispanic Males, the workforce representation of all other minorities in this job category is at 0%, with availability ranges between 1.39% and 0%.

The Department has no underutilization in this job category. The Department is at parity in several areas and is above parity in its employment of Black Males (by 3 employees), and Hispanic Males (by 2 employees).

6.3.1.2 Long- and Short-Term Hiring Goals to Address Underutilization

The Department sets Ultimate/Long-Term, and One-Year/Short-Term hiring goals based upon the Underutilization percentages and where there is underutilization by at least one, applying the One Whole Person standard. To be clear, a Hiring Goal is not a quota, it represents a target to attain a workforce that is reflective of the available recruitment area, and serves as a guide to hiring personnel to help them properly identify, prioritize, and take positive steps (i.e., affirmative actions) to eliminate and prevent potential barriers to employment, where no business necessity for a particular employment practice exists. Based on the underutilization existing in its workforce as of June 30, 2020, and its expectation to fill twenty-five (25) more positions during state fiscal year 2021, the Department has set long- and short-term hiring goals.

Underutilization by one (1) Black Female in the Professional Job Category:

Long-term: The Department has set only a short-term goal in this category, given the underutilization by just one (1) below parity.

Short-term: The Department will make good faith efforts to have its employment of Asian Females in this job category to reach parity by June 30, 2021.

Underutilization by one (1) Asian Female in the Professional Job Category:

Long-term: The Department has set only a short-term goal in this category, given the underutilization by just one (1) below parity.

Short-term: The Department will make good faith efforts to have its employment of Asian Females in this job category to reach parity by June 30, 2021.

Underutilization by sixteen (14) White Females in the Technician Job Category:

Long-term: The Department will make good faith efforts to reach parity of 15.74% White Females employed in this job category by the end of the state fiscal year 2022.

Short-term: The Department will make good faith efforts to increase the utilization of White Females in this job category by at least six (6) White Females by June 30, 2021.

Underutilization by one (1) White Female in the Skilled Craft Job Category:

Long-term: The Department has set only a short-term goal in this category, given the underutilization by just one (1) below parity.

Short-term: The Department will make good faith efforts to have its employment of Hispanic Females in this job category to reach parity by June 30, 2021.

In addition to setting hiring goals for women and minorities, the Department has set long-term hiring goals for Individuals with Disabilities (IWD) and covered Veterans (V) to meet state requirements. To be on par with the Rhode Island labor market availability for Individuals with Disabilities, the Department's long-term goal is to have this group reflected as 7% of its total workforce. And for covered Veterans, the Department's long-term goal is to have this group represented as 5.9% of its workforce.

The Department had 738 employees in its total workforce as of June 30, 2021; thirty-eight (38) employees or 5.15% of employees self-identified as a Veteran and one (1) employee or .13% of employees self-identified as having a disability. To reach parity for Veterans, the Department will make good faith efforts (as described for other groups) to have at least forty-four (44) Veterans represented in its workforce (an increase by 6 employees). The Department will include special emphasis outreach and recruitment, and periodic surveys of its workforce to encourage incumbent employees to voluntarily identify themselves as members of either, or both groups (IWD and V). RIDOT will continue to implement affirmative action efforts to address the underrepresentation of Individuals with Disabilities, and Veterans.

6.3.2 Adverse Impact in Personnel Employment Practices

The Department has performed an in-depth analysis of possible problem areas in selections of external new hires, internal promotions, composite hires, training participation, disciplines, and separations, by job category, gender, and race/ethnicity.

6.3.2.1 External New Hires

The Department has reviewed the gender and minority composition of external new hires in comparison to applicant flow and has found potential adverse impact in several job groups. It is important to note that factors contributing to the adverse impact results include: the large size of applicant pools due to the statewide practice of including almost all applicants in the pool of "minimally qualified" applicants which, upon closer scrutiny by RIDOT's reviewers, actually includes applicants who don't meet minimal

qualifications to be considered for interview or hire. Furthermore, the state's application portal (Apply RI) multiplies the number of applications for positions with multiple openings, yielding a high number of applicants. In addition to large applicant pools, the Department had a relatively small number of job openings for each category.

Nonetheless, an indication of adverse impact serves as a "flag" to the Department to review its selections and process to determine if the adverse impact is based upon discriminatory actions or impacts, or some other factors. The Department has identified statistical adverse impact in the job categories, as summarized. The Department will implement reviews and programming to identify and correct the factors contributing to the adverse impact.

6.3.2.1.1 Officials, Managers, & Administrators:

The demographic groups with the highest selection rates were Males. The groups with potential adverse impact were Females, Minorities, White Males and Females, Black Males and Females, Hispanic or Latino Males and Females, Asian Males and Females, American Indian or Alaskan Native Males and Females, and Males and Females of Two or More Races.

6.3.2.1.2 Professionals:

The demographic groups with the highest selection rates were Whites. The groups with potential adverse impact were Minorities, Black Males and Females, Hispanic or Latino Males and Females, Asian Females, American Indian or Alaska Native Males and Females, and Males and Females of Two or More Races.

6.3.2.1.3 Technicians:

The demographic groups with the highest selection rates were Females and Whites, White Females, specifically. The groups with potential adverse impact were Males, Minorities, White Males, Black Males and Females, Asian Males, American Indian or Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.1.4 Para-Professionals:

The demographic groups with the highest selection rates were Males, Minorities, White Males, Hispanic or Latino Males and Females. The groups with potential adverse impact were Females, White Females, Black Males and Females, Asian Females, American Indian or Alaskan Native Males, and Males and Females of Two or More Races.

6.3.2.1.5 Administrative Support:

The demographic groups with the highest selection rates were Females, specifically White Females. The groups with potential adverse impact were Males, Minorities, White Males and Females, Black Males and Females, Hispanic or Latino Males and Females, Asian Females, Males and Females of Two or More Races.

6.3.2.1.6 Skilled Craft:

The demographic groups with the highest selection rates were Males and White Females. The groups with potential adverse impact were Females, Minorities, White Males, Black Males and Females, Hispanic or Latino Males and Females, American Indian or Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.1.7 Service/Maintenance:

The demographic groups with the highest selection rates were Males. The groups with potential adverse impact were Females, Minorities, Whites Males and Females, Black Females, Hispanic of Latino Males and Females, Asian Males, American Indian or Alaska Native Males and Females, and Males of Two or More Races.

6.3.2.2 *Internal Promotions*

The Department has reviewed its promotion practices and statistical data on the gender and minority composition of employees selected for promotion and noted potential adverse impact in several areas.

6.3.2.2.1 Officials, Managers, & Administrators:

The demographic groups with the highest selection rates were White Males and Black Females. The groups with potential adverse impact were Females, Minorities, White Females, Black Males, Asian Males and Females, American Indian or Alaska Native Females and Males, and Males and Females of Two or More Races.

6.3.2.2.2 Professionals:

The demographic groups with the highest selection rates were White Males and Asian Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Hispanic or Latino Males and Females, Asian Females, American Indian Males and Females, and Males and Females of Two or More Races.

6.3.2.2.3 Technicians:

The demographic groups with the highest selection rates were White Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Hispanic Males and Females, Asian Females, American Indian or Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.2.4 Para-Professionals:

The demographic groups with the highest selection rates were White Females. The groups with potential adverse impact were Males, Minorities, White Males, Black Males and Females, Hispanic or Latino Males and Females, Asian Females, American Indian or Alaska Native Males, and Females and Males of Two or More Races.

6.3.2.2.5 Administrative Support:

The demographic groups with the highest selection rates were White Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Hispanic or Latino Males and Females, Asian Females, and Males and Females of Two or More Races.

6.3.2.2.6 Skilled Craft:

The demographic groups with the highest selection rates were White Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, American Indian or Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.2.7 Service/Maintenance:

The demographic groups with the highest selection rates were Minorities and White Males. The groups with potential adverse impact were Females, White Males and Females, Black Males and Females, Hispanic Males and Females, Asian Males, American Indian or Alaska Native Males and Females, and Males of Two or More Races.

6.3.2.3 Composite Hiring

The Department has done an adverse impact analysis for all selections; both new hires and promotions, combined, and has identified adverse impact in several areas.

6.3.2.3.1 Officials, Managers, & Administrators:

The demographic groups with the highest selection rates were Males, Whites and White Males, specifically. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Hispanic or Latino Males and Females, Asian Males and Females, American Indian or Alaska Native Males and Females, and Males and Females of Two or More Races.

6.3.2.3.2 Professionals:

The demographic groups with the highest selection rates were White Males and Asian Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Hispanic or Latino Males and Females, Asian Females, American Indian or Alaska Native Males and Females, and Males and Females of Two or More Races.

6.3.2.3.3 Technicians:

The demographic groups with the highest selection rates were White Males and White Females. The groups with potential adverse impact were Females, Minorities, Black Males and Females, Asian Females, American Indian or Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.3.4 Para-Professionals:

The demographic groups with the highest selection rates were White Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Asian Females, American Indian and Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.3.5 Administrative Support:

The demographic groups with the highest selection rates were White Males. The groups with potential adverse impact were Females, Minorities, White Females, Black Males and Females, Asian Females, and Males and Females of Two or More Races.

6.3.2.3.6 Skilled Craft:

The demographic groups with the highest selection rates were Males, Whites, and White Females, specifically. The groups with potential adverse impact were Females, Minorities, White Males, Black Males and Females, Hispanic or Latino Males and Females, American Indian or Alaska Native Males, and Males and Females of Two or More Races.

6.3.2.3.7 Service/Maintenance:

The demographic groups with the highest selection rates were Males, Minorities and Whites. The groups with potential adverse impact were White Males and Females, Black Males, Hispanic Males and Females, Asian Males, American Indian or Alaska Native Males and Females, and Males of Two or More Races.

6.3.2.4 Training Participation

During SFY19, the Department in coordination with the Department of Administration acquired a new learning management system titled the RI Learning Center. The RI Learning Center is designed to help further employee development and foster professional growth. This new system allows employees to register, track and participate in online and instructor led courses, certificate programs, evaluations, tests, curricula development and more. This new tool training tool will help to expand communications about training, allow administrators to assign and track mandatory classes, monitor learning progress and increasing quality learning opportunities for RIDOT employees. Reports provided by the Educational Advancement Office include EEO data that is necessary to analyze for potential adverse impact. Trainings facilitated by RIDOT during SFY20 include, but are not limited to: New Employee Training, Implicit Bias Training, NEPA, EJ, ESA Training, Collaborative Customer Service Training, Avoiding Burnout, and Transportation Construction Quality Assurance Training.

RIDOT had 809 “participants” that participated in trainings offered by the Department throughout SFY20. Minority participation accounted for 15.20% of the total number of participants. Female participation accounted for 35.85% of the total number of participants.

The Education Advancement Office reports training participation to the Internal EEO Program. The Internal EEO Program uploads the raw data to the EEO Compliance Reporting System for finalization of the report. The final Training Participation Summary spreadsheet and Four-Fifths Adverse Impact Analysis spreadsheets are generated by the EEO Compliance Reporting System. This refined method has resulted in a greater number of training participants than the actual number of employees within the Department’s workforce at the end of each fiscal year. This occurs because the Department counts each training opportunity (i.e., completed course). The count can be attributed to employees who attend multiple trainings voluntarily or to satisfy certain requirements related to their position (e.g., CDL license or other required license or certifications).

6.3.2.4.1 Officials/Managers/Administrators

The demographic groups with the highest selection rates were Minorities and White Females. The groups with potential adverse impact were White Males, Black Males and Females, and Hispanic Males and Females.

6.3.2.4.2 Professionals

The demographic groups with the highest selection rates were Females, White Females, and Black Females. The groups with potential adverse impact were Males, White Males, Black Males, Hispanic Males and Females, and Asian Males.

6.3.2.4.3 Technicians

The demographic groups with the highest selection rates were Males, specifically Hispanic Males. The groups with potential adverse impact were White Males and Females, Black Males and Females, and Asian Males.

6.3.2.4.4 Para-Professionals

The demographic groups with the highest selection rates were Males, Minorities, White Males and Hispanic Males. The groups with potential adverse impact were Females, specifically, White Females and Black Males.

6.3.2.4.5 Administrative Support

The demographic groups with the highest selection rates were White Females. The groups with potential adverse impact were Males, Minorities, and White Females.

6.3.2.4.6 Skilled Craft

The demographic groups with the highest selection rates were White Males and Black Males. The group with potential adverse impact was White Females.

6.3.2.4.7 Service/Maintenance

The demographic groups with the highest selection rates were Males, Minorities, Black Males and Hispanic Males. There were no groups in this job category identified with potential adverse impact.

6.3.2.5 Separations

Because a separation is a negative transaction (i.e., a loss of employment), the statistical analysis is done based on a retention rate versus a selection rate calculated when analyzing a positive employment practice such as a new hire or a promotion. In other words, the retention rate of the various demographic groups is compared to determine if there are groups adversely impacted due retention rates less than 4/5th the retention rate of the highest retained group(s).

6.3.2.5.1 Involuntary

The Department had a rate of 2% or less for involuntary separations between July 1, 2019 and June 30, 2020. Therefore, no adverse impact analysis was performed for involuntary separations.

6.3.2.5.2 Voluntary

The Department experienced no adverse impact in three (3) out of seven (7) job categories and had potential adverse impact in five (5) job categories.

6.3.2.5.3 Officials, Managers, & Administrators:

The demographic groups with the highest retention rates, retained 100% of employees, were Black Males and Hispanic Males. All groups except for Black Females and Hispanic Females had retention rates between 96.30% and 82.35%. The groups with potential adverse impact were Black Females and Hispanic Females.

6.3.2.5.4 Professionals:

The demographic group with the highest retention rate, that retained 100% of employees, was Asian Males. All groups except for Black Females, Hispanic Males and Females had retention rates between 95.16% and 75%. The groups with potential adverse impact were Black Females, Hispanic Males and Hispanic Females.

6.3.2.5.5 Technicians:

The demographic groups with the highest retention rates, that retained 100% of employees were Females, White Females, Black Females, Hispanic Males and Asian Males. Retention rates for all groups were between 100% and 94.44%. There were no groups with potential adverse impact in this job category.

6.3.2.5.6 Para-Professionals:

The demographic group with the highest retention rate, retained 100% of employees, was the Hispanic Male group. Retention rates for all groups were between 100% and 83.33%. There were no groups with potential adverse impact in this job category.

6.3.2.5.7 Administrative Support:

The demographic group with the highest retention rate, retained 100% of employees, was the White Male group. All groups except Females and Minorities were between 100% and 84.62%. The groups with potential adverse impact were Females and Minorities.

6.3.2.5.8 Skilled Craft:

The demographic group with the highest retention rate, retained 100% of employees, was the Black Male group. All groups except Females and White Females were between 100% and 84.62%. The group with potential adverse impact were Females, White Females, specifically.

6.3.2.5.9 Service/Maintenance:

The demographic group with the highest retention rate was Whites, White Males, specifically. Retention rates for all groups were between 85.19% and 75%. There were no groups with potential adverse impact in this job category.

6.3.2.6 Other Personnel Employment Practices

There was no adverse impact identified in a number of areas because there were no, or too few transactions, to analyze for adverse impact in the following personnel employment practices:

- | | |
|-------------------------|-------------------|
| EEO Complaints | Benefits |
| Disciplinary Actions | Awards |
| Seniority Practices | Transfers |
| Compensation & Benefits | Layoffs & Recalls |
| Salary Comparison | |

6.4 IMPROVEMENT STRATEGIES: DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS

The Department has instituted, and will institute, action programs to ensure equal employment opportunity and to help achieve specific affirmative action goals.

6.4.1.1 Underutilization

The Department remains committed to explore opportunities to recruit, advance, and retain groups underrepresented in its workforce, in each Job Category. In general, the Department will continue to identify and improve upon selection procedures that may present potential barriers to employment, by eliminating, revising, or substituting the practice, where it is not based upon a job related or other business necessity.

Where Underutilization exists, the Department has implemented, or will implement the following strategies, through collaborative efforts of the Executive Leadership, Human Resources, hiring managers, the Office of Educational Advancement, IT, and the Internal EEO Program:

6.4.1.2 *Equal Employment Opportunity Advisory Committee (EOAC)*

The EOAC is a committee designed to review the agency's policies and procedures for Equal Opportunity, monitor the agency's Equal Opportunity goals, and advise the agency Director on ways to improve and enhance equal opportunity efforts. The Internal EEO program is in the process of establishing the EOAC Committee and bylaws. The AAO will continue to communicate program and agency goal updates during this process. EOAC guidelines can be found in the Appendix on page 227.

6.4.1.3 *Outreach, Recruitment, and Selection*

- Distribute job announcements on RIDOT's employee intranet, "MyDOT."
- Post job announcements on bulletin boards in departmental building lobbies and in other locations that are accessible and visible to employees and potential job applicants.
- Send job announcements to groups that support and engage with women, minorities, individuals with disabilities, and with covered veterans, to seek qualified referrals.
- Develop and strengthen the Department's relationship with various outreach partners, particularly those serving members of underutilized groups, using a variety of methods including social media, emails, advertisements, speaking engagements, and diversity events.
- Maintain a categorized master list of outreach and recruitment sources within a database, to be utilized by HR, hiring officials, and the Internal EEO Program, collaboratively.
- Utilize systems to track recruitment sources and EEO demographic data for new hires (e.g., job fairs, summer internship and college co-op programs, referrals from ODEO, outreach partners, etc.). Track patterns and trends to adjust recruitment strategies.
- HR will log reasonable accommodation requests from job applicants selected for interview and provide this information to the Internal EEO Officer (in addition to the log maintained for employees).
- Continue current activities that support professional development (e.g., new employee orientation training that includes review of the EEO policy and EEO complaint process, mandatory and voluntary trainings available to all employees, in-house and offsite, etc.).
- Assure that all job vacancies are posted conspicuously and that all employees are encouraged to apply on all jobs for which they feel they are qualified; with monitoring and reporting at least semi-annually.
- Review of applicant pools by the AAO to ensure that the pool of candidates selected for interview is sufficiently diverse, particularly in areas of underutilization and adverse impact.

- Attend Career Fairs, Job Placement and recruitment events on behalf of RIDOT

6.4.1.4 Internal Monitoring and Reporting

- Proactively lead the effort to engage state personnel officials to improve the interface of the state's manual and technological data collection and reporting systems relative to the Department's federal reporting requirements, including ensuring that job titles and overall job categories are aligned with those used by the U.S. Census.
- During SFY19 the AAO, HR and IT personnel completed the EEO Compliance Reporting Project. The EEO Compliance reporting project allows for analysis by job category and real-time data reporting. The Director, Assistant Director of Administrative Services and the Administrator of Management Information Systems supported the AAO in these efforts. The reports generated from the IT EEO Compliance Reporting project enables the Department to have accurate, real-time information regarding workforce composition and agency-wide utilization analysis, at all times. Reports for SFY20 AAP were generated using the EEO Compliance Reporting system within the Financial Management System.
- The AAO will continue to monitor the status of new hire and promotional selections, applicant flow, workforce demographics, and employment practices data presented by HR. In addition, the AAO will utilize the EEO Compliance Reporting system for regular updates, at a minimum, quarterly.

6.4.2 Adverse Impact

Where adverse impact is indicated, the Department will review its procedures with three options in mind: change the procedure, use a different procedure, or validate the procedure. The EEO officer participates in these reviews relative to adverse impact, the Department has implemented, or will implement the following strategies, through collaborative efforts of the Acting Chief of Staff, HR, managers and supervisors, and the Internal EEO program:

6.4.2.1 Trainings

- Mandatory, periodic training for all civil rights personnel regarding program implementation, and how to conduct training on civil rights program areas for managers, supervisors, employees, contractors and sub-recipients, and external stakeholders on their rights and responsibilities.
- An overview of all civil rights policies in new employee orientation training (in addition to the EEO Policy provided to new employees), tracking, reporting to the EEO Officer and monitoring.
- Mandatory training for managers and supervisors that includes, at a minimum, EEO and AAP training, discrimination complaints handling, and proper interviewing techniques. Managers and supervisors will also receive training on other civil rights program areas.

- Create a system to track and analyze training requests approvals and denials for adverse impact.
- Track participation in all types of training (e.g., tuition reimbursement) in addition to training offered through the Department's Office of Continuous Improvement and Training.
- Training and education programs designed to provide opportunities for employees to advance in relation to the present and projected manpower needs of the agency and the Department's career goals.

6.4.2.2 *Separations*

- Monitor and report on adverse impact related to separations.
- Implement action-oriented programming based upon data, trends and patterns identified during exit interviews.
- Implement the Department's Exit Interview process, track data and report collected data in the AAP Annual Update.
- Implement action-oriented programming based upon data, trends and patterns identified during exit interviews.
- Monitor and report on adverse impact related to separations.

6.4.3 On-going Improvement Strategies

6.4.3.1 *Outreach, Recruitment, and Selection*

- Implement a system where, for each new hire selection, hiring officials consult with the EEO/Affirmative Action Officer (AAO), who will advise hiring officials on areas of underutilization and sufficiency of the diversity of applicant pools, and who will participate in the development of special emphasis outreach and recruitment, when needed.
- Establish a pipeline to employment from RIDOT's external workforce Development programs (See external workforce development initiatives at RIDOT's website: <http://www.dot.ri.gov/about/who/civilrights.php>).
- Ensure that recruitment literature is relevant to all employees, including minority and female groups, veterans, and individuals with disabilities.
- Proactively develop strong relationships with Veterans Affairs and other veteran affinity groups to develop programming designed to have the concentration of Veterans in its workforce reflect their availability in the relevant recruitment areas, in addition to creating a welcoming and supportive environment for workers with veteran status.

- HR will log reasonable accommodation requests from job applicants selected for interview and provide this information to the Internal EEO Officer (in addition to the log maintained for employees).
- Assessment of “feeder” jobs and promotion opportunities within the Department.
- Collaborate with HR to incorporate the use of NeoGov’s “Talent Search”, if applicable, in the selection of candidates for open positions. “Talent Search” is a program within NeoGov, that searches through RIDOT’s internal applicant pool, matches criteria of job postings with qualifications and sends automatic emails to the hiring manager and employee regarding the match.
- Implement systems and processes to track selections and employment practices relative to individuals with disabilities, and covered veterans.
- Upon rollout of the state’s pilot Professional Development program, survey the workforce to establish a skills bank and individual development plans.
- Publicize the Professional Development program and opportunities within each work unit and with the Department at all locations accessible and visible to employees.
- Collaborate with the Office of Communications to include news about EEO and affirmative action successes, diversity and inclusion activities in the Director’s Newsletter at least quarterly, and then monthly.
- Coordinate monthly diversity events (e.g., luncheons, information sharing, etc.) for employees to foster an awareness of diversity and inclusion, to create a welcoming environment to all, a cohesive workforce, and to celebrate the diversity of the workforce by sharing cultural food, music, etc.
- Collaborate with administration and divisions within RIDOT to reactivate the Department’s Employee Equal Employment Opportunity (EEO) Advisory, that will meet quarterly. EEO Advisory Committee members also will be charged with supporting the Department’s diversity and inclusion efforts to go “beyond compliance” with EEO and affirmative action requirements.
- Co-sponsor events with external stakeholders, such as community groups and other state agencies, to develop and strengthen relationships in the community.

6.4.3.2 Job Classifications

- Work with state personnel officials to improve state job classifications by consulting, reviewing, and providing input on revising classifications that the Department uses.
- Draft new classifications as needed and participate in the state public hearing process to obtain approval.

6.4.3.3 *Job Postings*

- Review each job description prior to posting a position, to ensure that the description accurately reflects the requirements of the available position, that it does not contain discriminatory language, and that it identifies the department as an equal employment opportunity employer.

6.4.3.4 *Internal Monitoring and Reporting*

- Increase the availability and frequency of data reporting to the Internal EEO Program to increase the effectiveness and efficiency of internal auditing, and internal and external reporting. The AAO will report program updates to the Director, Acting Chief of Staff, and managers, at least quarterly.
- Implement systems and processes to track selections and employment practices relative to individuals with disabilities, and covered veterans.
- Implement periodic surveys to encourage employees to voluntarily share EEO demographic information, disability status, and veteran status. Implement strategies to cultivate a culture that inspires confidence in employees to feel comfortable sharing the information.

6.4.4 **Additional Strategies for EEO/Affirmative Action Compliance, Diversity, & Inclusion**

Through collaboration with administration, the Office of Human Resources, and the Internal EEO Program, the Department has implemented the following strategies:

- Continue to ensure that the investigative and adjudication function of the Department's complaint resolution process are kept separate from the legal defense arm of the Department and from other departmental offices with conflicting or competing interests.
- Maintain a complaint tracking and monitoring system that allows the Department to identify the location, status, and length of time elapsed at each state of the Department's complaint resolution process, the issues, and the basis of the complaints, the complainants, the involved management officials, and other information necessary to analyze complaint activity and identify trends.
- Disseminate EEO, affirmative action programming, and other relevant information such as policy rights and responsibilities, laws, counseling and grievance procedures, posters, and complaints handling, where it is accessible and visible to all employees.
- Regularly scheduled discussions regarding identification of problem areas between the EEO Officer, the Director and Chief of Staff, personnel officers, and management.
- Incorporate EEO, affirmative action, and diversity and inclusion principles into the strategic plan and mission, and the organizational structure (i.e., the "fabric" of) the Department.

6.4.5 Partnerships for EEO/Affirmative Action Compliance, Diversity, & Inclusion – Building Futures

RIDOT will continue to foster partnerships with community stakeholders to advance its EEO, affirmative action, diversity and inclusion goals. RIDOT currently maintains a partnership with the community-based nonprofit Building Futures, an organization uniquely situated to convene, support, and provide programs to align with the public workforce and education system and meet the highway contractor needs for entry-level skilled trades' personnel. Building Futures operates a nationally recognized quality pre-apprenticeship program(s) for underrepresented populations, RIDOT's State Transportation Employment Program (STEP), provides well-prepared diverse candidates for Registered Apprenticeship employment in the On the Job Training/Supportive Service program.

Since 2007, Building Futures has operated the only pre-apprenticeship program in the state with an agreement among all unions of the Rhode Island Building Construction Trades Council. Its mission is to meet employer and industry need for skilled workers through the Registered Apprenticeship system, while creating family sustaining career opportunities for low-income diverse community members. Building Futures' construction pre-apprenticeship program is certified by the Rhode Island's Apprenticeship Council, which issues the graduation certificate. Building Futures is completely integrated as part of Rhode Island's workforce development system. Building Futures is designated as the nonresidential construction industry partnership of the Governors Workforce Board and leads a construction industry Advisory Council.

7 APPENDIX A

The narrative portion of this Affirmative Action Plan (AAP) was drafted based upon the raw and statistical data contained in the sheets in this section. The Department reviewed hires and promotions data to determine whether or not it met the hiring goals set in its prior AAP for SFY19. The Federal forms are completed following Federal standards and State forms are completed following State standards. All spreadsheets are based on data covering SFY20 (July 1, 2019 – June 30, 2020):

Workforce Analysis Data:

- Utilization Analysis

- Two-Factor Analysis

- Job Group Analysis

Applicant Flow Data

Applicant Data

Adverse Impact Analysis:

- External New Hires

- Internal Promotions

- Composite Hiring

- Training Participation

- Voluntary Separations

Applicant Refusals of Positions Offered

Annual Affirmative Action Statistical Summary & Tally Sheet (State)

Determining Underrepresentation & Goal setting (State)

AGENCYWIDE
Utilization Analysis by EEO-4 Job Category
July 1, 2019 - June 30, 2020

Job Category	Raw Statistics																
	TOTAL WORKFORCE	Male								Female							
		W	B	H	A	AI	NHOP1	2+	W	B	H	A	AI	NHOP1	2+		
Officials/ Managers & Administrators																	
Current # Workforce	107	70	4	3	1	0	0	0	23	2	4	0	0	0	0		
% in Category	65.42%	3.74%	2.80%	0.93%	0.00%	0.00%	0.00%	21.50%	1.87%	3.74%	0.00%	0.00%	0.00%	0.00%			
% of Availability		3.35%	2.55%	0.88%	0.06%	0.01%	0.00%	19.49%	1.72%	3.35%	0.30%	0.06%	0.01%	0.00%			
% Over-/Under-Utilization		-0.4%	-0.3%	-0.1%	0.1%	0.0%	0.0%	-2.0%	-0.1%	-0.4%	0.3%	0.1%	0.0%	0.0%			
Underutilized (Yes/No)		N	N	N	N	N	N	N	N	N	N	N	N	N			
# Needed to Reach Parity		0	0	0	0	0	0	-2	0	0	0	0	0	0			
Professionals																	
Current # Workforce	184	109	5	2	7	0	0	0	59	0	2	0	0	0	0		
% in Category	59.24%	2.72%	1.09%	3.80%	0.00%	0.00%	0.00%	32.07%	0.00%	1.09%	0.00%	0.00%	0.00%	0.00%			
% of Availability		1.49%	0.68%	2.07%	0.05%	0.00%	0.00%	21.93%	0.45%	0.77%	0.37%	0.07%	0.00%	0.00%			
% Over-/Under-Utilization		-1.2%	-0.4%	-1.7%	0.1%	0.0%	0.0%	-10.1%	0.5%	-0.3%	0.4%	0.1%	0.1%	0.0%			
Underutilized (Yes/No)		N	N	N	N	N	N	N	Y	N	Y	N	N	N			
# Needed to Reach Parity		-2	-1	-3	0	0	0	-19	1	-1	1	0	0	0			
Technicians																	
Current # Workforce	209	146	26	10	4	1	0	1	17	2	1	1	0	0	0		
% in Category	69.86%	12.44%	4.78%	1.91%	0.48%	0.00%	0.48%	8.13%	0.96%	0.48%	0.48%	0.00%	0.00%	0.00%			
% of Availability		5.66%	2.27%	1.06%	0.23%	0.00%	0.24%	15.04%	0.86%	0.71%	0.48%	0.17%	0.03%	0.00%			
% Over-/Under-Utilization		-6.8%	-2.5%	-0.9%	-0.2%	0.0%	-0.2%	6.9%	-0.1%	0.2%	0.0%	0.1%	0.0%	0.0%			
Underutilized (Yes/No)		N	N	N	N	N	N	Y	N	N	N	N	N	N			
# Needed to Reach Parity		-14	-5	-2	-1	0	0	14	0	0	0	0	0	0			
Para-Professionals																	
Current # Workforce	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
% in Category		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
% of Availability		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
% Over-/Under-Utilization		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
# Needed to Reach Parity		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Administrative Support																	
Current # Workforce	37	8	1	0	0	0	0	0	25	2	0	1	0	0	0		
% in Category	21.62%	2.70%	0.00%	0.00%	0.00%	0.00%	0.00%	67.57%	5.41%	0.00%	2.70%	0.00%	0.00%	0.00%			
% of Availability		1.39%	0.15%	0.04%	0.01%	0.00%	0.00%	35.18%	2.77%	0.21%	1.38%	0.02%	0.00%	0.00%			
% Over-/Under-Utilization		-1.3%	-0.2%	-0.0%	-0.0%	-0.0%	-0.0%	-32.4%	-2.6%	-0.2%	-1.3%	0.1%	0.1%	0.0%			
Underutilized (Yes/No)		N	N	N	N	N	N	Y	N	N	N	N	N	N			
# Needed to Reach Parity		0	0	0	0	0	0	-12	-1	0	0	0	0	0			
Skilled Craft																	
Current # Workforce	170	151	4	11	0	2	0	1	1	0	0	0	0	0	0		
% in Category	88.82%	2.35%	6.47%	0.00%	1.18%	0.00%	0.59%	0.59%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
% of Availability		1.08%	3.22%	0.24%	0.55%	0.00%	0.23%	0.91%	0.07%	0.24%	0.11%	0.00%	0.00%	0.00%			
% Over-/Under-Utilization		-1.3%	-3.3%	0.2%	-0.6%	0.0%	-0.4%	0.3%	0.1%	0.2%	0.1%	0.1%	0.1%	0.0%			
Underutilized (Yes/No)		N	N	N	N	N	N	Y	N	N	N	N	N	N			
# Needed to Reach Parity		-2	-6	0	-1	0	0	1	0	0	0	0	0	0			
Service Maintenance																	
Current # Workforce	31	23	5	3	0	0	0	0	0	0	0	0	0	0	0		
% in Category	74.19%	16.13%	9.68%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
% of Availability		6.21%	3.90%	0.07%	0.02%	0.00%	0.00%	1.39%	0.12%	0.28%	0.05%	0.01%	0.00%	0.00%			
% Over-/Under-Utilization		-9.9%	-5.8%	0.1%	0.0%	0.0%	0.0%	1.4%	0.1%	0.3%	0.1%	0.1%	0.1%	0.0%			
Underutilized (Yes/No)		N	N	N	N	N	N	N	N	N	N	N	N	N			
# Needed to Reach Parity		-3	-2	0	0	0	0	0	0	0	0	0	0	0			

Explanation of Terms:

- Current Workforce # = The # of employees by gender and ethnicity within a Job Category
- % in Category = The % of employees by gender and ethnicity within a Job Category
- % of Availability = The % of qualified members of the Civilian labor force 16 years and over by gender and ethnicity, with requisite skills for a particular Job Category
- EEO Geography = Indicates Geography of availability for particular Job Category
- % Over-/Under-Utilization = The % of "Any Difference" between the % in Category and the % of Availability (i.e., the % of Availability minus the % in Category)
- Underutilized (Yes/No) = Y = Under-Utilization by "Any Difference" in RIDOT's workforce; at or below Availability
N = No difference between RIDOT's workforce and Availability, OR "Any Difference" in RIDOT's workforce above Availability
N/A = No job classifications within the division and within the particular EEO-4 Job Category
- # Needed to Reach Parity = The difference in employees needed (rounded up or down to the nearest whole number) by gender and ethnicity to reflect the Availability within the relevant recruitment area.
- Red = Below Availability by at least one Whole Person (when rounded up or down to the nearest Whole Number). Represents areas where the Department will set hiring goals.
- Green = Above Availability by at least one Whole Person (when rounded up or down to the nearest Whole Number).
- Blue = At Availability (when rounded up or down to the nearest Whole Number (i.e., zero)).

Factor	Raw Statistics													Weighted Factor										Source								
	Wt. % Min	Wt. % Fem	Weighted % Males					Weighted % Females					Wt. Value	Wt. % Min	Wt. % Fem	Weighted % Males					Weighted % Females											
			Black	Hisp	Asian	Am Ind	NHOPI	2+	White	Black	Hisp	Asian				Am Ind	NHOPI	2+	White	Black	Hisp	Asian	Am Ind		NHOPI	2+						
1	2.07%	14.46%	0.40%	0.32%	0.52%	0.05%	N/A	12.54%	0.45%	0.50%	0.37%	0.07%	N/A	N/A	0.53	1.52%	7.86%	0.21%	0.17%	0.28%	0.03%	0.00%	0.00%	0.00%	6.88%	0.24%	0.28%	0.04%	0.00%	0.00%	0.00%	Census Pool
2	8.70%	33.15%	2.72%	1.05%	3.88%	0.00%	32.07%	0.00%	1.08%	0.00%	0.00%	0.00%	0.00%	0.47	4.08%	15.58%	1.28%	0.51%	1.78%	0.00%	0.00%	0.00%	0.00%	0.00%	15.07%	0.00%	0.51%	0.00%	0.00%	0.00%	0.00%	Internal Feeder Pool
														1.00	5.61%	23.24%	1.48%	0.68%	2.07%	0.03%	0.00%	0.00%	0.00%	0.00%	21.83%	0.24%	0.77%	0.04%	0.00%	0.00%	0.00%	

Note: Wt. stands for Weighted

Factor	Raw Statistics										Weighted Factor										Source											
	Wt. % Min	Wt. % Fem	Weighted % Males					Weighted % Females					Wt. Value	Wt. % Min	Wt. % Fem	Weighted % Males						Weighted % Females										
			Black	Hisp	Asian	Am Ind	NHOPI	2+	White	Black	Hisp	Asian				Am Ind	NHOPI	2+	White	Black		Hisp	Asian	Am Ind	NHOPI	2+						
1	3.57%	17.39%	0.34%	0.26%	0.40%	0.03%	N/A	15.04%	0.73%	0.71%	0.48%	0.17%	0.03%	N/A	0.56	2.00%	0.74%	0.16%	0.16%	0.22%	0.02%	0.00%	0.00%	0.00%	8.42%	0.44%	0.40%	0.27%	0.10%	0.02%	0.00%	Census Pool
2	22.01%	60.05%	12.44%	4.72%	1.91%	0.46%	0.00%	8.13%	0.96%	0.46%	0.00%	0.00%	0.00%	0.44	9.65%	44.2%	5.47%	2.11%	0.84%	0.21%	0.21%	0.00%	0.21%	3.55%	0.42%	0.21%	0.21%	0.00%	0.00%	0.00%	Internal Feeder Pool	
														1.00	11.68%	14.6%	5.6%	2.27%	1.06%	0.23%	0.00%	0.21%	12.00%	0.80%	0.61%	0.48%	0.10%	0.02%	0.00%			

Note: Wt. stands for Weighted

Factory	Raw Statistics																	Weighted Factor							Source								
	Wt. % Min				Wt. % Fem				Wt. Value					Wt. % Min				Wt. % Fem			Census Pool												
Para-Professionals	Black	Hisp	Asian	Am Ind	NHCP1	2+	White	Black	Hisp	Asian	Am Ind	NHCP1	2+	White	Black	Hisp	Asian	Am Ind	NHCP1	2+													
Factor to Consider																																	
1	WIA	WIA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.77	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Census Pool
2	WIA	WIA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.23	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Internal Feeder Pool
																						1.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

Note: Wt. stands for Weighted

Administrative Support	Raw Statistics												Weighted Factor												Source									
	Factor	Factor to Consider	Wt. % Min	Wt. % Fem	Weighted % Males						Weighted % Females						Wt. Value	Wt. % Min	Wt. % Fem	Weighted % Males						Weighted % Females								
					Black	Hisp	Asian	Am Ind	NHCP1	2+	White	Black	Hisp	Asian	Am Ind	NHCP1				2+	White	Black	Hisp	Asian		Am Ind	NHCP1	2+						
																													Weighted % Males					
1	% OF MINORITIES OR WOMEN WITH THE REQUISITE SKILLS IN THE REASONABLE RECRUITMENT AREA	0.7%	3.2%	0.07%	0.15%	0.04%	0.01%	N/A	2.8%	0.4%	0.24%	0.07%	0.02%	N/A	N/A	0.50	0.37%	1.63%	0.04%	0.07%	0.02%	0.01%	0.00%	0.00%	0.00%	1.4%	0.07%	0.10%	0.03%	0.01%	0.00%	0.00%	0.00%	Census Pool
2	% OF MINORITIES OR WOMEN AMONG THOSE PROMOTABLE, TRANSFERABLE AND TRANSFERABLE WITHIN THE DEPARTMENT	10.81%	75.68%	2.70%	0.00%	0.00%	0.00%	0.00%	67.57%	5.41%	0.00%	2.70%	0.00%	0.00%	0.00%	0.50	5.41%	37.94%	1.35%	0.00%	0.00%	0.00%	0.00%	0.00%	33.78%	2.77%	0.00%	1.35%	0.00%	0.00%	0.00%	0.00%	Internal Feeder Pool	

Note: Wt. stands for Weighted

Agency: TRANSPORTATION

JOB GROUP ANALYSIS - SUMMARY

DATE: 6/30/2020

EEO Job Categories	Total Employees	Total Minorities	Male							Female																			
			1	2	3	4	5	6	7	1	2	3	4	5	6	7													
			%	%	%	%	%	%	%	%	%	%	%	%	%	%	%												
Officials/Administrators	107	14	13.08	4	3.74	3	2.80	0	0.00	1	0.93	70	65.42	0	0.00	0	0.00	2	1.87	4	3.74	0	0.00	23	21.50	0	0.00	0	0.00
Professionals	183	16	8.74	5	2.73	2	1.09	0	0.00	7	3.83	108	59.02	0	0.00	0	0.00	0	0.00	2	1.09	0	0.00	59	32.24	0	0.00	0	0.00
Technicians	158	30	18.99	17	10.76	5	3.16	1	0.63	4	2.53	112	70.99	0	0.00	0	0.00	2	1.27	0	0.00	1	0.63	16	10.13	0	0.00	0	0.00
Para-Professionals	68	18	26.47	9	13.24	5	7.35	0	0.00	0	0.00	36	51.47	0	0.00	1	1.47	1	1.47	1	1.47	0	0.00	15	22.06	0	0.00	0	0.00
Administrative Support	21	2	9.52	1	4.76	0	0.00	0	0.00	0	0.00	8	38.10	0	0.00	0	0.00	1	4.76	0	0.00	0	0.00	11	52.38	0	0.00	0	0.00
Skilled Craft	170	18	10.59	4	2.35	11	6.47	2	1.18	0	0.00	151	88.82	0	0.00	1	0.59	0	0.00	0	0.00	0	0.00	1	0.59	0	0.00	0	0.00
Service/Maintenance	31	8	25.81	5	16.13	3	9.68	0	0.00	0	0.00	23	74.19	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	738	108	14.38	45	6.10	29	3.93	3	0.41	12	1.63	507	68.70	0	0.00	2	0.27	6	0.81	7	0.95	0	0.00	2	0.27	125	16.94	0	0.00

Race/Ethnic Code:

- 1 - Black or African American (Not Hispanic or Latino)
- 2 - Hispanic or Latino
- 3 - American Indian or Alaska Native (Not Hispanic or Latino)
- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

NOTE: NHL means Not Hispanic or Latino

Agency: TRANSPORTATION

JOB GROUP ANALYSIS - DETAILS

DATE: As of 30-JUN-20

EEO Job Category: Officials/Administrators

JOB TITLE	GRADE	Total Employees	Total Minority	%	Male							Female													
					Total Males	1 B (NHL)	2 H (NHL)	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NHOP (NHL)	7 2+ (NHL)	Total Females	1 B (NHL)	2 H (NHL)	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NHOP (NHL)	7 2+ (NHL)					
ADM OFF OF TRANSIT, NEW STARTS, OPER & TRANS ALT (DOT)	49	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
ADMIN FINANCIAL MANAGEMENT	37	2	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADMIN FOR POLICY COM AFFDOT	39	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADMINISTRATIVE OFFICER	24	4	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATOR FOR REAL ESTATE (DOT)	39	2	0	0.00%	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATOR, CIVIL RIGHTS PROGRAMS (DOT)	39	1	1	100.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATOR, OFFICE OF STORMWATER MANAGEMENT (DOT)	47	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSISTANT CHIEF OF PLANNING	37	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES	43	2	0	0.00%	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSISTANT DIRECTOR, FINANCIAL AND CONTRACT MANAGEMENT	41	3	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC DIR TRANS P P DEV (DOT)	45	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOCIATE DIRECTOR, DIVISION OF MANAGEMENT SERVICES (DOT)	46	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASST DIR FOR ADMISTR SVS (DOT)	43	4	0	0.00%	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHF CIVIL ENGR (BRIDGE DESIGN)	38	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHF CIVIL ENGR (CONST MAINT)	38	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHF CIVIL ENGR (MATERIALS)	38	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHF CIVIL ENGR (ROAD DESIGN)	38	2	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHF CIVIL ENGR (TRAN PLANNING)	38	2	1	50.00%	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

MANAGING ENGINEER (DOT)	41	15	1	6.67%	12	0	0	0	0	0	0	0	0	0	3	0	1	0	0	2	0	0
MGR OF SURVEY OPERATIONS (DOT)	35	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MGR,ST TRAFFIC OPERAT CTR (DOT)	35	1	1	100.00%	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POLICY DIRECTOR (DOT)	41	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
PROJECT MANAGER II (DOT)	41	14	2	14.29%	10	0	1	0	0	9	0	0	4	0	1	0	1	0	0	3	0	0
STATE HIGHWAY MAINTENANCE OPERATIONS ENGINEER	47	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
STATE TRAFFIC SAFETY ENGINEER	47	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
SUPRVIG HISTORIC PRES SPEC	31	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
SUB TOTAL		107	14	13.08%	78	4	3	0	1	70	0	0	29	2	4	0	0	0	0	23	0	0

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- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

NOTE: NHL means Not Hispanic or Latino.

EEO Job Category Professionals

JOB TITLE	GRADE	Total Employees	Total Minority	%	Male							Female						
					Total Males	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NH/OP (NHL)	7 2+ (NHL)	Total Females	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)
ACCOUNTING POLICY AND METHODS ANALYST	23	2	0	0.00%	1	0	0	0	0	0	1	0	0	0	0	0	0	0
ARCHITECT	32	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASST ADMIN FINANCIAL MGMT	34	3	0	0.00%	1	0	0	0	0	0	1	0	0	0	0	0	0	0
BRIDGE SAFETY INSPECTION & RATINGS - DATABASE INFO MANAGER	35	2	0	0.00%	2	0	0	0	0	0	2	0	0	0	0	0	0	0
BUSINESS MANAGEMENT OFFICER	26	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHF REAL ESTATE SPECIALIST(DOT)	32	1	0	0.00%	1	0	0	0	0	0	1	0	0	0	0	0	0	0
CHIEF OF LEGAL SERVICES	39	2	0	0.00%	1	0	0	0	0	0	1	0	0	0	0	0	0	0
CIVIL ENGINEER	27	9	2	22.22%	9	0	1	0	1	7	0	0	0	0	0	0	0	0
COMMUNITY LIAISON OFFICER	24	3	0	0.00%	2	0	0	0	0	2	0	0	0	0	0	0	0	0
CONSTRUCTION MGMT AREA SVP(DOT)	35	9	0	0.00%	9	0	0	0	0	9	0	0	0	0	0	0	0	0
CONTRACTS SPECIALIST I (DOT)	23	3	0	0.00%	2	0	0	0	0	2	0	0	0	0	0	0	0	0
CONTRACTS SPECIALIST II (DOT)	27	3	0	0.00%	2	0	0	0	0	2	0	0	0	0	0	0	0	0
DIRECTOR, DEPT OF TRANS	47	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0
DIVERSITY & COMPLIANCE MGMT SYSTEMS/PRISM COORDINATOR (DOT)	30	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0
ECONOMIC AND POLICY ANALYST I	30	2	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0
ENGINEERING TECH H/CONST RCORD	27	2	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0
ENVIRONMENTAL SCIENTIST	26	2	0	0.00%	2	0	0	0	0	2	0	0	0	0	0	0	0	0
FISCAL MANAGEMENT OFFICER	26	6	2	33.33%	1	0	0	0	1	0	0	0	0	0	0	0	0	0
HEALTH AND SAFETY OFFICER (DOT)	33	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0
HIGHWAY SAFETY PRGM COORD (DOT)	31	4	0	0.00%	3	0	0	0	0	3	0	0	0	0	0	0	0	0

SUPVSG PLANNER	31	2	0	0.00%	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	
TRAINING SUPERVISOR	26	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
SUB TOTAL		183	18	8.74%	122	5	2	0	7	108	0	0	81	0	2	0	0	0	69	0	0	

Race/Ethnic Code:

- 1 - Black or African American (Not Hispanic or Latino)
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- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

NOTE: NHL means Not Hispanic or Latino.

EEO Job Category Technicians

JOB TITLE	GRADE	Total Employees	Total Minority	%	Male							Female							
					Total Males	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NHOPI (NHL)	7 2+ (NHL)	Total Females	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NHOPI (NHL)
CONSTRUCTION MANAGEMENT RESIDENT(DOT)	29	26	6	23.08%	26	4	1	1	0	0	0	0	0	0	0	0	0	0	0
DATABASE MGMT SYSTEM SPECIALIS	26	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DOCUMENT MANAGEMENT SPECIALIST	27	1	0	0.00%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICAL INSPECTOR (TRANS)	23	10	2	20.00%	9	2	0	0	0	0	7	0	0	0	0	0	0	1	0
ENGINEERING TECH II(CONSTR REC	19	8	1	12.50%	3	0	0	0	0	0	3	0	0	0	0	0	0	4	0
ENGINEERING TECH III(CONSTR RE	23	4	1	25.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
ENGR TECH III (ADMINSTR SVRS)	23	3	0	0.00%	1	0	0	0	0	0	1	0	0	0	0	0	0	2	0
ENGR TECH II (CONST MAINT)	23	30	4	13.33%	28	3	0	0	1	24	0	0	0	0	0	0	0	2	0
ENGR TECH III (MATERIALS)	19	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
ENGR TECH III (MATERIALS)	23	24	10	41.67%	21	5	3	0	2	11	0	0	0	0	0	0	0	3	0
ENGR TECH IV (MATERIALS)	27	4	0	0.00%	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0
ENGR TECH IV (NATUR RESOURCES)	27	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
ENGRING TECH IV(ADMINSTR SVR)	27	2	0	0.00%	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0
ENGRING TECH IV (CONST MAINT)	27	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
GEOGRAPHIC INFO SYS SPEC II	28	4	0	0.00%	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0
HIGHWAY MAINT FIELD OPERATIONS SUPERINTENDENT(BRIDGE)	30	1	1	100.00%	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HIGHWAY MAINT FIELD OPERATIONS SUPERINTENDENT(LANDSCAPE)	30	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
HIGHWAY MAINT FIELD OPERATIONS SUPERINTENDENT(ROADWAY)	30	8	2	25.00%	8	1	1	0	0	6	0	0	0	0	0	0	0	0	0
HIGHWAY MAINT FIELD OPERATIONS SUPERINTENDENT(TRAFFIC)	30	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
HIGHWAY MAINTENANCE TRAFFIC ELECTRICIAN	27	7	0	0.00%	7	0	0	0	0	7	0	0	0	0	0	0	0	0	0

EEO Job Category Para-Professionals

JOB TITLE	GRADE	Total Employees	Total Minority	%	Male							Female															
					Total Males	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NH/PI (NHL)	7 2+ (NHL)	Total Females	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NH/PI (NHL)	7 2+ (NHL)							
ASST ADM OFF	21	6	1	16.67%	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	
CHIEF COMPLIANCE INSPECTOR	30	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
CHIEF IMPLEMENTATION AIDE	28	7	1	14.29%	0	0	0	0	0	0	0	0	0	0	0	0	0	7	1	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN I	13	1	1	100.00%	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
ENGR TECH II (CONST MAINT)	19	39	14	35.90%	38	8	4	0	0	25	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
ENGR TECH II (MATERIALS)	19	8	1	12.50%	8	0	1	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGR TECH II (SURVEY)	19	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGR TECH II (ADMINISTRV SVS)	19	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GEOGRAPHIC INFO SYSTEM SPEC I	26	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IMPLEMENTATION AIDE	22	3	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
SUB TOTAL		68	18	26.47%	50	9	5	0	0	35	0	1	0	0	0	0	0	18	1	1	0	1	15	0	0	0	

Race/Ethnic Code:

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- 8 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

NOTE: NHL means Not Hispanic or Latino.

EEO Job Category Administrative Support

JOB TITLE	GRADE	Total Employees	Male							Female																	
			Total Minority	%	Total Males	1	2	3	4	5	6	7	Total Females	1	2	3	4	5	6	7							
						B (NHL)	H (NHL)	AIAN (NHL)	A (NHL)	W (NHL)	NHIOPI (NHL)	2+ (NHL)	B (NHL)	H (NHL)	AIAN (NHL)	A (NHL)	W (NHL)	NHIOPI (NHL)	2+ (NHL)								
CLERK SECRETARY	16	2	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
EXECUTIVE ASSISTANT	18	2	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
FACILITY OPERATIONS SUPPRT TEC	17	8	0	0.00%	6	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	2	0	0	0	
INFORMATION SERVICES TECH I	16	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
INFORMATION SERVICES TECHNICIAN II	20	1	1	100.00%	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MATERIALS MGMT & INVENTORY CONTROL OFFICER (DOT)	23	2	0	0.00%	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
OFFICE MANAGER	23	4	1	25.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	1	0	0	0	0
SR WORD PROCESSING TYPIST	12	1	0	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
SUB TOTAL		21	2	9.52%	9	1	0	0	0	0	0	0	8	0	0	0	0	0	0	0	12	1	0	0	0	0	0

Race/Ethnic Code:

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- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

NOTE: NHL means Not Hispanic or Latino.

EEO Job Category **Skilled Craft**

JOB TITLE	GRADE	Total Employees	Male							Female										
			Total Minority	%	Total Males	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NHOPI (NHL)	7 2+ (NHL)	Total Females	1 B (NHL)	2 H	3 AIAN (NHL)	4 A (NHL)	5 W (NHL)	6 NHOPI (NHL)	7 2+ (NHL)
DIESEL HEAVY EQUIPMENT MECHANIC (DOT)	22	8	0	0.00%	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FLEET MAINT SUPERINTENDENT DOT	30	3	0	0.00%	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HIGHWAY FIELD OPERATIONS SUPERVISOR (BRIDGE)	25	4	1	25.00%	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HIGHWAY FIELD OPERATIONS SUPERVISOR (ROADWAY)	25	20	0	0.00%	20	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0
HIGHWAY FIELD OPERATIONS SUPERVISOR (TRAFFIC)	25	1	0	0.00%	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
HIGHWAY GRAPHICS DESIGN SPECIALIST	23	3	0	0.00%	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
HIGHWAY MAINTENANCE OPERATOR I	19	91	16	17.58%	90	2	11	2	0	74	0	1	1	1	0	0	0	0	1	0
HIGHWAY MAINTENANCE OPERATOR II	20	26	1	3.85%	25	1	0	0	0	25	0	0	0	0	0	0	0	0	0	0
HIGHWAY MAINTENANCE TECHNICIAN (DOT)	20	5	0	0.00%	5	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0
MAINTENANCE SUPERINTENDENT	22	1	0	0.00%	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
MASON	14	3	0	0.00%	3	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0
SENIOR MAINTENANCE TECHNICIAN	14	5	0	0.00%	5	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0
SUB TOTAL		170	18	10.58%	168	4	11	2	0	151	0	1	1	1	0	0	0	1	0	0

NOTE: NHL means Not Hispanic or Latino.

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- 7 - Two or More Races (Not Hispanic or Latino)

EEO Job Category Service Maintenance

JOB TITLE	GRADE	Total Employees	Male							Female								
			Total Minority	% Minority	Total Males							Total Females						
					1	2	3	4	5	6	7		1	2	3	4	5	6
				B (NHL)	H	AIJAN (NHL)	A	W	W (NHL)	2+	B (NHL)	H	AIJAN (NHL)	A	W	W (NHL)	2+	
ASSISTANT BUILDING & GROUNDS OFFICER	24	2	0	0.00%	2	0	0	0	2	0	0	0	0	0	0	0	0	0
BRIDGE MAINTENANCE WORKER (DOT)	20	24	8	33.33%	24	5	3	0	16	0	0	0	0	0	0	0	0	0
BUILDING SYSTEMS TECHNICIAN	17	1	0	0.00%	1	0	0	0	1	0	0	0	0	0	0	0	0	0
HIGHWAY MAINTENANCE LANDSCAPE TECHNICIAN	20	4	0	0.00%	4	0	0	0	4	0	0	0	0	0	0	0	0	0
SUB TOTAL		31	8	25.81%	31	5	3	0	23	0	0	0	0	0	0	0	0	0

Race/Ethnic Code:

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- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 8 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
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NOTE: NHL means Not Hispanic or Latino.

APPLICANT FLOW DATA

AGENCY: Department of Transportation

DATE: 7/1/19-6/30/20

TOTAL APPLICANTS	MALE								FEMALE								**DISABLED	VETERANS
	BLACK OR AFRICAN AMERICAN (NHL)	HISPANIC OR LATINO	ASIAN (NHL)	AMERICAN INDIAN OR ALASKA NATIVE (NHL)	WHITE (NHL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL)	TWO OR MORE RACES (NHL)		BLACK OR AFRICAN AMERICAN (NHL)	HISPANIC OR LATINO	ASIAN (NHL)	AMERICAN INDIAN OR ALASKA NATIVE (NHL)	WHITE (NHL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL)	TWO OR MORE RACES (NHL)			
APPLICANTS																		
OFFICIALS/ADMINISTRATORS	779	42	40	16	4	324	0	11	30	51	18	2	227	0	14	13	124	
PROFESSIONALS	1319	61	59	39	5	513	0	27	52	104	20	2	396	0	41	33	118	
TECHNICIANS	201	19	17	1	4	118	0	12	6	7	2	0	12	0	3	1	16	
PARA-PROFESSIONALS	510	21	25	1	4	246	1	11	9	30	4	0	144	0	14	3	26	
ADMINISTRATIVE SUPPORT	289	10	10	1	1	49	0	5	11	26	4	0	164	0	8	6	7	
SKILLED CRAFT	715	69	87	0	26	450	0	28	21	21	0	0	10	0	3	4	62	
SERVICE/MAINTENANCE	1388	102	182	5	25	940	0	78	5	5	0	5	40	0	1	16	105	
TOTAL	5201	324	420	63	69	2640	1	172	134	244	48	9	993	0	84	76	458	
HIRES																		
OFFICIALS/ADMINISTRATORS	3	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	
PROFESSIONALS	23	0	1	1	0	11	0	0	1	0	0	0	9	0	0	0	0	
TECHNICIANS	5	0	0	0	0	4	0	0	0	0	0	0	1	0	0	0	0	
PARA-PROFESSIONALS	10	0	1	0	0	8	0	0	0	1	0	0	0	0	0	0	0	
ADMINISTRATIVE SUPPORT	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	
SKILLED CRAFT	24	1	4	0	0	18	0	0	0	0	0	0	1	0	0	0	2	
SERVICE/MAINTENANCE	5	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0	2	
TOTAL	71	2	6	1	0	47	0	0	1	1	0	0	13	0	0	0	4	
PROMOTIONS																		
OFFICIALS/ADMINISTRATORS	21	0	1	0	0	13	0	0	1	1	0	0	5	0	0	0	1	
PROFESSIONALS	20	1	0	1	0	11	0	0	0	0	0	0	7	0	0	0	0	
TECHNICIANS	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	
PARA-PROFESSIONALS	3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	
ADMINISTRATIVE SUPPORT	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
SKILLED CRAFT	5	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	
SERVICE/MAINTENANCE	3	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	57	1	2	1	0	36	0	0	1	1	0	0	15	0	0	0	1	
TERMINATIONS																		
OFFICIALS/ADMINISTRATORS	7	0	0	0	0	3	0	0	1	2	0	0	1	0	0	0	0	
PROFESSIONALS	17	1	1	0	0	9	0	0	2	1	0	0	3	0	0	0	0	
TECHNICIANS	7	1	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	
PARA-PROFESSIONALS	5	1	0	0	0	1	0	0	0	0	0	0	3	0	0	0	0	
ADMINISTRATIVE SUPPORT	3	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0	
SKILLED CRAFT	12	0	2	0	0	9	0	0	0	0	0	0	1	0	0	0	0	
SERVICE/MAINTENANCE	6	1	1	0	0	4	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	57	4	4	0	0	32	0	0	3	4	0	0	10	0	0	0	0	

* Not Hispanic or Latino

** Include disabled in appropriate job categories.

**RI DEPARTMENT OF
TRANSPORTATION**

External New Hires – Four-Fifth Rule Application – Officials/Administrators

01_JUL-19 to 30_JUN-20

Job Category: Officials/Administrators

	Total		Total Race		W		B		H		A		AIAN		NHOP1		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	437	342	228	551	324	227	42	30	40	51	16	18	4	2	0	0	11	14
Total New Hires	2	1	0	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.46%	0.29%	0.00%	0.54%	0.62%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	100.00%	63.89%	0.00%	100.00%	81.73%	44.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A- Asian

AIAN – American Indian or Alaska Native

H – Hispanic or Latino

NHOP1 – Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the Higher Selection Rate of Total Male or Total Female.

Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the Highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

**RI DEPARTMENT OF
TRANSPORTATION**

External New Hires – Four-Fifth Rule Application – Professionals

01-JUL-19 to 30-JUN-20

Job Category: Professionals

	Total		Total Race		W		B		H		A		AIAN		NHOP		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	704	615	410	900	513	368	61	52	59	104	39	20	5	2	0	0	27	41
Total New Hires	13	10	3	20	11	8	0	1	1	0	1	0	0	0	0	0	0	0
Selection Rate	1.85%	1.63%	0.73%	2.20%	2.14%	2.27%	0.00%	1.92%	1.69%	0.00%	2.59%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	88.06%	33.26%	100.00%	83.63%	88.84%	0.00%	75.00%	66.10%	0.00%	100.00%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native
B - Black or African American
2+ - Two or More Races
H - Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.

Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

RI DEPARTMENT OF
TRANSPORTATION

External New Hires – Four-Fifth Rule Application – Technicians

01-JUL-19 to 30-JUN-20

Job Category: Technicians

	Total		Total Race		W		B		H		A		AIAN		NHOP		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	171	30	71	130	118	12	19	6	17	7	1	2	4	0	0	0	12	3
Total New Hires	4	1	0	5	4	1	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	2.34%	3.33%	0.00%	3.85%	3.39%	8.33%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	70.18%	100.00%	0.00%	100.00%	40.88%	100.00%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	N/A	Yes	Yes	N/A	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native
B - Black or African American
2+ - Two or More Races
H - Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male-Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to Yes.

01-JUL-19 to 30-JUN-20

Job Category: Para-Professionals

	Total		Total Race		W		B		H		A		AIAN		NHOPI		Z*	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	309	201	120	390	246	144	21	9	25	30	1	4	4	0	1	0	11	14
Total New Hires	9	1	2	8	8	0	0	0	1	1	0	0	0	0	0	0	0	0
Selection Rate	2.91%	0.50%	1.67%	2.05%	3.25%	0.00%	0.00%	0.00%	4.00%	3.33%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	17.08%	81.25%	100.00%	81.30%	0.00%	0.00%	0.00%	100.00%	83.33%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	No	Yes	Yes	Yes	No	No	N/A	Yes	Yes	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native

B - Black or African American
Z* - Two or More Races

H - Hispanic or Latino
NHOPI - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.

Potential Adverse Impact (Yes/No) = Yes if the Ratio to Highest Rate of the Ethnic groups where the group comprises 2% or more of the relevant labor force.

Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

01-JUL-19 to 30-JUN-20

Job Category: Administrative Support

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	76	213	76	213	49	164	10	11	10	28	1	4	1	0	0	0	5	8
Total New Hires	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.00%	0.47%	0.00%	0.47%	0.00%	0.61%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	0.00%	100.00%	0.00%	100.00%	0.00%	89.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AI/AN - American Indian or Alaska Native
B - Black or African American
H - Hispanic or Latino
NH/PI - Native Hawaiian or Other Pacific Islander
W - Two or More Races

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of new hires in the Reporting Group and Job Category during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for the Reporting Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = 'No' if the Ratio to Highest Rate is equal to or greater than 80%; otherwise it is equal to 'Yes'.

RI DEPARTMENT OF
TRANSPORTATION

External New Hires – Four-Fifth Rule Application – Skilled Craft

01-JUL-19 to 30-JUN-20

Job Category: Skilled Craft

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	660	55	255	460	450	10	69	21	87	21	0	0	26	0	0	0	28	3
Total New Hires	23	1	5	18	18	1	1	0	4	0	0	0	0	0	0	0	0	0
Selection Rate	3.45%	1.82%	1.96%	4.13%	4.00%	10.00%	1.45%	0.00%	4.60%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	52.17%	47.47%	100.00%	40.00%	100.00%	14.46%	0.00%	45.88%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AI/AN - American Indian or Alaska Native
B - Black or African American
2+ - Two or More Races

H - Hispanic or Latino
NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of new hires for the Reporting Group and Job Category during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.

Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to Yes.

**RI DEPARTMENT OF
TRANSPORTATION**

External New Hires – Four-Fifth Rule Application – Service Maintenance

01_JUL-19 to 30_JUN-20

Job Category: Service Maintenance

	Total		Total Race		W		B		H		A		AIAN		NHOP		2+	
	Male	Female	White	Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	1332	56	680	408	940	40	102	5	182	5	0	25	5	0	0	0	78	1
Total New Hires	5	0	4	1	4	0	1	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.38%	0.00%	0.41%	0.25%	0.43%	0.00%	0.88%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A
Ratio to Highest Rate	100.00%	0.00%	100.00%	80.00%	42.55%	0.00%	98.04%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A-Asian
AIAN - American Indian or Alaska Native

B-Black or African American
2+ - Two or More Races

H-Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to 'Yes'.

RI DEPARTMENT OF
TRANSPORTATION

Promotions – Four-Fifth Rule Application – Officials/Administrators

01-JUL-19 to 30-JUN-20

Job Category: Officials/Administrators

	Total		Total Race		W		B		A		AIAN		NHOP		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	437	342	228	551	324	227	42	30	40	51	18	2	0	0	11	14
Total Promotions	14	7	3	18	13	5	0	1	1	1	0	0	0	0	0	0
Selection Rate	3.20%	2.05%	1.32%	3.27%	4.01%	2.20%	0.00%	3.33%	2.50%	1.96%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	100.00%	63.86%	40.29%	100.00%	100.00%	54.90%	0.00%	83.08%	62.31%	48.87%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native
B - Black or African American
2+ - Two or More Races
H - Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to Yes.

**RI DEPARTMENT OF
TRANSPORTATION**

Promotions – Four-Fifth Rule Application – Professionals

01-JUL-19 to 30-JUN-20

Job Category: Professionals

	Total		Total Race		W		B		H		A		AIAN		NHOP		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	704	615	410	809	513	395	61	52	59	104	39	20	5	2	0	0	27	41
Total Promotions	13	7	2	18	11	7	1	0	0	0	1	0	0	0	0	0	0	0
Selection Rate	1.85%	1.14%	0.49%	1.98%	2.14%	1.77%	1.64%	0.00%	0.00%	0.00%	2.56%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	61.64%	24.63%	100.00%	83.63%	68.84%	63.32%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native

B - Black or African American
H - Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

2+ - Two or More Races

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the highest Selection Rate of Total Male or Total Female.

Potential Adverse Impact (Yes/No) = Yes if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to No.

RI DEPARTMENT OF
TRANSPORTATION

Promotions – Four-Fifth Rule Application – Technicians

01-JUL-19 to 30-JUN-20

Job Category: Technicians

	Total		Total Race		W		B		H		A		AIAN		NHOPH		2+		
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Total Applicant Pool	171	30	71	130	118	12	19	6	17	7	1	2	4	0	0	0	0	12	3
Total Promotions	4	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	2.34%	0.00%	0.00%	3.08%	3.39%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A- Asian
AIAN- American Indian or Alaska Native

B- Black or African American
2+- Two or More Races

H- Hispanic or Latino
NHOPH- Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.

Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to 'Yes'.

**RI DEPARTMENT OF
TRANSPORTATION**

Promotions – Four-Fifth Rule Application – Para-Professionals

01_JUL-19 to 30_JUN-20

Job Category: Para-Professionals

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	309	201	120	360	246	144	21	9	25	30	1	4	4	0	1	0	11	14
Total Promotions	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.00%	1.49%	0.00%	0.77%	0.00%	2.08%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	0.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A- Asian
AI/AN- American Indian or Alaska Native
H- Hispanic or Latino
NH/PI- Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
 Total Promotions = Sum Total of all jobs filled during the reporting time period.
 Selection Rate = Total Promotions / Total Applicant Pool.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the Higher Selection Rate of Total Male or Total Female.
 Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

01-JUL-19 to 30-JUN-20

Job Category: Administrative Support

	Total		Total Race		W		B		H		A		AIAN		NHOP		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	76	213	76	213	49	164	10	11	10	20	1	4	1	0	0	0	5	8
Total Promotions	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	1.32%	0.00%	0.00%	0.47%	2.04%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	N/A	N/A	N/A	0.00%	0.00%	
Ratio to Highest Rate	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	N/A	N/A	N/A	0.00%	0.00%	
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes	Yes	

* Group does not comprise 2% or more of the relevant labor force

A- Asian
AIAN - American Indian or Alaska Native

B - Black or African American
2+ - Two or More Races

H - Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.

Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to "Yes."

**RIDEPARTMENT OF
TRANSPORTATION**

Promotions – Four-Fifth Rule Application – Skilled Craft

01-JUL-19 to 30-JUN-20

Job Category: Skilled Craft

	Total		Total Race		W		B		H		A		AIUAN		NHIOPI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	660	55	255	460	450	10	69	21	87	21	0	0	0	0	0	0	23	3
Total Promotions	5	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.75%	0.00%	0.00%	1.09%	1.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIUAN - American Indian or Alaska Native

H - Hispanic or Latino
NHIOPI - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool.

Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.

Potential Adverse Impact (Yes/No) = "No" if the Ratio to Highest Rate is equal to or greater than 80%; otherwise it is equal to "Yes".

01-JUL-19 to 30-JUN-20

Job Category: Service Maintenance

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	1332	65	408	680	640	40	102	5	182	5	5	0	25	5	0	0	78	1
Total Promotions	3	0	1	2	2	0	0	0	1	0	0	0	0	0	0	0	0	0
Selection Rate	0.23%	0.00%	0.25%	0.20%	0.21%	0.00%	0.00%	0.00%	0.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	100.00%	0.00%	100.00%	83.27%	21.28%	0.00%	0.00%	0.00%	54.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AI/AN - American Indian or Alaska Native

H - Hispanic or Latino
NH/PI - Native Hawaiian or Other Pacific Islander

B - Black or African American
2+ - Two or More Races

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.

Total New Hires = The total number of persons who were hired during the reporting time period.

Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.

Ratio to Highest Rate (Total Male/Female) = Selection Rate of the High Selection Rate of the Total Male or Total Female.

Potential Adverse Impact (Yes/No) = Yes if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to 'Yes'.

**RI DEPARTMENT OF
TRANSPORTATION**

Composite Hiring – Four-Fifth Rule Application – Officials/Administrators

01-JUL-19 to 30-JUN-20

Job Category: Officials/Administrators

	Total		Total Race		W		B		H		A		A/AN		NH/OP		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	437	342	238	551	324	227	42	30	40	51	16	18	4	2	0	0	11	14
Total New Hires + Promotions	18	8	3	21	15	6	0	1	1	1	0	0	0	0	0	0	0	0
Selection Rate	3.89%	2.34%	1.32%	3.81%	4.63%	2.64%	0.00%	3.33%	2.50%	1.96%	0.00%	0.00%	0.00%	0.00%	"N/A"	"N/A"	0.00%	0.00%
Ratio to Highest Rate	100.00%	63.89%	34.52%	100.00%	100.00%	57.09%	0.00%	72.00%	64.00%	42.35%	0.00%	0.00%	0.00%	0.00%	"N/A"	"N/A"	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	"N/A"	"N/A"	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
A/AN - American Indian or Alaska Native

H - Hispanic or Latino
NH/OP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to 'Yes'.

RI DEPARTMENT OF
TRANSPORTATION

Composite Hiring – Four-Fifth Rule Application – Professionals

01-JUL-19 to 30-JUN-20

Job Category: Professionals

	Total		Total Race		W		B		H		A		AIAN		NHPOI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	704	615	410	609	513	386	61	62	59	104	39	20	5	2	0	0	27	41
Total New Hires + Promotions	26	17	5	38	22	18	1	1	1	0	2	0	0	0	0	0	0	0
Selection Rate	3.69%	2.76%	1.22%	4.15%	4.29%	4.04%	1.64%	1.62%	1.69%	0.00%	5.15%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	74.85%	28.17%	100.00%	83.63%	78.79%	31.97%	37.50%	33.05%	0.00%	100.00%	0.00%	0.00%	0.00%	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A- Asian
AIAN- American Indian or Alaska Native
B- Black or African American
2+- Two or More Races
H- Hispanic or Latino
NHPOI- Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

01-JUL-19 to 30-JUN-20

Job Category: Technicians

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	171	30	71	130	118	12	19	6	17	7	1	2	4	0	0	0	12	3
Total New Hires + Promotions	8	1	0	8	8	1	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	4.68%	3.33%	0.00%	6.92%	6.78%	8.33%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	71.25%	0.00%	100.00%	81.36%	100.00%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A- Asian
AI/AN- American Indian or Alaska Native

H- Hispanic or Latino
NH/PI- Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to 'Yes'.

01_JUL-19 to 30_JUN-20

Job Category: Para-Professionals

	Total		Total Race		W		B		H		A		AIAN		NHPOI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	309	201	120	390	246	144	21	9	25	30	1	4	4	0	1	0	11	14
Total New Hires + Promotions	9	4	2	11	6	3	0	0	1	1	0	0	0	0	0	0	0	0
Selection Rate	2.91%	1.99%	1.67%	2.82%	3.25%	2.08%	0.00%	0.00%	4.00%	3.33%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	68.33%	50.00%	100.00%	81.30%	52.08%	0.00%	0.00%	100.00%	83.33%	N/A	0.00%	0.00%	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	No	No	N/A	Yes	Yes	N/A	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native

H - Hispanic or Latino
NHPOI - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for the Gender and Ethnic Group.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the Highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

01-JUL-19 to 30-JUN-20

Job Category: Administrative Support

	Total		Total Race		W		B		H		A		AIAN		NHPOI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	78	213	78	213	49	164	10	11	10	26	1	4	1	0	0	0	5	8
Total New Hires + Promotions	1	1	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	1.32%	0.47%	0.00%	0.94%	2.04%	0.61%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	N/A	N/A	N/A	0.00%	0.00%	
Ratio to Highest Rate	100.00%	35.88%	0.00%	100.00%	100.00%	28.85%	0.00%	0.00%	0.00%	0.00%	N/A	0.00%	N/A	N/A	N/A	0.00%	0.00%	
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native
B - Black or African American
H - Hispanic or Latino
NHPOI - Native Hawaiian or Other Pacific Islander
2+ - Two or More Races

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires + Promotions = The sum of all new hires and promotions in the Reporting Group and Job Category during the reporting time period.
Selection Rate = Total New Hires + Promotions divided by Total Applicant Pool for the Reporting Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the highest Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to Yes.

**RIDEPARTMENT OF
TRANSPORTATION**

Composite Hiring – Four-Fifth Rule Application – Skilled Craft

01-JUL-19 to 30-JUN-20

Job Category: Skilled Craft

	Total		Total Race		W		B		H		A		AIAN		NHPOI		Z*	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	660	55	255	460	460	10	69	21	87	21	0	0	28	0	0	0	28	3
Total New Hires + Promotions	28	1	5	24	23	1	1	0	4	0	0	0	0	0	0	0	0	0
Selection Rate	4.24%	1.82%	1.96%	5.22%	5.11%	10.00%	1.45%	0.00%	4.60%	0.00%	N/A	N/A	0.00%	N/A	N/A	N/A	0.00%	0.00%
Ratio to Highest Rate	100.00%	42.86%	37.56%	100.00%	61.11%	100.00%	14.49%	0.00%	46.88%	0.00%	N/A	N/A	0.00%	N/A	N/A	N/A	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	N/A	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native

B - Black or African American
Z* - Two or more Races

H - Hispanic or Latino
NHPOI - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate: (Total Male/Female) / Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Potential Adverse Impact (Yes/No) = Selection Rate divided by the highest Selection Rate of the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

**RIDEPARTMENT OF
TRANSPORTATION**

Composite Hiring – Four-Fifth Rule Application – Service Maintenance

01-JUL-19 to 30-JUN-20

Job Category: Service Maintenance

	Total		Total Race		W		B		H		A		AIAN		NHOP		2+		
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Total Applicant Pool	1,332	56	408	680	840	40	102	5	182	5	0	5	0	25	5	0	0	78	1
Total New Hires + Promotions	8	0	2	6	6	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.60%	0.00%	0.49%	0.61%	0.64%	0.00%	0.86%	0.00%	0.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	100.00%	0.00%	80.07%	100.00%	63.83%	0.00%	88.04%	0.00%	54.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AIAN - American Indian or Alaska Native
B - Black or African American
2+ - Two or More Races
H - Hispanic or Latino
NHOP - Native Hawaiian or Other Pacific Islander

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
Total New Hires = The total number of persons who were hired during the reporting time period.
Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

01-JUL-19 to 30-JUN-20

Job Category: Officials/Administrators

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AI/AN		NHOPI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	81	33	17	97	73	24	4	3	3	6	1	0	0	0	0	0	0	0
Total Trained	65	50	21	84	51	43	2	0	2	7	10	0	0	0	0	0	0	0
Selection Rate	80.25%	151.52%	123.53%	96.91%	69.86%	179.17%	50.00%	0.00%	66.67%	116.67%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	52.56%	100.00%	100.00%	78.45%	38.99%	100.00%	27.91%	0.00%	37.21%	65.12%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the Higher Selection Rate of Total Male or Total Female.
 Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

RI DEPARTMENT OF
TRANSPORTATION

Training Participation – Four-Fifth Rule Application – Professionals

01-JUL-19 to 30-JUN-20

Job Category: Professionals

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AIAN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	131	67	20	173	116	62	6	2	2	3	7	0	0	0	0	0	0	0
Total Trained	125	173	26	275	112	163	7	6	4	4	2	0	0	0	0	0	0	0
Selection Rate	95.42%	258.21%	130.00%	154.49%	95.52%	262.90%	116.67%	300.00%	200.00%	133.33%	28.57%	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'
Ratio to Highest Rate	36.55%	100.00%	84.16%	100.00%	32.16%	87.63%	33.89%	100.00%	66.67%	44.44%	9.52%	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'
Potential Adverse Impact	Yes	No	No	No	Yes	No	Yes	No	Yes	Yes	Yes	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'	'N/A'

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied or jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
 Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to 'Yes'.

**RI DEPARTMENT OF
TRANSPORTATION**

Training Participation – Four-Fifth Rule Application – Technicians

01-JUL-19 to 30-JUN-20

Job Category: Technicians

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AIJAN		NH/OP/		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	145	19	31	133	117	16	18	2	5	0	4	1	0	0	0	0	0	0
Total Trained	98	7	23	82	76	6	8	0	7	0	4	1	0	0	0	0	0	0
Selection Rate	67.59%	36.84%	74.19%	61.66%	64.96%	37.50%	44.44%	0.00%	140.00%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	54.51%	100.00%	83.10%	46.40%	26.75%	31.75%	0.00%	100.00%	N/A	71.43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	Yes	No	No	Yes	Yes	Yes	Yes	No	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic Groups where the group comprises 2% or more of the relevant labor force.
 Potential Adverse Impact (Yes/No) = "No" if the Ratio to Highest Rate is equal to or greater than 95% otherwise "Yes" is equal to "Yes".

**RI DEPARTMENT OF
TRANSPORTATION**

Training Participation – Four-Fifth Rule Application – Para-Professionals

01-JUL-19 to 30-JUN-20

Job Category: Para-Professionals

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AIAN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	21	18	54	36	18	9	1	5	1	0	1	0	0	0	0	1	0
Total Trained	107	23	35	103	81	22	16	1	10	0	0	0	0	0	0	0	0	0
Selection Rate	209.80%	109.52%	194.44%	190.74%	225.00%	122.22%	177.78%	N/A	200.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	52.29%	100.00%	98.09%	100.00%	54.32%	75.01%	N/A	88.89%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	Yes	No	No	No	Yes	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprise 2% or more of the relevant labor force.
 Potential Adverse Impact (Yes/No) = 'No' if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to 'Yes'.

**RI DEPARTMENT OF
TRANSPORTATION**

Training Participation – Four-Fifth Rule Application – Administrative Support

01-JUL-19 to 30-JUN-20

Job Category: Administrative Support

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AIAN		NHOPFI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	9	15	3	21	8	13	1	1	0	1	0	0	0	0	0	0	0	0
Total Trained	1	37	0	38	1	37	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	11.11%	246.67%	0.00%	180.95%	12.50%	284.62%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	4.55%	100.00%	0.00%	100.00%	4.39%	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	Yes	No	Yes	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied for jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Group) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
 Potential Adverse Impact (Yes/No) = No if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to Yes.

RI DEPARTMENT OF
TRANSPORTATION

Training Participation – Four-Fifth Rule Application – Skilled Craft

01-JUL-19 to 30-JUN-20

Job Category: Skilled Craft

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AIAN		NHOP1		Z+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	160	2	20	162	160	2	4	0	13	0	0	0	2	0	0	0	1	0
Total Trained	79	0	8	71	71	0	2	0	6	0	0	0	0	0	0	0	0	0
Selection Rate	43.69%	0.00%	40.00%	43.83%	44.38%	0.00%	50.00%	N/A	45.15%	N/A	N/A	N/A	0.00%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	0.00%	91.27%	100.00%	88.75%	0.00%	100.00%	N/A	92.31%	N/A	N/A	N/A	0.00%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	Yes	No	No	No	Yes	No	N/A	No	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the higher Selection Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
 Potential Adverse Impact (Yes/No) = "No" if the Ratio to Highest Rate is equal to or greater than 80% otherwise it is equal to "Yes".

**RI DEPARTMENT OF
TRANSPORTATION**

Training Participation – Four-Fifth Rule Application – Service Maintenance

01-JUL-19 to 30-JUN-20

Job Category: Service Maintenance

	Total		Total Race		White		Black		Hispanic or Latino		Asian		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	37	0	10	27	27	0	6	0	4	0	0	0	0	0	0	0	0	0
Total Trained	33	0	10	23	23	0	6	0	4	0	0	0	0	0	0	0	0	0
Selection Rate	89.19%	N/A	100.00%	85.19%	85.19%	N/A	100.00%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	N/A	100.00%	85.19%	85.19%	N/A	100.00%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	N/A	No	No	No	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

Definitions: Total Applicant Pool = Sum Total of all people who applied of jobs in the Reporting Group and Job Category during the reporting time period.
 Total New Hires = The total number of persons who were hired during the reporting time period.
 Selection Rate = Total New Hires divided by Total Applicant Pool for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female) = Selection Rate divided by the Higher Selection Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Groups) = Selection Rate divided by the Highest Selection Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.
 Potential Adverse Impact (Yes/No) = "No" if the Ratio to Highest Rate is equal to or greater than 80%, otherwise it is equal to "Yes".

01_JUL_19 to 30_JUN_20

Job Category: Officials/Administrators

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	81	33	17	97	73	24	4	3	3	6	1	0	0	0	0	0	0	0
Total Voluntary Separations	3	4	3	4	3	1	0	1	0	2	0	0	0	0	0	0	0	0
Number Retained	78	29	14	93	70	23	4	2	3	4	1	0	0	0	0	0	0	0
Retention Rate	96.30%	87.88%	82.35%	95.88%	95.89%	95.83%	100.00%	66.67%	100.00%	66.67%	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A
Ratio to Highest Rate	100.00%	81.26%	85.00%	100.00%	95.89%	95.83%	100.00%	66.67%	100.00%	66.67%	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A
Potential Adverse Impact	No	No	No	No	No	No	No	Yes	No	Yes	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AI/AN - American Indian or Alaska Native

B - Black or African American Pacific Islander
2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
Total **yc** (denotations, Terminations, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
Number NOT Disciplined = Total Workforce minus Total Disciplined.
NON Discipline Rate=Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female/UNK) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

**RI DEPARTMENT OF
TRANSPORTATION**

Voluntary Separations – Four-Fifth Rule Application – Professionals

01-JUL-19 to 30-JUN-20

Job Category: Professionals

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	131	67	20	178	118	62	6	2	2	3	7	0	0	0	0	0	0	0
Total Voluntary Separations	11	8	5	12	9	3	1	2	1	1	0	0	0	0	0	0	0	0
Number Retained	120	61	15	166	107	59	5	0	1	2	7	0	0	0	0	0	0	0
Retention Rate	91.60%	91.04%	75.00%	93.26%	92.24%	95.16%	83.33%	0.00%	50.00%	66.67%	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	99.39%	80.42%	100.00%	92.24%	95.16%	83.33%	0.00%	50.00%	66.67%	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	No	No	No	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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AI/AN - American Indian or Alaska Native

B - Black or African American Pacific Islander
2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
Total xyz (Terminations, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
Number NOT Disciplined = Total Workforce minus Total Disciplined.
NON Discipline Rate=Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female/UNA) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

**RI DEPARTMENT OF
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Voluntary Separations – Four-Fifth Rule Application – Technicians

01-JUL-19 to 30-JUN-20

Job Category: Technicians

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	145	19	31	133	117	16	18	2	5	0	4	1	1	0	0	0	0	0
Total Voluntary Separations	7	0	1	6	6	0	1	0	0	0	0	0	0	0	0	0	0	0
Number Retained	138	19	30	127	111	16	17	2	5	0	4	1	1	0	0	0	0	0
Retention Rate	95.17%	100.00%	96.77%	95.49%	94.87%	100.00%	94.44%	100.00%	100.00%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	96.17%	100.00%	100.00%	98.67%	94.87%	100.00%	94.44%	100.00%	100.00%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

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A - Asian
AI/AN - American Indian or Alaska Native

B - Black or African American Pacific Islander
2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
Total Disc: (Terminations, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
Number NOT Disciplined = Total Workforce minus Total Disciplined.

NON Discipline Rate=Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male-Female/UNK) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female.

Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprise 2% or more of the relevant labor force.

**RI DEPARTMENT OF
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Voluntary Separations – Four-Fifth Rule Application – Para-Professionals

01-JUL-19 to 30-JUN-20

Job Category: Para-Professionals

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	21	18	54	36	18	9	1	5	1	0	1	0	0	0	0	1	0
Total Voluntary Separations	2	3	1	4	1	3	1	0	0	0	0	0	0	0	0	0	0	0
Number Retained	49	18	17	50	35	15	8	1	5	1	0	1	0	0	0	0	1	0
Retention Rate	86.08%	85.71%	84.44%	82.59%	87.22%	83.33%	88.89%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	89.21%	100.00%	89.04%	87.22%	83.33%	88.89%	N/A	100.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Group does not comprise 2% or more of the relevant labor force

A - Asian
AI/AN - American Indian or Alaska Native

B - Black or African American
2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
 Total xyz (demotions, terminations, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
 Number NOT Disciplined = Total Workforce minus Total Disciplined.
 NON Discipline Rate=Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
 Ratio to Highest Rate (Total Male/Female/UNA) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female.
 Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

Voluntary Separations – Four-Fifth Rule Application – Administrative Support

01-JUL-19 to 30-JUN-20

Job Category: Administrative Support

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	9	15	3	21	8	13	1	1	0	1	0	0	0	0	0	0	0	0
Total Voluntary Separations	0	3	1	2	0	2	0	0	0	1	0	0	0	0	0	0	0	0
Number Retained	9	12	2	19	8	11	1	1	0	0	0	0	0	0	0	0	0	0
Retention Rate	100.00%	80.00%	66.67%	90.45%	100.00%	84.62%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	80.00%	73.88%	100.00%	100.00%	84.62%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	Yes	Yes	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
Total **Yes** (separations, Terminations, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
Number NOT Disciplined = Total Workforce minus Total Disciplined
NON Discipline Rates/Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female/UN) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female
Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

Voluntary Separations – Four-Fifth Rule Application – Skilled Craft

01-JUL-19 to 30-JUN-20

Job Category: Skilled Craft

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	180	2	20	162	160	2	4	0	13	0	0	0	2	0	0	0	1	0
Total Voluntary Separations	11	1	2	10	9	1	0	0	2	0	0	0	0	0	0	0	0	0
Number Retained	169	1	18	162	151	1	4	0	11	0	0	0	2	0	0	0	1	0
Retention Rate	93.89%	50.00%	90.00%	93.83%	94.38%	50.00%	100.00%	N/A	84.62%	N/A	N/A	N/A	100.00%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	53.25%	95.62%	100.00%	94.38%	50.00%	100.00%	N/A	84.62%	N/A	N/A	N/A	100.00%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	Yes	No	No	No	Yes	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A

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AI/AN - American Indian or Alaska Native

B - Black or African American Pacific Islander
2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
Total xyz (denominators, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
Number NOT Disciplined = Total Workforce minus Total Disciplined.
NON Discipline Rate=Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female/Unk) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

01~JUL-19 to 30~JUN-20

Job Category: Service Maintenance

	Total		Total Race		W		B		H		A		AI/AN		NH/PI		2+	
	Male	Female	Min	White	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	37	0	10	27	27	0	0	0	4	0	0	0	0	0	0	0	0	0
Total Voluntary Separations	6	0	2	4	4	0	1	0	1	0	0	0	0	0	0	0	0	0
Number Retained	31	0	8	23	23	0	5	0	3	0	0	0	0	0	0	0	0	0
Retention Rate	83.78%	N/A	80.00%	85.19%	85.19%	N/A	83.33%	N/A	75.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.00%	N/A	83.91%	100.00%	100.00%	N/A	97.83%	N/A	88.04%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	N/A	No	No	No	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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A - Asian
AI/AN - American Indian or Alaska Native
B - Black or African American Pacific Islander
2+ - Two or More Races

H - Hispanic or Latino
NHL - Not Hispanic or Latino

NH/PI - Native Hawaiian or Other Pacific Islander

Definitions: Total Workforce = Sum Total of all employees who have worked in the Reporting Group and Job Category during the reporting time period.
Total *xyz* (demotions, Terminations, etc) = The total number of persons who were disciplined from the reporting group during the reporting time period.
Number NOT Disciplined = Total Workforce minus Total Disciplined.
NON Discipline Rate=Number NOT Disciplined divided by Total Workforce for this Gender and Ethnic Group.
Ratio to Highest Rate (Total Male/Female/UNK) = NON Discipline Rate divided by the higher NON Discipline Rate of Total Male or Total Female.
Ratio to Highest Rate (Ethnic Groups) = NON Discipline Rate divided by the highest NON Discipline Rate of all the Ethnic groups where the group comprises 2% or more of the relevant labor force.

Minority Applicants	1568
Total Applicants	5201
Minority Hires	11
Total Hires	71
Female Applicants	1512
Total Applicants	5201
Female Hires	15
Total Hires	71
Minority Terminated	15
White Female Terminated	10
White Male Terminated	32
Total Terminated	57

8 APPENDIX B

This section contains acronyms, definitions, and other civil rights non-discrimination policies in use by the Department (i.e., Notice Under the Americans with Disabilities Act (ADA), Title VI Policy, and Policy Statement on Veterans).

8.1 ACRONYMS

AA	Affirmative Action
AAP	Affirmative Action Plan
ARRA	American Recovery and Reinvestment Act
AASHTO	American Association of State and Highway Officials
ADA	Americans with Disabilities Act
AF/AM	Asian Female/Asian Male
AI/AN	American Indian/Alaskan Native
BF/BM	Black Female/Black Male
CLM	Civilian Labor Market
CFR	Code of Federal Regulations
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTE	Full Time Employee
FY	Fiscal Year
HF/HM	Hispanic Female/Hispanic Male
HRSC	Human Resources Service Center
NAF/NAM	Native American Female/ Native American Male
NHI	National Highway Institute
RIDEM	Rhode Island Department of Environmental Management

RIDLT	Rhode Island Department of Labor and Training
RIDOA	Rhode Island Department of Administration
RIDOT	Rhode Island Department of Transportation
SFY	State Fiscal Year
WF/WM	White Female/White Male

8.2 DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:*

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

*NOTE: While preparing for the submission of this Affirmative Action Plan, the Department very recently learned that the U.S. Census has eliminated the Para-Professional job category. Therefore, the Department updated its Job Group Analysis and Utilization Analysis to reflect this new change and to more accurately calculate its prospective hiring goals. The Department will coordinate with the state personnel liaisons to update its data collection and reporting systems to align with the U.S. Census job categories.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

8.3 RACIAL/ETHNIC IDENTIFICATION

An employee may be included in the group by 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 racial/ethnic group.

BLACK/AFRICAN AMERICAN (Not Hispanic of Latino):

A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

ASIAN: (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

WHITE (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

(Standards adopted by the United States Equal Employment Opportunity Commission (EEOC),
and the Office of Federal Contract Compliance Program (OFCCP))

8.4 OTHER RIDOT NON-DISCRIMINATION POLICIES

8.4.1 American with Disabilities Act (ADA) Policy



RHODE ISLAND DEPARTMENT OF TRANSPORTATION

Notice under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Rhode Island Department of Transportation (“RIDOT”) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: RIDOT does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: RIDOT will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in RIDOT’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: RIDOT will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in RIDOT offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of RIDOT, should contact Barry Simpson, ADA/504 Coordinator at 2 Capitol Hill, Office of Civil Rights, Providence, RI 02903, 222-2023 extension 4056, or at barry.simpson@dot.ri.gov, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require RIDOT to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of RIDOT is not accessible to persons with disabilities should be directed to Barry Simpson, ADA/504 Coordinator at 2 Capitol Hill, Office of Civil Rights, Providence, RI 02903, 222-2023 extension 4056, or at barry.simpson@dot.ri.gov.

RIDOT will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

8.4.2 Disadvantaged Business Enterprise (DBE) Policy



Department of Transportation
Two Capitol Hill
Providence, RI, 02093

Office: 401-222-2450
Fax: 401-222-3905

DBE Policy Statement and Objectives

49 CFR § 26.1; 26.23

The Rhode Island Department of Transportation (RIDOT) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26. RIDOT has received Federal financial assistance from USDOT, and as a condition of receiving this assistance, RIDOT has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of RIDOT to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts, regardless of race, color, sex, national origin, age, disability, income status, or limited English proficiency. To this end, it is also RIDOT's policy to ensure that the following program objectives are achieved:

- a) To ensure nondiscrimination in the award and administration of USDOT-assisted contracts in RIDOT's highway, transit, and airport financial assistance programs;
- b) To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts;
- c) To ensure that RIDOT's DBE program is narrowly tailored in accordance with applicable law;
- d) To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- e) To help remove barriers to the participation of DBEs in USDOT-assisted contracts;
- f) To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients;
- g) To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- h) To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Implementation of the DBE program is given the same priority as compliance with all other legal obligations incurred by RIDOT in its financial assistance agreements with USDOT.

RIDOT has designated Sheree Gomes, as the Department's DBE Liaison Officer (DBELO). In that capacity, the DBELO is responsible for implementing all aspects of the DBE program. The DBELO has direct and unimpeded access to the agency's director.

RIDOT has disseminated this policy statement to the Director's Office and Division Administrators and all of the related areas of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for RIDOT on USDOT-assisted contracts in a widespread email distribution and via our website, www.dot.ri.gov.

Peter Alviti, Jr., P.E., Director

Date

8.4.3 Title VI/Nondiscrimination Policy



RIDOT POLICY

REFERENCE: Title VI/Nondiscrimination


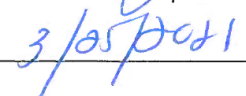
It is the policy of the Rhode Island Department of Transportation (the Department) to comply fully with both Title VI of the Civil Rights Act of 1964 and the Department's Title VI/Nondiscrimination Program Assurances. To that end the Department certifies that no person in the United States shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of the Department's programs or activities, whether or not such programs and activities are federally-assisted.

Specifically, the Department **will not**, on the basis of race, color, sex, national origin, age, or disability:

- deny any service, financial aid, or other benefit to a beneficiary of the Department's programs;
- provide any service, financial aid, or benefit that is different—in quality, quantity, or manner—from that provided to other beneficiaries under Departmental programs;
- subject a person to segregation or separate treatment in any matter related to receipt of any service, financial aid, or other benefit under its programs;
- treat a person differently from others in determining whether the person is eligible for a service, financial aid, or other benefit under a departmental program;
- restrict a person in the enjoyment of any advantage or privilege enjoyed by others receiving services, financial aid, or other benefits of its programs;
- deny a person the opportunity to participate in advisory or planning councils that are an integral part of its programs;
- discriminate in any activities related to highway, facility, or infrastructure built or repaired with federal funds;
- discriminate in any employment resulting in a program which has a primary purpose of providing employment; or
- discriminate in the selection and retention of contractors and consultants.

Furthermore, the Department will not administer its programs in a manner that, directly or by contract, defeats or substantially impairs its goal of effective nondiscrimination. Rather, the Department will identify and address the effects of its programs, policies and activities on minority and low-income populations, as well as provide meaningful access to benefits, information, and services to beneficiaries who are of limited English-speaking ability.

Any person with questions or seeking additional information about the Department's non-discrimination obligations should contact Lilliam Abreu, Title VI Coordinator, at 2 Capitol Hill, Providence, Rhode Island 02903; (401) 222-3260, Ext. 4256, or Lilliam.abreu@dot.ri.gov. Similarly, any person who believes that the Department or any of its sub-recipients or contractors have violated Title VI of the Civil Rights Act of 1964 or this Nondiscrimination Policy should contact the Department's Title VI Coordinator to file a written complaint.


Peter Alviti, Jr, P.E.
Director, Rhode Island Department of Transportation

Date

8.4.4 Protected Veterans Policy



RHODE ISLAND DEPARTMENT OF TRANSPORTATION

Policy Statement on Protected Veterans

Purpose: In compliance with the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended (38 U.S.C. § 4212), the Rhode Island Department of Transportation commits to taking affirmative actions to prevent and eliminate barriers to employment and advancement for job applicants and employees with protected veteran status. A veteran may be considered a "Protected Veteran" under VEVRAA if he or she *qualifies in at least one of* the classification categories:

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

Policy Statement: It is the policy of the Rhode Island Department of Transportation to comply with Section 402 of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended, to take affirmative actions related to Protected Veterans in all employment practices including, but not limited to hires, promotions, demotions, transfers, layoffs, terminations, compensation, selection for training programs, and benefits.

A handwritten signature in blue ink, appearing to read 'Peter Alviti, Jr.', is written over a horizontal line.

Peter Alviti, Jr., P.E., Director

12.19.16

Effective Date

8.5 FLEXTIME POLICY



RIDOT POLICY

DATE: January 6, 2004
REFERENCE: Flextime Program

(S) James R. Capaldi

James R. Capaldi, P. E.
Director of Transportation

Policy Statement:

The Department of Transportation encourages and supports the concept and practice of flexible work schedules (Flextime) for its employees. A Flextime program, when balanced with the public's needs, allows employees flexibility in managing their work and home life, promotes employee well being, improves the personal quality of life, enhances productivity and accountability, can extend public service hours, and demonstrates our leadership in traffic mitigation. While the public's needs must always take priority, creative approaches should be considered by managers, when appropriate, to implement flexible work schedules, which enrich the workplace environment for employees.

Background:

Within the Department, many Sections have some form of individual flexible work schedules already in place. The re-issuance of this policy will provide uniform guidance to employees and managers.

Guidelines:

These guidelines provide direction for the use of flexible work schedules in established office settings:

1. Provisions of the State Personnel Rules and the various collective bargaining agreements must be considered when planning or implementing a program of flexible work schedules.
2. Definition of Normal Business Hours and Flexible Work Schedules:
 - A. Normal Hours of Business: The RIDOT Headquarters Building at Two Capitol Hill, is officially open for services to the general public 8:30 a.m. to 4:00 p.m. Monday through Friday.
 - B. Flexible Work Schedule: Any work schedule, which differs from the "Normal Hours of Business" and which falls between the hours of 7 a.m. and 5 p.m. Examples include but are not limited to:
 1. Earlier or later starting and ending times.
 2. Extended non-paid meal breaks.

Protocols For Establishing Flexible Work Schedules:

Division Administrators and their Section Chiefs are responsible for the proper and efficient conduct of their programs.

Supervisors will assess each employee request on a case-by-case basis, and will consider the following factors:

- a. An employee wishing to participate should provide to his or her supervisor a request, in writing in the format prescribed, to establish or modify a flexible workday schedule.
- b. The arrangement must support the Department's goals, including cost effectiveness, excellent public service, high productivity, and equitable work distribution among colleagues. Flex schedules which generate overtime or shift differential costs will not be approved.
- c. Appropriate performance standards and measures, means of supervision, communication, and systems for accountability must be feasible and practical.
- d. Appropriate materials, resources, and supervision must be available during these non-traditional (early or late day) work hours.
- e. An employee's overall past work performance should be a good indicator that such arrangements will be successful. Employees with a history of attendance problems (absenteeism or tardiness) will not be eligible to participate.
- f. Specific arrangements should be written and signed by the employee, the employee's supervisor, and other relevant administrators as appropriate. A copy must be placed on file with the Human Resources Payroll Office.
- g. The denial of a flexible work arrangement request shall be based upon employee performance and/or the operational needs of the unit, and the rationale should be communicated to the employee. Following appropriate notice to the employee, the Division Administrator/Section Chief may cancel the approval based on a change in one of the above protocols.

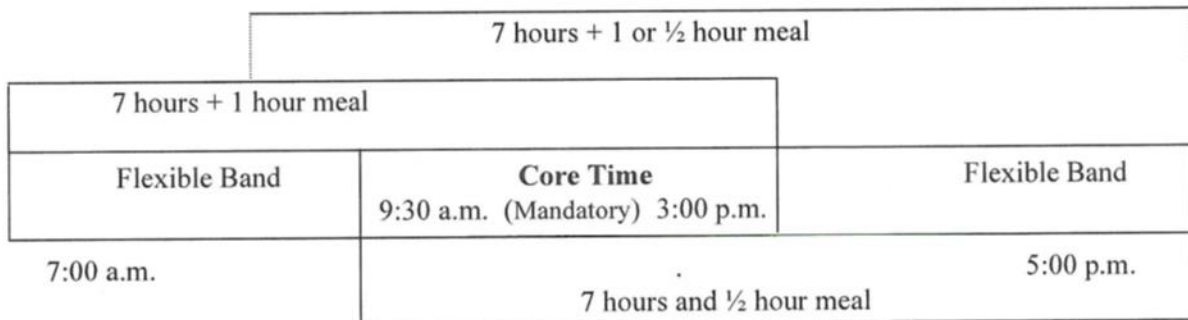
Protocols For Existing Flexible Work Schedules:

- a. Flexible work schedules should be evaluated and modified as appropriate on a regular basis, i.e., annually or as needed. Each approved schedule shall be dated and be appropriately documented in the official record.
- b. Flexible work schedules can be discontinued by either party with an appropriate notice unless an immediate and unanticipated operational need supports the suspension of the flexible work arrangement by the employer.

- c. The dissolution of a flexible work schedule by the Division Administrator/Section Chief shall be based upon employee performance, including satisfactory attendance, and/or the overriding operational needs of the unit, and the rationale shall be communicated to the employee in writing.

Procedures:

The Basic Model: The following diagram illustrates the flexible bands and core time, which have been established on a seven (7) hour day with either a 1 or ½ hour unpaid meal period.



1. Core Time: All employees must be at work between the hours of 9:30 a.m. and 3:00 p.m.
2. Flexible Time: Subject to the needs of the office, each employee may select a specific starting time(s) between 7:00 a.m. and 9:30 a.m. on a half (1/2) hour basis. Starting times might/could vary for each day of the week. Depending upon the starting time selected, employees will end their scheduled workday, not to exceed 5:00 p.m.

In view of the need to maintain “core office hours,” employees are required in accordance with protocols to establish a daily schedule with their immediate supervisor.

3. Meal Hours: That portion of the day during which employees will take an unpaid meal period. One of the two listed below must be officially chosen, documented and incorporated in the approved flextime schedule:
 - A. A one (1) hour meal break taken between the period 11:30 a.m. to 1:30 p.m.
 - B. A one-half (½) hour meal break, which may be taken between 11:30 a.m. to 1:30 p.m.

Breaks of 15 minutes duration may be taken at any time during the morning or afternoon. Non-utilization of a daily break period does not allow an employee the election to leave 15 minutes early or come in 15 minutes late.

Time Accounting:

1. It is the responsibility of the Section Supervisor to ensure that his/her section is properly staffed.
2. No time will be credited for work outside of the employee's work schedule, unless authorized in advance by the supervisor.
3. Employees will be responsible for calling their immediate supervisor or designee within 30 minutes after the start of their workday for any absence due to illness (sick leave) or any other extenuating circumstances. (Voicemail messages are not acceptable.)
4. Any abuse, as defined by the Department Director, of the flextime program, including lack of cooperation with their Division Chief, Section Supervisors and fellow employees, may result in return to the traditional 8:30 a.m. to 4:00 p.m. work schedule. Recurring tardiness or unauthorized absences may also result in disciplinary action according to standard procedures.

Recordkeeping:

Supervisors have the option of using any or all of the following methods of time recording:

- a. Daily log sheet held and signed by employee.
- b. Sign-in, sign-out sheet held at one Section location.
- c. Signed bi-weekly time sheet.

Monitoring:

Supervisors are responsible for monitoring time and attendance, and properly certifying reports at the end of each pay period. The Payroll Office will use these in preparing the Department of Administration's Bi-Weekly Time and Attendance Report.

Tardiness:

Under a Flextime Program, an employee is counted tardy if he or she begins work after the start of their pre-established tour of duty. No time will be credited outside of an established schedule unless authorization is secured in advance.

Overtime:

Overtime will be authorized and reported in the same manner that it is now recorded.

Use of Annual, Personal and Sick Leave:

A Flextime Program in no way affects an employee's right to request annual, personal or sick leave. Further, the Supervisor retains the authority to approve all requests to use leave in advance. A Flextime Program offers the employee an option to modify his or her normal workday within a time band to accommodate individual personal or business needs. An employee must request, in advance, all annual, personal, leave without pay or sick leave as appropriate.

Adverse Weather:

In the event of adverse weather, which requires the closing of State Offices, employees on Flextime will leave at the closing hour or at the Flextime hour, whichever comes first. The fact that an employee on “early” hours may work more hours than an employee on “late” hours is irrelevant. The reverse is true if the weather officially prevents “early” employees from entering buildings at their designated time. Employees will begin and end their workdays as established by their Flextime schedule. Weather conditions may cause an exceptional delay either opening the buildings or early closing of the buildings, by official announcement, not as desired by employees.

Management:

The authority and responsibility to ensure that work is being performed in an efficient, effective and economical manner is fully retained by Divisional Management. This Department is an agency with diverse work environments, many of which require specific staffing patterns to function effectively. This means that some employees will be unable to participate in a Flextime Program due to overriding operational reasons.

In the event that a staff member is needed to be present at a meeting or for some other unforeseen operational reason, his or her Flextime schedule may be cancelled for that day only, with prior notification by his or her supervisor. Time required beyond an employee’s Flextime schedule will normally be made up by adjusting the employee’s schedule during the remainder of the pay period.

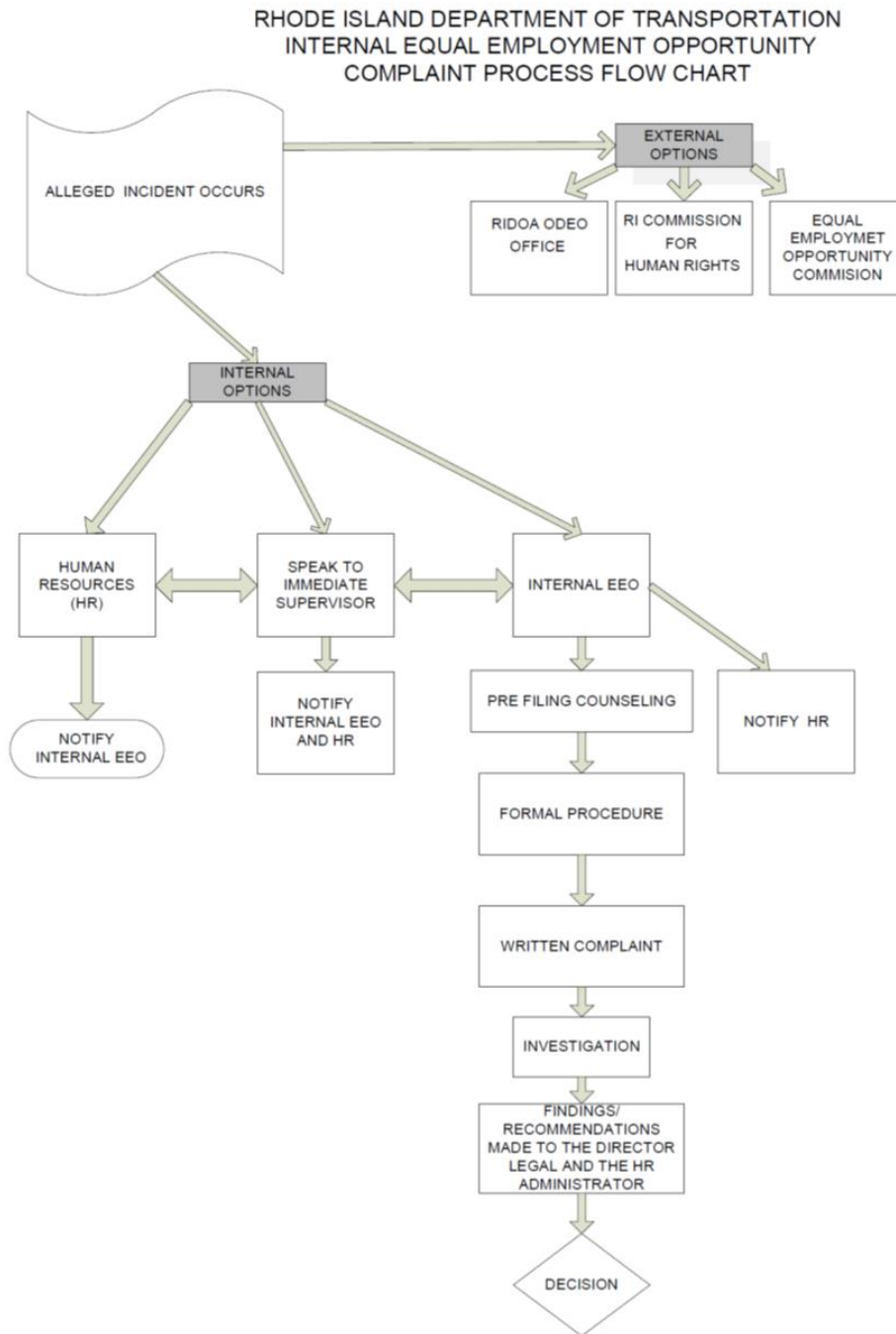
Section Supervisors have an increased responsibility under the Flextime system. They are responsible for monitoring the people under their supervision for conformance with their chosen times. Additionally, they must assure that their specific Section is covered during the traditional workday, i.e., 8:30 a.m. to 4:00 p.m.

Supervisors have the authority to restrict a person’s elected work schedule to assure proper coverage as deemed necessary. Flextime schedules may be suspended or cancelled if they interfere with work related activities, which require specific staff presence. In the absence of the normal Supervisor, any other Divisional Supervisor has the authority and responsibility to monitor employee conformance to their established schedule.

The Deputy Director and Human Resources Administrator have been delegated the responsibility to oversee and monitor the administration of this program.

The success of this flexible work program lies in it being mutually beneficial for RIDOT and employees, established, satisfactorily maintained and effective on an individual basis.

8.6 EEO COMPLAINT FLOW CHART AND LOG



WHEN APPROPRIATE UNION WILL BE NOTIFIED

9 APPENDIX C

This section contains state of Rhode Island laws, executive orders, guidelines, and process forms that the Department has adopted for use (e.g., EEO Complaints, ADA Self-identification/Requests for Reasonable Accommodation).

9.1 LAWS GOVERNING EQUAL EMPLOYMENT OPPORTUNITY

9.1.1 Title VII of the Civil Rights Act of 1964, as Amended

PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS
EDUCATIONAL INSTITUTIONS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprentice programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion,

discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

9.1.2 Executive Order 11246

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES:

On September 24, 2013, the U.S. Department of Labor’s Office of Federal Contract Compliance Programs published a Final Rule in the Federal Register that makes changes to the regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) at 41 CFR Part 60-741. Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. The new rule strengthens the affirmative action provisions of the regulations to aid contractors in their efforts to recruit and hire IWDs, and improve job opportunities for individuals with disabilities. The new rule also makes changes to the nondiscrimination provisions of the regulations to bring them into compliance with the ADA Amendments Act of 2008. The new Section 503 regulations became effective on March 24, 2014. However, contractors with a written affirmative action program (AAP) already in place on the effective date have additional time to come into compliance with the AAP requirements. This compliance structure seeks to provide contractors the opportunity to maintain their current AAP cycle.

Highlights of the New Regulations

UTILIZATION GOAL:

The new regulations establish a nationwide 7% utilization goal for qualified IWDs. Contractors apply the goal to each of their job groups, or to their entire workforce if the contractor has 100 or fewer employees. Contractors must conduct an annual utilization analysis and assessment of problem areas, and establish specific action-oriented programs to address any identified problems.

DATA COLLECTION:

The new regulations require that contractors document and update annually several quantitative comparisons for the number of IWDs who apply for jobs and the number of IWDs they hire. Having this data will assist contractors in measuring the effectiveness of their outreach and recruitment efforts. The data must be maintained for three years to be used to spot trends.

INVITATION TO SELF-IDENTIFY:

The new regulations require that contractors invite applicants to self-identify as IWDs at both the pre-offer and post-offer phases of the application process, using language prescribed by OFCCP. The new regulations also require that contractors invite their employees to self-identify as IWDs every five years, using the prescribed language. This language is posted in the Self-Identification Form, below.

INCORPORATION OF THE EEO CLAUSE:

The new regulations require that specific language be used when incorporating the equal opportunity clause into a subcontract by reference. The mandated language, though brief, will alert subcontractors to their responsibilities as Federal contractors.

RECORDS ACCESS:

The new regulations clarify that contractors must allow OFCCP to review documents related to a compliance check or focused review, either on-site or off-site, at OFCCP's option. In addition, the new regulations require contractors, upon request, to inform OFCCP of all formats in which it maintains its records and provide them to OFCCP in whichever of those formats OFCCP requests.

ADAAA:

The new regulations implement changes necessitated by the passage of the ADA Amendments Act (ADAAA) of 2008 by revising the definition of "disability" and certain nondiscrimination provisions.

PROTECTED VETERANS:

The Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended (38 U.S.C. §4212), prohibits job discrimination and requires affirmative action to employ and advance in employment qualified protected veterans.

A veteran may qualify for protected status if he or she may be classified in at least one of the following categories:

- Disabled veterans; and/or
- Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; and/or
- Veterans who, while serving on active duty with the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded pursuant to Executive Order 12985; and/or
- Recently separated veterans.

Applicants to, and employees of, companies with a Federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, and/or under Section 503 of the Rehabilitation Act, and/or under 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should immediately contact an OFCCP regional or district office, listed in most directories under "U.S. Government, Department of Labor," or the main office:

The Office of Federal Contract Compliance Programs (OFCCP)

Employment Standards Administration, U.S. Department of Labor
200 Constitution Avenue, N.W., Washington, D.C. 20210
(202) 523-9368

9.1.3 Title II of the Civil Rights Act of 1964, as Amended

PROGRAMS OR ACTIVITIES RECEIVING
FEDERAL FINANCIAL ASSISTANCE
RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH DISABILITIES:

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS). These organizations and employers include many hospitals, nursing homes, mental health centers and human service programs.

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

9.1.4 R.I. General Law §28-5.1 – Equal Opportunity and Affirmative Action

TITLE 28

Labor and Labor Relations

CHAPTER 28-5.1

Equal Opportunity and Affirmative Action

SECTION 28-5.1-1

§ 28-5.1-1 Declaration of policy.

(a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.

(2) All policies, programs, and activities of state government shall be periodically reviewed and revised to assure their fidelity to this policy.

(3) Each department head shall make a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) The provisions of this chapter shall in no way impair any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 shall be subject to the provisions of this chapter.

9.1.5 § 28-5.1-2 - State Equal Opportunity Office

SECTION 28-5.1-2

9.1.6 R.I. General Law §28-5.1-2 State Equal Opportunity Office

(a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the director of administration/human resources, shall report to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office shall be responsible for assuring compliance with the requirements of all federal agencies for equal opportunity and shall provide training and technical assistance as may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office shall issue any guidelines, directives or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action to the discrimination.

9.1.7 R.I. General Law §28-5.1-3 Affirmative Action

SECTION 28-5.1-3

§ 28-5.1-3 Affirmative action.

(a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, shall annually prepare an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines shall provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March 31. These plans shall be submitted to and shall be subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator shall serve as the chief executive officer of the state equal opportunity office, and shall be responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency shall also submit with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans shall be established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions where no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

9.1.8 R.I. General Law §28-5.1-3.1 Appointments to State Boards, Commissions, Public Authorities, and Quasi-Public Corporation

SECTION 28-5.1-3.1

§ 28-5.1-3.1 Appointments to state boards, commissions, public authorities, and quasi-public corporation.

(a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public, corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's

population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to assure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

(c) Of the candidates considered for appointment by the governor and the general assembly, the governor and the general assembly shall give due consideration to recommendations made by representatives of Rhode Island's minority community based organizations through the Rhode Island Affirmative Action Professionals (RIAAP). The human resources outreach and diversity office shall act as the RIAAP's liaison with state government and shall forward the recommendations to appointing authorities.

(d) The appointing authority, in consultation with the equal employment opportunity administrator and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of appointments to state boards, commissions, public authorities and quasi-public corporations based upon the annual review conducted pursuant to § 28-5.1-3.

(e) The equal employment opportunity administrator shall report the results of the analysis to the Rhode Island commission for human rights and to the general assembly by or on January 31 and July 31 of each year consistent with § 28-5.1-17. The report shall be a public record and shall be made available electronically on the secretary of state's website.

9.1.9 R.I. General Law §28-5.1-3.2 Enforcement

SECTION 28-5.1-3.2

§ 28-5.1-3.2 Enforcement.

(a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, who or which willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or who or which fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall cause to be issued and served in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office shall have the power, after a hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance

with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(j); is enforceable as an order; is to be rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

9.1.10 R.I. General Law §28-5.1-4 Employment Policies for State Employees

SECTION 28-5.1-4

§ 28-5.1-4 Employment policies for state employees.

(a) Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination.

(b) Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures.

(c) Annually, each appointing authority shall include in its budget presentation any necessary programs, goals, and objectives that shall improve the equal opportunity aspects of their department's employment policies.

(d) Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

9.1.11 R.I. General Law §28-5.1-5 Personnel Administration.

SECTION 28-5.1-5

§ 28-5.1-5 Personnel administration.

(a) The office of personnel administration of the department of administration shall prepare a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall:

(i) Take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias; and

(ii) Review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction.

(3) The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal employment goals.

(4) The division of purchases shall cooperate in administering the state contract compliance programs.

(5) The division of statewide planning shall cooperate in assuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a five (5) member committee which shall monitor negotiations with all collective bargaining units within state government specifically for equal opportunity and affirmative action interests. The members of that committee shall include the director of the Rhode Island commission for human rights, the equal opportunity administrator, the personnel administrator, one member of the House of Representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

9.1.12 R.I. General Law §28-5.1-6 Commission for Human Rights

SECTION 28-5.1-6

§ 28-5.1-6 Commission for human rights. – The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission shall, at its own initiative or upon a complaint, bring charges of discrimination against those agencies and their personnel who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

9.1.13 R.I. General Law §28-5.1-7 State Services and Facilities

SECTION 28-5.1-7

§ 28-5.1-7 State services and facilities.

(a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning those patterns or practices.

(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

9.1.14 R.I. General Law §28-5.1-8 Education, Training, and Apprenticeship Programs

SECTION 28-5.1-8

§ 28-5.1-8 Education, training, and apprenticeship programs.

(a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to ensure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

9.1.15 R.I. General Law §28-5.1-9 State Employment Services

SECTION 28-5.1-9

§ 28-5.1-9 State employment services.

(a) All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

(b) The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination.

(c) The agencies shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups.

(d) The department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions, to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which remedy any situations or programs which have a negative impact on protected classes within the state.

9.1.16 R.I. General Law §28-5.1-10 State Contracts

SECTION 28-5.1-10

§ 28-5.1-10 State contracts. – The division of purchases shall prepare any rules, regulations, and compliance reports that shall require of state contractors the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375.

Affirmative action plans prepared pursuant to those rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established shall be ground for forfeitures and penalties as established by the department of administration in consultation with the state equal opportunity office.

9.1.17 R.I. General Law §28-5.1-11 Law Enforcement

SECTION 28-5.1-11

§ 28-5.1-11 Law enforcement. – The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

9.1.18 R.I. General Law § 28-5.1-12 Health Care

SECTION 28-5.1-12

§ 28-5.1-12 Health care. – The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination inpatient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

9.1.19 R.I. General Law §28-5.1-13 Private Education Institutions

SECTION 28-5.1-13

§ 28-5.1-13 Private education institutions. – The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall at the request of the board of regents of elementary and secondary education be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

9.1.20 R.I. General Law § 28-5.1-14 State Licensing and Regulatory Agencies

SECTION 28-5.1-14

§ 28-5.1-14 State licensing and regulatory agencies. – State agencies shall not discriminate by considering race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state unlawfully discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to any disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all such organizations.

9.1.21 R.I. General Law §28-5.1-15 State Financial Assistance

SECTION 28-5.1-15

§ 28-5.1-15 State financial assistance. – State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

9.1.22 R.I. General Law §28-5.1-16 Prior Executive Orders – Effect

SECTION 28-5.1-16

§ 28-5.1-16 Prior executive orders – Effect. – All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

9.1.23 R.I. General Law §28-5.1-17 Utilization Analysis

SECTION 28-5.1-17

§ 28-5.1-17 Utilization analysis.

(a) The personnel administrator, in consultation with the equal employment opportunity administrator, and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4.

(2) To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific

Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the underrepresentation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this Chapter.

9.1.24 R.I. General Law §28-5-41.1 Right to Fair Employment Practices – Gender Identity or Expression

TITLE 28

Labor and Labor Relations

CHAPTER 28-5

Fair Employment Practices

SECTION 28-5-41.1

§ 28-5-41.1 Right to fair employment practices – Gender identity or expression. – Whenever in this chapter there appears the terms "race or color, religion, sex, disability, age, country of ancestral origin, or sexual orientation" there shall be inserted immediately thereafter the words "gender identity or expression."

9.2 STATE EXECUTIVE ORDERS

EXECUTIVE ORDER 13-05

Promotes Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island

EXECUTIVE ORDER 05-02

Establishes the Human Resources Outreach and Diversity Office and Their Responsibilities

EXECUTIVE ORDER 05-01

Promotes Equal Opportunity and the Prevention of Sexual Harassment in State Government

EXECUTIVE ORDER 94-22

Promotes Minority Business Enterprises in Rhode Island State Government

EXECUTIVE ORDER 93-1

Equal Opportunity and Affirmative Action Policy for units in State Government.

EXECUTIVE ORDER 92-2

Compliance with Americans with Disabilities Act

EXECUTIVE ORDER 86-10

Establishes the Refuge Policy for the State

EXECUTIVE ORDER 85-16

Designates the State 504 coordinator to create policies, practices and programs regarding accessibility of State buildings and properties to disabled persons.



State of Rhode Island and Providence Plantations
State House, Room 224
Providence, Rhode Island 02903
401-222-2080

2013 MAY -9 PM 1:11

SECRETARY OF STATE
PROVIDENCE, RHODE ISLAND

Lincoln D. Chafee
Governor

EXECUTIVE ORDER

13-05

May 9, 2013

PROMOTION OF DIVERSITY, EQUAL OPPORTUNITY AND
MINORITY BUSINESS ENTERPRISES IN RHODE ISLAND

WHEREAS, Rhode Island was founded on the principles of tolerance and diversity;
and

WHEREAS, for generations, minority populations have enriched the fabric of our
State, strengthened our economy, and made Rhode Island a better place to live; and

WHEREAS, it is vitally important for the State to acknowledge the changing
demographics of our population and actively recruit minority talent to the workforce; and

WHEREAS, it is a priority of the Chafee Administration to reflect these changing
demographics through substantial minority employment in State government and
increased opportunities for minority business enterprises to participate in State
procurement and construction projects; and

WHEREAS, by drawing from the entire pool of human resources and talent, and by
creating a culture that values diversity and inclusion, we strengthen our collective
performance as a State workforce and thereby improve the State's ability to serve the
people of Rhode Island; and

WHEREAS, over the past 30 years, Rhode Island's population has increased from
seven percent (7%) to twenty-four percent (24%) people of color. In addition, in just the
last decade, Rhode Island's Latino population grew forty-four percent (44%), adding
almost 40,000 residents. The Asian-American and African-American populations also grew
by twenty-eight percent (28%) and twenty-three percent (23%), respectively, over the
same time period; and

WHEREAS, by the year 2040 the population of the State as a whole is projected to be forty-one percent (41%) people of color; and

WHEREAS, R.I. Gen. Laws § 37-14.1-1 *et seq.*, enacted in 1986, declared a State policy by which minority business enterprises (MBEs), which include minority-owned, women-owned and disadvantaged business enterprises, shall be awarded a minimum of ten percent (10%) of all dollars in State procurement and construction projects and a preference in State contracts and subcontract awards; and

WHEREAS, R.I. Gen. Laws § 28-5.1-1 *et seq.*, the Equal Opportunity and Affirmative Action Act, enacted in 1988, declared a policy of affirmative action to achieve equal opportunity in all units of State government, and established a State Equal Opportunity Office within the Department of Administration.

NOW, THEREFORE, I, LINCOLN D. CHAFEE, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Director (Director) of the Department of Administration (Department), shall review all divisions and offices within the Department charged with facilitating equal opportunity employment and MBEs, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the MBE Program, and shall make recommendations to the Governor to improve collaboration between these offices and all executive departments to ensure these programs are more effective. These recommendations shall encourage measures of quality and accountability in equal opportunity and affirmative action hiring and MBE procurement as allowed by law. In addition, these recommendations shall include strategies for recruiting, hiring, promoting and retaining a more diverse workforce. The Director shall submit these recommendations to the Governor for approval on or before August 1, 2013. All executive departments shall comply with the Director's recommendations and shall cooperate fully with taking steps to increase minorities in the State's workforce and increase the usage of MBEs with State contracts.
2. Every State agency, in partnership with the Office of Equal Opportunity, shall track and maintain hiring data as part of the agency's performance management functions. Each agency shall provide the Office of Equal Opportunity, which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Office of Outreach and Diversity, with a plan for improving minority hiring no later than October 1, 2013.

3. The Division of Purchases MBE Compliance Office shall identify State contracts and sub-contracts that could increase the number of minority-owned businesses participating in State work where strategic efforts can be undertaken. Each agency shall provide a list of contracts and sub-contracts that should be reviewed for MBE recruiting potential as part of the plan which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Division of Purchases MBE Compliance Office on or before December 1, 2013.
4. The Director shall prepare an annual report to the Governor due on August 1, 2013 and every August 1 thereafter, for the prior fiscal year, demonstrating the State's progress in minority employment and MBE procurement and any recommendations for continued improvements in these programs. This report shall take into account the Affirmative Action Plans that are submitted by every State agency on an annual basis, as required under R.I. Gen. Laws Chapter 28-5.1.
5. The Department and the Human Resources Outreach and Diversity Office shall develop and conduct a diversity training program within one year of the effective date of this Order. For future hires, such training may be part of the standardized orientation provided to new employees.

This Order shall take effect immediately.

So Ordered:



Lincoln D. Chafee



SECRET
PUBLIC INFORMATION CENTER

05 JAN 14 PM 3: 54

State of Rhode Island and Providence Plantations

State House
Providence, Rhode Island 02503-1196
401-222-2080

Donald L. Carcieri
Governor

EXECUTIVE ORDER

05-02

January 17, 2005

PROMOTION OF A DIVERSE STATE GOVERNMENT WORKFORCE

WHEREAS, Rhode Island State Government is committed to fostering a competitive and diverse workforce composed of highly skilled and capable employees through the recruitment, training, retention, and promotion of qualified men and women from diverse racial, ethnic, linguistic, socioeconomic, and educational backgrounds as well as individuals with disabilities; and

WHEREAS, it is in the best interests of business and government to create an open, inclusive and equitable human resources paradigm that capitalizes on workforce excellence and the strength of individual differences; and

WHEREAS, the Rhode Island General Assembly has determined there exists a compelling interest in promoting equal opportunity; and

WHEREAS, diversity requires leadership commitment and accountability, along with the assessment and development of policies and practices to assure that the State's operating system is based on principles of equity and inclusion; and

WHEREAS, the state's commitment to equal opportunity, diversity, and conduct that fosters respect in the workplace is unwavering.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. There shall be established within the Department of Administration a Human Resources Outreach and Diversity Office. This Office shall report directly to the Director of the Department of Administration or designee on the state of diversity in Rhode Island State government and shall work towards developing a business case for equity with an emphasis on building a diverse workforce to guarantee fair and reasonable opportunities for public service.
2. The Human Resources Outreach and Diversity Office responsibilities shall include:
 - Developing guidelines to effectuate its mission;
 - Researching and developing best practices for the promotion of diversity throughout State government;
 - Providing guidance and technical support to state entities;
 - Developing a strategic and focused recruitment and tracking initiative for individuals interested in state employment including fostering relationships with community-based organizations to strengthen and support recruitment and outreach activities;
 - Initiating training seminars including a diversity awareness program to share the benefits of diversity and to encourage a culturally sensitive workforce environment;
 - Submitting an annual benchmark report to the Director of the Department of Administration or designee.
3. To assist the Office in carrying out its responsibilities there shall be established a Diversity Advisory Council, selected and appointed by the Governor, and comprised of fifteen (15) members, consisting of four (4) members of the public and one (1) member from each of the following governmental entities:

Office of the Governor
Human Resources Outreach and Diversity Office
Department of Labor & Training
Office of Personnel Administration, Human Resources
Office of Labor Relations
Office of Equal Opportunity
Governor's Commission on Women

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Page 3

Governor's Commission on Disabilities
Office of Higher Education
Rhode Island Commission on the Deaf and Hard of Hearing
Division of Legal Services within the Department of Administration

The Director of Administration or designee shall chair the Council. The Council shall meet quarterly.

This Executive Order supersedes and rescinds Executive Order No. 00-4, and is effective immediately upon the date hereof.

So Ordered:


Donald L. Carcieri

Dated: January 17, 2005



State of Rhode Island and Providence Plantations
State House Providence Rhode Island 02903-1196
401-222-2080

Donald L. Carcieri
Governor

EXECUTIVE ORDER

05-01

January 17, 2005

PROMOTION OF EQUAL OPPORTUNITY AND

THE PREVENTION OF SEXUAL HARASSMENT IN STATE GOVERNMENT

WHEREAS, there is a compelling interest in the promotion and achievement of equal opportunity; and concerted commitment is necessary to prevent discrimination and sexual harassment in all departments and agencies of Rhode Island state government; and

WHEREAS, Rhode Island has an unwavering commitment to providing equal employment opportunity in state government to all qualified individuals without sexual harassment or discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability; and

WHEREAS, the prevention and elimination of discrimination and sexual harassment requires continued action to ensure that all employment opportunities existing in or through state government are available to all qualified individuals; and

WHEREAS, to provide equal opportunity for all employees and applicants in all aspects of employment including, but not limited to recruitment, hiring, retention, training, compensation, benefits, leave, assignment, transfer, promotion, discipline, demotion, terminations, and layoffs, and to ensure reasonable steps are taken to actively promote employment opportunities to all qualified individuals that historically have been underutilized in the state government workforce there is a need to reaffirm policies, practices consistent with State and Federal law.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. All Directors, their senior staff and all supervisory employees of agencies, departments, state boards, commissions, public authorities and quasi-public corporations of state government

("Agencies") are responsible for ensuring that all aspects of state programs for which they manage are available without discrimination or sexual harassment.

2. Pursuant to all applicable Federal and State law, all Agencies are to develop, promote, monitor, implement, and maintain equal employment opportunity policies and practices that:

- a) do not discriminate against any employees or applicants for state employment in all aspects of employment including contract procurement and service delivery;
- b) establish guidelines to prevent discrimination and sexual harassment of any employees or applicants for state employment;
- c) identify and actively promote employment opportunities for qualified individuals that historically have been underutilized in the state government workforce;
- d) describe the notice and filing provisions that enable any employee or applicant for state employment who believes he/she has been discriminated against or sexually harassed to immediately report such conduct to appropriate official(s).

3. All Agency Directors shall designate an individual as the Agency's Equal Employment Opportunity Officer and American with Disabilities Act Coordinator (the Officer). Such Officers, with the assistance of the State Equal Opportunity Office (EEO) as set forth in Title 28, Chapter 5.1 et seq. of the Rhode Island General Laws, shall be responsible for the formulation, drafting and reporting of plans and policies relating to nondiscrimination as well as the prevention of sexual harassment as required by Title 28, Chapter 51-2.

All Agency Officers shall annually attend one (1) Equal Employment Opportunity training session and one (1) training session on the prevention of sexual harassment. Each Agency Officer shall work cooperatively with the Diversity Advisory Council as established by Executive Order 05-02 and the State EEO to conduct a semi-annual review and evaluation of hiring/promotion activity within their unit.

All Agency Directors shall work cooperatively with the Agency Officer to monitor and maintain compliance according to the guidelines outlined in the Agency's EEO plan.

4. All Agencies shall comply with Federal laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to the following provisions:

- Title VII of the Civil Rights Act of 1964, as amended, that prohibits employment discrimination on the basis of race, color, religion, sex or national origin;
- The Age Discrimination in Employment Act of 1967, as amended, that prohibits employment discrimination against individuals 40 years of age or older;
- The Equal Pay Act of 1963 that prohibits discrimination on the basis of gender in compensation for substantially similar work under similar conditions; Title I of the Americans with Disabilities Act of 1990, as amended, that prohibits employment discrimination on the

basis of disability in both the public and private sector, excluding the federal government;

- The Civil Rights Act of 1991, as amended, that provides for monetary damages in case of intentional discrimination;
- Section 501 of the Rehabilitation Act of 1973, as amended, that prohibits employment discrimination against federal employees with disabilities;
- Title IX of the Education Act of 1972, as amended, that forbids gender discrimination in education programs, including athletics that receive federal dollars;
- The Pregnancy Discrimination Act of 1978, as amended, that makes it illegal for employers to exclude pregnancy and childbirth from their sick leave and health benefits plans; and
- 38 U.S.C. 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended that prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

5. All Agencies of Rhode Island State Government shall also comply with State laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to Article 1, Section 2 of the Rhode Island Constitution; all applicable provisions of Rhode Island General Laws Chapter 5 through 6, and Chapter 51 of Title 28. These statutes require Fair Employment Practices regardless of race, color, religion, sex, sexual orientation, gender identity, expression, disability, age, or country of origin; positive action be taken to affirm the civil rights of protected classes of individuals; promote nondiscrimination, and prohibit sexual harassment.

6. Pursuant to Rhode Island General Laws Title 28, Chapter 5.1, the State EOO shall be responsible for assuring compliance with State and Federal laws prohibiting discrimination and all applicable provisions of this Executive Order.

7. Pursuant to Rhode Island General Laws Title 28 Chapter 51, the Office of Labor Relations within the Department of Administration shall be responsible for assuring compliance with State and Federal laws prohibiting sexual harassment and all applicable provisions of this Executive Order.

8. Pursuant to Rhode Island General Laws Title 28, Chapter 5 Sections 8 through 40, the Rhode Island Commission for Human Rights shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

9. Pursuant to Rhode Island General Laws Title 42, Chapter 51, the Governor's Commission on Disabilities shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

10. Pursuant to Rhode Island General Laws Title 23 Chapter 23-1.8, the Commission on Deaf and Hard-of-Hearing shall be responsible for assuring compliance with all applicable provisions of this Executive Order.

11. Pursuant to Rhode Island General Laws Title 28-5.1-5 and Title 36 Chapter 426.1, the Office of Personnel Administration within the Department of Administration and the State EOO shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

12. Pursuant to Rhode Island General Laws Title 28-5.1-3.1 each Agency of State Government is responsible for assuring compliance with all applicable provisions of this Executive Order.

Individuals believing that they have been discriminated against or sexually harassed in employment by or through state government should immediately contact:

Rhode Island State Equal Opportunity Office
Department of Administration, Personnel Office
One Capitol Hill
Providence, RI 02908
Tel (401) 222-3090; Fax (401) 222-6391; TTD (401) 222-6144

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor Providence, RI 02903
Tel (401) 222-2661; Fax
(401) 222-2616; TTY (401) 222-2664

Governor's Commission on Disabilities
41 Cherry Dale Court Cranston, RI 02920
Tel (401) 462-0100; Fax (401) 462-0106; TTY (401) 462-0101

This Executive Order supersedes and rescinds Executive Order No. 96-14 and No. 95-11, and is effective immediately upon the date hereof. So Ordered:

A handwritten signature in black ink, appearing to read "Donald L. Carcieri", is written over a horizontal line.

Donald L. Carcieri

Dated: January 17, 2005

State of Rhode Island
and Providence Plantations

Bruce Sundlun, Governor



State Horse,
Providence

EXECUTIVE ORDER

No. 94-22

December 23, 1994

MINORITY BUSINESS ENTERPRISE

WHEREAS, it is the policy of the State of Rhode Island and of this administration that Minority Business Enterprises and Women Business Enterprises, (herein defined as "MBEs") shall have the fullest possible opportunity to participate in State funded and State directed public construction programs and projects and in State purchases of goods and services; and

WHEREAS, the General Assembly in 1986 enacted Title 37, Chapter 14.1, (herein defined as the MBE statute) and therein authorized the Director of the Department of Administration to establish rules and regulations for giving MBEs a preference in contract and subcontract awards; and

WHEREAS, on June 23, 1994, I signed Executive Order 94-9, reorganizing and enhancing the powers and duties of the MBE Program, and there is now a need to restructure and clarify the responsibilities of the MBE program; and

WHEREAS, as Governor, I intend to affirm and carry out the State's policy of encouraging full compliance with the MBE statute throughout State government;

NOW, THEREFORE, I, BRUCE SUNDLUN, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

Article I - Applicability

This Executive Order shall apply to any and all State purchasing, including but not limited to construction projects or contracts, professional services, and purchase of goods and services funded in whole or in part by State funds, or funds which the State expends or administers as the recipient of a federal grant, or in which the State is a signatory to the contract.



Article II - Minority Business Enterprise Program

(A) The Director of the Department of Administration shall assume overall responsibility for the MBE Compliance Program. The Director of Administration shall create the position of Administrator - MBE Compliance and shall delegate day to day operational responsibility to that official. The Administrator - MBE Compliance shall serve as the primary operational officer of the MBE Program and shall be supported by staff as determined by the Director, Department of Administration. The Administrator - MBE Compliance shall assume responsibility as the Executive Director of the MBE Commission and provide staff support for the Commission. The Administrator - MBE Compliance shall, with the support of the MBE Program staff, advise and assist the Governor, the Director of Administration, the Purchasing Agent, and other entities and individuals directly affected by the contract and procurement practices of State government. The Administrator - MBE Compliance shall assist in the development of effective and innovative strategies for promoting MBE participation in the State's procurement, construction, professional, consulting, and legal service contracts in order to comply with R.I. General Laws Section 37-14.1-7.

(B) The MBE Program shall:

1. Assist the Director of Administration to issue rules, regulations and reporting requirements necessary to implement the objective of this Executive Order.
2. Monitor the progress of each department, agency, and quasi-state authority or corporation in the attainment of MBE policy objectives, participation goals, and requirements.
3. Conduct such activities as visits to job sites, public hearings and examination of records and practices of various departments as may be necessary to ensure compliance with the requirements of this Executive Order.
4. Arrange for technical assistance, support and resource identification to assist the various department, agency and quasi-state authority or corporation purchasing entities in attaining the objectives of this Executive Order.
5. Identify and seek assistance from various community based organizations, local, state and federal agencies active in the field of MBE development as well as offices in other state and federal jurisdictions.

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DEC 23 1994

6. Act as a coordinating body to bring MBEs into active participation in the purchasing procedures of the various departments of the State.

7. Develop a statewide reporting system for all MBE activities under R.I. General Laws Section 37-14.1.

8. Conduct research and analysis to strengthen the State's MBE Program.

9. Develop for the Director of the Department of Administration recommended rules and regulations to insure compliance and sanctions for non-compliance by departments, agencies and quasi-state authorities or corporations.

10. Submit an Annual Report to the Governor, by November 30th of each year (for the prior fiscal year) recommending procedures, activities, etc. to improve the program.

(C) The MBE Program shall certify MBEs:

The responsibility for MBE certification has been assumed by the Department of Administration:

1. Pursuant to R.I. General Laws Section 37-14.1 (relating to MBE) and Section 42-35-1 (relating to Administrative Procedures), the Department of Administration shall adopt, transfer and/or modify rules and regulations for the certification of MBEs.

2. Develop a database of certified MBEs to be maintained as a public record.

3. Notify the purchasing agent of the State and quasi-state authorities or corporations of any determination of non-compliance with the requirements of this Executive Order or a removal of the certification of an MBE.



Article III - MBE Commission

(A) There is hereby established a Minority Business Enterprise Commission (herein defined as the "MBE Commission") to advise and assist the MBE Program, the Director, Department of Administration and the Administrator - MBE Compliance in meeting and carrying out the MBE compliance rules and regulations promulgated by the Department of Administration.

(B) The following officials and individual persons are hereby appointed as members of the MBE Commission, to serve at the pleasure of the Governor:

A cabinet level official to be appointed by the Governor

Director of the Department of Administration (or designee), Chair

Representative Joseph Newsome

Executive Director, Commission for Human Rights

Casby Harrison, III
Licht & Semenov

President (or designee)
Black Contractors Association of Rhode Island

Executive Director (or designee)
Rhode Island Commission on Women

President (or designee)
Hispanic Contractors Association

(C) The following officials shall serve as non voting advisors to the MBE Commission:

Director of Policy
Governor's Office



Executive Order No. 94-22

December 23, 1994

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Associate Director and Purchasing Agent
Department of Administration - Division of Purchasing

Associate Director - Department of Administration
Division of Human Resources

State Controller
Department of Administration - Office of Accounts and Control

Chief Civil Rights Officer
Department of Transportation

(D) The following official shall serve as the Executive Director of the MBE Commission:

Administrator - MBE Compliance
Department of Administration - Division of Human Resources

The MBE Commission shall meet no less than six times per year and upon the call of the Chairperson or four (4) Commission members to consider whatever business the Chairperson or Commission members may deem appropriate. Four (4) members shall constitute a quorum of the Commission.

Article IV - Responsibility of Departments, Agencies, and Quasi-State
Authorities or Corporations Empowered to Expend State Funds

(A) Each governmental department, agency and quasi-state authority or corporation empowered to expend or administer State funds shall develop and submit as part of its annual budget, an MBE plan to meet the goal of awarding 10% of the dollar value of all procurements and construction projects to certified MBEs.

(B) The Director of each department, agency or quasi-state authority or corporation empowered to expend State funds, shall designate a highly placed official ("MBE Coordinator") to have overall responsibility for promoting greater participation of MBE in his or her department or agency or quasi-state authority or corporation.

(C) If the rules and regulations promulgated by the Department of Administration are not being met, the Department, agency or quasi-state authority or corporation shall submit a report to the Department of Administration's Administrator - MBE Compliance stating the reasons for its inability to comply with such rules and regulations, and identify the remedial steps it shall take. Such remedial steps may include:

1. Targeting some bid invitations to MBEs.
2. Promoting joint ventures between MBEs and non-MBEs.
3. Requiring prime contractors, where subcontracting opportunities exist, to subcontract a minimum amount of work on projects to MBEs.
4. Designating MBEs as suggested vendors when submitting requests to the purchasing agent.
5. Dividing large contracts into smaller units to afford opportunities for MBEs, where legally permissible.
6. Developing a plan to require prime contractors, whenever possible, to purchase supplies, services and equipment from MBEs.

Article V - Responsibility of State Purchasing Agent and Quasi-State Authority or Corporation Purchasing Agents

The State Purchasing Agent and quasi-state authority or corporation purchasing agents will provide maximum support to comply with the requirements of the MBE statute as stated herein. Such efforts will include:

1. Notifying all possible bidders, especially potential MBE suppliers of purchasing for departments, agencies and quasi-state authorities or corporations. Such notification might include direct mail, advertising in media reaching the minority community, and such other outreach efforts as may be necessary.
2. Seeking out MBEs from the list of certified MBEs to be included in prospective bidder lists, and targeting some bid invitations to MBEs.

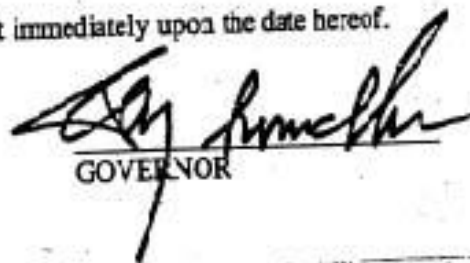
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3. Providing information to minority suppliers and conducting outreach and information sessions for existing and potential MBEs.
4. Monitoring the utilization of MBEs in the area of Utility Order Purchases.
5. Provide such information as may be requested by the MBE Commission.
6. Performing any such other activities that generally support objectives of this Executive Order and R.I. General Laws Section 37-14.1 et seq.

This Executive Order effectively rescinds, supersedes and replaces Executive Order No. 94-9.

This Executive Order shall take effect immediately upon the date hereof.

12/27/94
DATE


GOVERNOR

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DEC 27 1994

State of Rhode Island
and Providence Plantations

Bruce Sundlun, Governor

EXECUTIVE ORDER

No. 93-1

JANUARY 18, 1993

RECEIVED

JAN 19 1993

SECRETARY OF STATE
ADMINISTRATIVE RECORDS DIV.



AFFIRMATIVE ACTION POLICY STATEMENT

State House. I, BRUCE SUNDLUN, by the authority vested in me as Governor of Providence the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. Equal Opportunity and Affirmative Action towards its achievement is the firm and unwavering policy of all units of Rhode Island State Government.

2. Rhode Island State Government is committed to providing equal opportunity in every aspect of its programs and will not discriminate because of race, sex, national origin, age, religion, sexual orientation, or disability. Because my administration recognizes the need to eliminate the vestiges of past societal discrimination, it will take affirmative action to ensure that its employment opportunities are available to every qualified Rhode Islander.

3. Within agencies, departments of state government, and those agencies created by legislative statute, the following areas will be administered without regard to race, color, sex, age, religion, sexual orientation, or disability:

Hirings	Work Assignments
Salary/Wage	Leave
Lay-offs	Training
Transfers	Recall From Lay-offs
Promotions	Appointments
Demotions	Discipline

4. In addition, my administration will not tolerate discrimination by any recipient of state government funds. This includes lending institutions, developers, contractors, sub-contractors and entities doing business with the State. Deliberate or persistent violation of the affirmative action policies set forth herein may result in the withdrawal of State support or involvement in a project and/or debarment from further State involvement. Any person or corporation doing business with the State shall cooperate with the monitoring of this policy. The Director of Administration shall promulgate such rules and regulations as are necessary to effectuate compliance with this paragraph.



5. In addition to Rhode Island State Government, each and every employee of state government is responsible for assuring that all aspects of State programs for which he/she is responsible for are available without discrimination. Department Directors and their senior staff are responsible for the implementation of this policy and they will be evaluated as to their role in this implementation.

6. All Department Directors and appointing authorities shall appoint a highly placed person, who shall report to the Department Director and who shall be designated as the Departmental Affirmative Action Officer. The Departmental Affirmative Action Officer shall attend at least one EEO training session annually and the Officer shall assist in the development and enforcement of affirmative action plans. Each Departmental Affirmative Action Officer shall work cooperatively with the Personnel Administrator to conduct a quarterly review of hiring/promotion activity within their unit to evaluate and report to his/her Department Director on affirmative action progress or lack thereof. Each Departmental Affirmative Action Officer shall submit information on the status of their plans twice annually to their respective Department Directors.

7. The Governor's Executive Committee for Affirmative Action is hereby established and its membership shall hereafter consist of the following: the EEO Administrator, the Executive Director of the Human Rights Commission, the Executive Secretary of the Governor's Commission on the Handicapped, the Director of the Commission on Women, the Executive Director of the Minority Business Enterprise Commission, the Chief of the Merit Selection and Classification Unit, the Administrator of Purchasing Systems, and the Personnel Administrator who shall Chair this Committee.

8. The Committee shall advise the Governor in the formulation and coordination of plans, policies and programs relating to equal opportunity and affirmative action in all State departments and agencies and in assuring effective implementation of such policies, plans and programs by such agencies.

9. Upon the request of the Executive Committee, the Department Director of each State agency and the Departmental Affirmative Action Officer shall meet with the Committee and report in person to such Committee on the agency's affirmative action program. It shall be the Executive Committee Chair's responsibility to schedule such meetings, and it shall be the duty of every agency head to comply



with such requests for data or other information or reports as the Executive Committee may deem appropriate for analysis and review in advance of such meeting.

10. In addition to the duties of the State EEO Office set forth in Title 28, Chapter 5.1 of the Rhode Island General Laws, the State EEO Office shall:

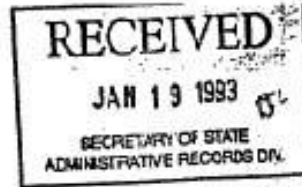
- A) review the Affirmative Action plans submitted annually by each state department or agency and prepare a comparative analysis of the strengths and weaknesses of the plans;
- B) make recommendations to the departments on proactive policy initiatives that may enhance affirmative action plan objectives;
- C) prepare an Executive Summary of the departmental plans for submission to the Governor annually on November 15th; and
- D) work cooperatively and in conjunction with the Departmental Affirmative Action Officers, Departmental MBE Coordinators, and State Officials serving on the Governor's Executive Committee for Affirmative Action.

11. The State Equal Opportunity Office shall be responsible for assuring compliance with Rhode Island General Laws Title 28, Chapter 5.1 and the provisions of this Executive Order.

12. The Rhode Island Commission for Human Rights shall be responsible for assuring compliance with Rhode Island General Laws Title 28, Chapter 5, Sections 8 through 40 and the provisions of this Executive Order.

13. The Rhode Island Governor's Commission on the Handicapped shall be responsible for assuring compliance with Rhode Island General Laws Title 42, Chapter 51 and the provisions of this Executive Order.

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Affirmative Action Policy Statement



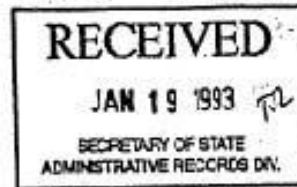
14. All units of Rhode Island State Government shall comply with all state and federal laws pertaining to equal opportunity and affirmative action including:

Rhode Island Fair Employment Practices Act,
Rhode Island Handicapped Products Procurement Act,
Rhode Island AIDS Discrimination Act,
Federal Executive Order 11246, as amended,
Title VI and Title VII of the Civil Rights Act of 1964, as amended,
Age Discrimination in Employment act of 1967,
Equal Pay Act of 1963,
Rehabilitation Act of 1973, Section 504,
Americans with Disabilities Act (ADA) of 1990,
Vietnam Era Veterans Act of 1974,
Persian Gulf Conflict Supplemental Authorization and Personnel Benefits Act of 1991,
Age Discrimination Act of 1975,
Education Amendments Act of 1972 (Title IX),
Civil Rights Act of 1991,
Rhode Island Executive Order 92-2 (Americans with Disabilities Act),
Rhode Island Executive Order 91-39 (Sexual Harassment),
Rhode Island Executive Order 92-4 (Minority Business Enterprise Commission), and
Rhode Island Executive Order 93-1 (Affirmative Action Policy Statement).

15. Persons with disabilities requesting reasonable accommodation should contact their own department/agency's personnel office or ADA Coordinator.

16. Persons having questions or needing assistance for minority or women business enterprises should contact the Executive Director of the Minority Business Enterprise Commission at 277-6246(v) 177-3090 (tdd).

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Affirmative Action Policy Statement



17. Citizens of Rhode Island believing that they have been discriminated against in the pursuit of achieving the quality of life as aforementioned should contact:

Governor's Commission on the Handicapped
555 Valley Street, Building #51
Providence, RI 02903-5686
TEL. #277-3731
TDD #277-3701
FAX #277-2833

RI Commission for Human Rights
10 Abbott Park Place
Providence, RI 02903-3758
TEL. #277-2561
TDD #277-2654
FAX #277-2616

RI State Equal Opportunity Office
One Capitol Hill
Providence, RI 02903-5865
TEL. #277-3090
TDD #277-6144
FAX #277-6378

This Executive Order shall supersede and rescind Executive Order No. 85-11, and become effective immediately on the date hereof.

DATE

1-12-93

GOVERNOR

A handwritten signature in dark ink, appearing to be "D. A. Paolino", written over a horizontal line.

State of Rhode Island
and Providence Plantations

Bruce Sundlun, Governor

EXECUTIVE ORDER

NO. 92-2

JANUARY 23, 1992



COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

State House,
Providence

WHEREAS, the Americans with Disabilities Act ("ADA") was enacted by the United States Congress on July 26, 1990 to expand the civil rights of individuals with disabilities in the areas of employment, transportation, public accommodations and communications; and

WHEREAS, the primary objective of the ADA is to require employers and public service providers to eliminate any and all barriers, practices or policies that may discriminate against or otherwise deprive individuals with disabilities of the full use and enjoyment of public accommodations, public transportation, telecommunication systems and employment opportunities; and

WHEREAS, it was anticipated that the process of removing any and all such barriers would best be effectuated by developing a comprehensive statewide plan; and

WHEREAS, in June of 1991, I directed the Governor's Commission on the Handicapped to create a Coordinating Committee on the ADA that would bring representatives from all segments of State government together to participate in joint self evaluation and ADA compliance planning; and

WHEREAS, the Coordinating Committee, chaired by Nancy Husted-Jensen has developed and presented me with a statewide plan for meeting the mandates of the ADA entitled "AMERICANS WITH DISABILITIES ACT; SELF EVALUATION AND COMPLIANCE PLAN FOR THE STATE OF RHODE ISLAND;" (hereinafter "ADA Compliance Plan")

NOW, THEREFORE, I, BRUCE SUNDLUN, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Rhode Island State ADA Compliance Plan shall be implemented forthwith so that individuals with disabilities may be fully integrated into all aspects of Rhode Island life in the most expeditious manner possible.

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2. There shall be a State ADA Coordinator to assume overall, day-to-day responsibility for implementing the ADA Compliance Plan.

3. The Chairperson of the Governor's Commission on the Handicapped is hereby designated to serve at the Governor's pleasure as the State ADA Coordinator. The Executive Secretary of the Governor's Commission on the Handicapped is hereby designated to serve as Deputy Coordinator.

4. The duties of the ADA Coordinator shall include:

- A. monitoring the State's compliance with all federal and state laws and regulations affecting individuals with handicaps, including but not limited to Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act;
- B. establishing a technical assistance program to inform and advise State and local government agencies, human service providers, providers of public accommodations, real estate agents, brokers, developers, architects, landlords, builders, and other affected entities and individuals on their obligations under the ADA;
- C. establishing a grievance procedure to promptly and equitably resolve complaints of noncompliance with the ADA involving departments, agencies or divisions of State government;
- D. establishing a procedure for initiating complaints against any department, agency or division within State government that willfully fails to comply with the requirements of the ADA or the ADA Compliance Plan.
- E. developing, making periodic revisions to, and overseeing implementation of an ADA Transition Plan for the removal of environmental and communication barriers in State owned facilities;
- F. presiding at future meetings of the State Coordinating Committee on the ADA.

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5. The State Coordinating Committee on the ADA shall continue to exist and shall continue to be staffed by the Governor's Commission on the Handicapped. The Committee shall advise and assist the ADA Coordinator in the implementation of the ADA Compliance Plan. It shall also prepare a status report to the Governor on or before October 1, 1992, and annually thereafter.

6. The Governor's Commission on the Handicapped, the State Building Commission and the Commission for Human Rights shall, whenever possible and appropriate, cooperate with and assist the ADA Coordinator to:

- A. Assure compliance with the building accessibility and public accommodations sections of the ADA; and
- B. carry out the duties of the ADA Coordinator enumerated above.

This Executive Order shall take effect on the date hereof.

Date

1-23-92

Governor



Edward D. DiPrete
Governor

State of Rhode Island and Providence Plantations

EXECUTIVE CHAMBER, PROVIDENCE

EXECUTIVE ORDER

NO. 86-10

APRIL 15, 1986

REFUGEE POLICY

WHEREAS, the State of Rhode Island has been a home and a haven for immigrants and refugees since the beginning of its recorded history; and

WHEREAS, for more than three centuries people driven from their homelands by various forms of persecution have come to Rhode Island and found the opportunity and the means to establish a new life here; and

WHEREAS, the United States Refugee Act of 1980, Pub. L. No. 96-212, authorizes the grant of asylum to refugees who are defined as any person outside his or her country of nationality "who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion"; and

WHEREAS, Rhode Island accepts and welcomes the opportunity to take part in our national refugee resettlement program and to carry out our state's exemplary historical role in assisting people fleeing dangers and undue hardships; and

WHEREAS, the refugee experience is a major upheaval in the lives of these individuals, and in order for them to adjust successfully to a new country and culture, a period of transition is necessary to learn a new language and culture; and

WHEREAS, Rhode Island recognizes that refugees have great potential to contribute to the state and its communities, and that it is in the interest of all that their potential be nurtured and encouraged; and

WHEREAS, the Rhode Island Office of Refugee Resettlement was created for the purpose of implementing the requirements of the Refugee Act of 1980 (P.L. 96-212) to assist refugees in the state to become self-sufficient as rapidly as possible; and

WHEREAS, the Governor's Advisory Council on Refugee Resettlement, created by Executive Order 85-24, was established for the purpose of forging a linkage between the refugee community and the larger Rhode Island society; and

NOW, THEREFORE, I, Edward D. DiPrete, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, hereby order and direct the following:

1. The Rhode Island Office of Refugee Resettlement shall be authorized to coordinate consultations among the following entities and agencies: voluntary agencies ("VOIAGs") and their regional offices; local officials; state departments; namely, the Department of Employment Security, the Department of Health, the Department of Human Services, the Department of Mental Health, Retardation and Hospitals, the Department for Children and Their Families, the Department of Economic Development, the Department of Transportation, the Department of Education, the Office of the Attorney General and other appropriate public and private agencies.
2. The above consultations shall be to determine the availability of needed services such as housing availability and community responsiveness; to evaluate economic conditions, and to determine the proximity of organizations and institutions which provide support.
3. All transitional services shall be provided with a view to maximize their accessibility and cultural appropriateness. The characteristics and concerns of the refugee communities should be taken into account in the shaping of specific service delivery procedures and mechanisms and the determination of their cultural and linguistic sensitivity.

4. Those state agencies as previously stated that conduct programs and activities directly or indirectly relating to the service needs of the refugee population shall immediately undertake an affirmative planning process with regard to refugees. This planning process shall be completed by October 1, 1986, and shall include the following elements:
 - A. Needs Assessment: Determining the current and potential requirements refugees have for the agencies' services;
 - B. Current Use: Measuring and documenting the extent to which refugees now use the services;
 - C. Agency Service Plan for Refugees: Formulating a plan, including a timetable for implementation, that ensures that delivery of the agencies' services to refugees meets the needs identified in the needs assessment and are in compliance with Title VI of the United States Civil Rights Act of 1964.

5. Rhode Island Office of Refugee Resettlement and Rhode Island Equal Opportunity Office Assistance -
The Rhode Island Office of Refugee Resettlement and the Rhode Island Office of Equal Opportunity shall provide technical assistance to the agencies throughout the planning process and shall monitor the agencies' progress in the implementation of their plans. Technical assistance when necessary will be requested from the Federal Offices for Civil Rights Compliance.

6. State Agencies Preparing Agency Service Plans -
The following state agencies shall engage in the planning process: the Department of Human Services, The Department of Health, the Department of Employment Security, The Department of Mental Health, Retardation and Hospitals, the Department for Childrer and Their Families, the Department of Education,

the Department of Economic Development, and the Department of Transportation.

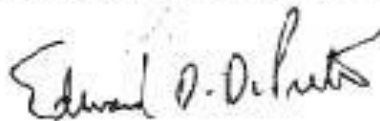
7. Transitional Education Program -

RIORE shall meet regularly with the Department of Education to coordinate the provision of the transitional program for refugee children, bilingual education programs, adult education services, and other educational programs of special concern to the refugee communities.

8. Consultation with Attorney General -

RIORE shall work with the Office of the Attorney General, specifically the Civil Rights Division and the Division of Consumer Protection, in its effort to ensure that necessary state protection and services are available to the refugee population.

This Executive Order shall take effect on the date hereof.



Edward D. DiPrete
Governor



Edward D. DiPrete
Governor

State of Rhode Island and Providence Plantations

EXECUTIVE CHAMBER, PROVIDENCE

EXECUTIVE ORDER

NO. 85-16

JULY 23, 1985

SECTION 504 COORDINATOR

WHEREAS, Title V of the Rehabilitation Act of 1973 sets forth the civil rights of handicapped persons; and

WHEREAS, handicapped persons have a right to expect and gain access to various buildings and properties which exist for the betterment of all persons; and

WHEREAS, under Section 504 of Title V of the Rehabilitation Act of 1973 the State has been mandated to create policies, practices and programs regarding accessibility of State buildings and properties to handicapped persons; and

WHEREAS, such a designation would allow for the expedient compliance with the mandate of Section 504 thereby serving the needs of handicapped persons in the best possible manner;

NOW, THEREFORE, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, it is ordered as follows:

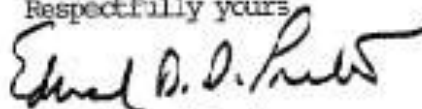
1. The Director of Administration is hereby designated the State's 504 Coordinator and shall delegate operational control to the State Building Code Commissioner as his designee.
2. The duties of the Coordinator shall be to coordinate all State agencies in the implementation of all federal rules and regulations affecting the State in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.
3. The Coordinator's duties shall include:
 - a. Authority to order departments to prepare and complete transition plans in accordance with 504 regulations.

Executive Order No. 85-16
July 23, 1985
Page Two

- b. Coordinating the formulation and review of transition plans with advisory panels who may represent handicapped organizations.
- c. Granting final approval of transition plans and department use of program accessibility.
- d. Managing the construction, design or alterations of buildings and sites necessary to bring all programs into compliance.
- e. Authorization to coordinate and mediate matters concerning 504 compliance.
- f. Assisting public and private sectors through the use of proper agencies or technical, employment and architectural matters concerning 504 compliance.
- g. Establishment of a consumer complaint procedure necessary to resolve all complaints to agencies pertaining to 504.
- h. The State 504 Coordinator or the State Building Code Commissioner as his designee is hereby authorized to initiate complaints against those agencies, administrators, agents or employees of any department or division within state government who willfully fail to comply with the requirements.
- i. The 504 Coordinator and the State Building Code Commissioner as his designee shall consult with the Chairman of the Governor's Commission on the Handicapped with respect to implementation of the above duties and responsibilities.

This Executive Order shall take effect on the date hereof. This Executive Order rescinds Executive Order No. 30-16 dated September 29, 1980.

Respectfully yours



Edward D. DiPrete
GOVERNOR

PUBLIC LAW 97-118

AN ACT

RELATING TO SEXUAL HARASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

CHAPTER 51

SEXUAL HARASSMENT, EDUCATION

AND TRAINING IN THE WORKPLACE

§ 28-51-1. Definitions. — (a) As used in this chapter the term “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual’s employment.

(b) As used in this chapter, the term “employer” means any entity employing fifty (50) or more employees.

§ 28-51-2. Adoption of workplace policy and statement. — (a) All employers and employment agencies shall promote a workplace free of sexual harassment.

(b) Every employer shall:

(1) adopt a policy against sexual harassment which shall include:

- (i) a statement that sexual harassment in the workplace is unlawful;
- (ii) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;
- (iii) a description and examples of sexual harassment;
- (iv) a statement of the range of consequences for employees who are found to have committed sexual harassment;
- (v) a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and

(vi) the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.

(2) provide to all employees a written copy of the employer's policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of his or her employment.

(c) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate state agencies are encouraged to cooperate in making such training available.

(d) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

§ 28-51-3. Education and training programs. — Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to the supervisory or managerial personnel, on or before September 1, 1997.

(2003)

9.3 GUIDELINES FOR PREVENTING SEXUAL HARASSMENT

State of Rhode Island Guidelines For Preventing Sexual Harassment

Harassment on the basis of sex is a violation of RIGL 28-5.1 and Executive Order No. 05- 01. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the Division of Human Resources will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action. A determination of what constitutes sexual harassment will be made from the facts, on a case-by- case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The Division of Human Resources will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether or not the individual is serving in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knew or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

DIVISION OF HUMAN RESOURCES

(401) 574-8381

HRInvestigations@hr.ri.gov

Revised (2021)

9.4 SEXUAL HARASSMENT POLICY - DEPARTMENT OF ADMINISTRATION, ENTERPRISE POLICY



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
Enterprise Policy

Human Resources 2018

Sexual Harassment Policy

04-02-18

Kyle Adamonis

401-222-5664

Kyle.Adamonis@hr.ri.gov

1. Scope

This policy applies to all State Executive Branch agencies and employees whether permanent, non-permanent, temporary, seasonal, full or part-time. Employees are also required to familiarize themselves with agency-specific sexual harassment policies.

2. Introduction

The State of Rhode Island promotes a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings related to their employment is unlawful and will not be tolerated. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve a workplace free from sexual harassment, there are procedures by which inappropriate conduct will be dealt.

The State of Rhode Island takes allegations of sexual harassment seriously, and will promptly respond to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, action shall be taken to prevent further offending conduct and impose timely corrective action as is necessary, up to and including disciplinary action where appropriate.

Please note that while this policy sets forth goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority to immediately impose discipline or take remedial action for workplace conduct deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

3. Definition of Sexual Harassment

In Rhode Island, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- (1) Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- (2) Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or

(3) The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. (R.I. Gen. Laws Section 28-51-1 and Title VII, Civil Rights Act of 1964).

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual, promised or implied job benefits, such as favorable reviews, salary increases, job opportunities and promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, *may* constitute sexual harassment depending upon the totality of the circumstances, including the frequency and/or severity of the conduct and its pervasiveness:

- unwelcome sexual advances, whether they involve physical touching or not;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one's sexual experiences; and
- discussion of one's sexual activities or those of another person.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. For example, the complainant can be an employee who is denied an employment opportunity or benefit where employment opportunities or benefits are granted because of another individual's submission to the employer's sexual advances or requests for sexual favors. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the State of Rhode Island. Retaliation includes threats, intimidation, reprisals, and/or adverse employment actions against 1) a person in response to a complaint that employee has made about discrimination or harassment; 2) a person who assists in filing a complaint about discrimination or harassment; and/or 3) a person who has testified about discrimination or harassment.



4. Supervisor's Responsibilities

Supervisors who observe, witness, or are informed of inappropriate behavior of a sexual nature or incidents of sexual harassment must immediately report such behavior or incidents to the Division of Human Resources. The supervisor is required to report the behavior or incident regardless of whether a complaint is made or the conduct appears to be unwelcome, and even if the person providing information requests that no action be taken.

5. Complaints of Sexual Harassment

If any State employee believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint. This may be done in writing or orally.

Complaints may be filed by contacting your supervisor or the agency Human Resources liaison listed on the attached Agency Liaison Contact List and posted on the State of Rhode Island Division of Human Resources website at www.hr.ri.gov.

6. Complaint Process

When a state agency receives a complaint, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted by Human Resources in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. Human Resources will also interview the person alleged to have committed sexual harassment.

When a person who has presented an internal complaint requests the status of the complaint, Human Resources will provide a timely answer in writing to the complainant.

When the investigation is completed, the agency will, to the extent appropriate, inform in writing the person who filed the complaint and the person alleged to have committed the conduct of the results of that investigation.

7. Additional Remedy

In addition to filing a complaint with Human Resources, employees also may file complaints with the Associate Director for the Office of Diversity Equity and Opportunity (ODEO) in the Department of Administration or a member of staff within the ODEO/State Equal Opportunity Office (www.odeo.ri.gov). ODEO will investigate the complaint and also maintain confidentiality to the extent practicable (other than notification to the Agency Director, when appropriate):

If ODEO makes a determination that there is probable cause of discrimination, it will try to conciliate the complaint. If ODEO is unable to conciliate the complaint, ODEO will schedule a formal hearing. If, after a hearing, the Hearing Officer determines that sexual harassment occurred, the ODEO will present its findings and recommend corrective action. (Please note that if a



complainant files a charge with either or both agencies specified in Section 8 below, the ODEO will defer to the Rhode Island Commission for Human Rights (RICHR) or Equal Employment Opportunity Commission (EEOC) for investigation and/or resolution of the complaint).

8. State and Federal Remedies

In addition to the above, if an employee of the State of Rhode Island believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both government agencies set forth below in accordance with applicable time limits. Using the State of Rhode Island's complaint filing process does not prohibit an employee from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission (EEOC)
www.eeoc.gov
John F. Kennedy Federal Building
475 Government Center, Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820

The Rhode Island Commission for Human Rights (RICHR)
www.richr.ri.gov
180 Westminster Street, 3d Floor
Providence, RI 02903
Phone: 401-222-2661
TTY: 7-1-1

Where it is determined that inappropriate conduct has occurred, the agency will act promptly to prevent further offending conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

9. Disciplinary Action

If it is determined that an employee has engaged in inappropriate conduct, the state agency will take action as is appropriate under the circumstances. Such action may range from counseling and training to disciplinary actions, including termination from employment.

10. Legal References

This policy is administered in accordance with the following:

Federal Law:

Title VII of the Civil Rights Act of 1964, as amended.

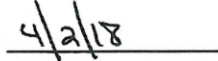


Rhode Island General Laws:

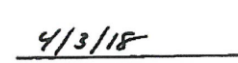
Title 28, Chapters 5, 5.1, 6 and 51.

11. Signatures


Division Director


Date


Director of Administration


Date



9.5 GUIDELINES FOR ENSURING UNBIASED WORK ENVIRONMENTS

Department of Administration

Office of Diversity, Equity, and Opportunity

State Equal Opportunity Office

Guidelines for Ensuring Unbiased Work Environments

Rhode Island General Law 28-5.1, Executive Order No. 05-01 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandates employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well being are protected. While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term "boys" when referring to minority male employees and "girls" when referring to female employees. Another common type of verbal abuse is either spreading rumors or joking about an employee's assumed sexual preference or orientation. One's personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the workplace.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful. An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests is permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual's work performance. Sexual advances by coworkers who have no control over a person's employment may be unlawful if it has such an intimidating effect that job status is affected.

(2005)

9.6 EMPLOYEE SELF-IDENTIFICATION OF DISABILITY FORM AND REQUEST FOR REASONABLE ACCOMMODATION

Employee Self-Identification of Disability Form/

Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: _____

AGENCY: _____

JOB TITLE: _____

DATE: _____

Please check the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- AIDS
- Alcoholism
- Blindness or Visual Impairment
- Cancer
- Cerebral Palsy
- Deafness or Hearing Impairment
- Diabetes
- Drug Addiction
- Epilepsy
- Heart Disease
- Mental Retardation
- Mental or Emotional Illness
- Multiple Sclerosis

- Muscular Dystrophy
 - Orthopedic
 - Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction,
Development Aphasia or Speech Impairment
 - Other
- Yes, I request a Reasonable Accommodation Needs Assessment Review.
- No Reasonable Accommodation is needed at this time.

Additional Comments:

Signature: _____

Date: _____

RIEEO 5/09A

REVISED 7/02/2002

RI SEEO (401) 222-3090

9.7 AMERICANS WITH DISABILITIES (ADA)/504 COMPLAINT PROCEDURE AND FORM

ADA Complaint Process **Title II of the Americans with Disabilities Act**

Complaint Procedure

Access for All

Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 protects qualified individuals with a disability from discrimination on the basis of that disability in the services, programs, or activities of the Rhode Island Department of Transportation (RIDOT).

Equal Access

The Rhode Island Department of Transportation will make reasonable accommodations to its policies and programs to ensure that individuals with disabilities have equal access to Department programs, services or activities. Individuals requiring auxiliary aids or services for effective communication or modification of policies or procedures of a Department program or service should contact the office of the **ADA Coordinator**, (401) 222-2023 ext. 4056, or Rhode Island Relay at 211, no later than 72 hours before the scheduled event. Assistive listening devices are available (without prior notification) for use at all Department of Transportation public meetings.

ADA Complaint Procedure

In the event an individual believes the Department has failed to comply with Title II of the ADA by not providing equal access to, participation in, or denied the benefits of a Department service, program, or activity, that individual or group of individuals may file a complaint with the Department.

Who May File?

Any person who believes the RIDOT, a RIDOT sub-recipient, a RIDOT consultant or a RIDOT contractor has engaged in discrimination against that person or a specific class of persons, may file a complaint.

The process for filing an ADA Title II Complaint is as follows:

1. Fill out the complaint form and submit it to the ADA Coordinator at the address below.

A written complaint may be filed using the Department's Title II Complaint form. The complaint form is located on the RIDOT website at <http://www.dot.state.ri.us> under the heading of "Doing Business with Us", and the subheading of "Civil Rights."

A copy of the form may be obtained by writing to the Department at:

Rhode Island Department of Transportation
2 Capitol Hill

Providence, RI 02903

Attn: Barry Simpson, ADA/504 Coordinator

An oral complaint may be filed by contacting the Department's ADA Coordinator directly at (401) 222-2023 ext. 4056. If a reasonable accommodation is needed to communicate your complaint, such as an interpreter or alternative format, please indicate on the complaint form and assistance will be provided. Speech or hearing impairment assistance is available by dialing Rhode Island Relay at 211.

The written or oral complaint must be filed within **180 days** after the discriminatory action about which you are complaining. Send the complaint to:

Barry Simpson, ADA/504 Coordinator
Rhode Island Department of Transportation
2 Capitol Hill

Providence, RI 02903

For oral complaints call: 401-222-2023, extension 4056

2. Meet with the ADA Coordinator to Discuss Your Complaint

The ADA Coordinator will meet with the Complainant within **10 business days** of the complaint being filed or arrange a telephone meeting to discuss the complaint.

3. The ADA coordinator will synthesize the information from the meeting and the ADA complaint form into a report and will forward the completed document to the complainant for review and concurrence of the facts of the complaint. If the complainant agrees the document accurately portrays the complaint, they will sign and date the document. The form will also be signed and dated by the ADA Coordinator.

4. The Complaint is Investigated

Within **60 days** of the receipt of the signed Complaint Form, the meeting with the complainant, and the signed summation of the facts of the complaint, the ADA Coordinator will investigate the complaint. Following the investigation, the ADA Coordinator will contact the complainant to discuss the findings, explain how the complaint will be resolved and the timeframe for resolution of the complaint. The ADA Coordinator will provide a written decision to the complainant, signed and dated, which includes a finding of "Cause" or "No Cause" to believe any discrimination has occurred, as well as any actions RIDOT will take to resolve the complaint.

5. If the Complaint is Not Resolved

If the complainant disagrees with the Department's decision regarding the original complaint, an appeal may be filed pursuant to the instructions provided by the Department's ADA/504 Coordinator or Civil Rights Administrator.

6. Other Filing Options

The use of the Rhode Island Department of Transportation’s ADA/504 Complaint process in no way precludes an individual or group from filing a formal complaint with the Rhode Island Governor’s Commission on Disabilities, Civil Rights Division of the Federal Highway Administration, the U.S. Department of Transportation, or the United States Department of Justice. The complainant is *not* required to complete the RIDOT Complaint Process before filing with any other agency.

7. Record Maintenance

The Department’s ADA/504 Coordinator will maintain ADA/504 complaint and related documents for **3 years** from the date of final response in a locked or secure file.

Complaint Procedure Timetable

Complaint must be filed within	180 days
ADA/504 Coordinator meets with the Complainant within	10 business days
Complaint investigated within	60 days
Final determination made within	30 days
Record of complaint maintained for	3 years



Rhode Island Department of Transportation
Two Capitol Hill, Providence, Rhode Island 02903
(401) 222-2450

ADA Title II - Complaint Form

Last Name

Middle Initial

First Name

Street Address

City

State

Zip Code

Telephone Number (including area code)

Best time to contact you

E-mail address

1 Please provide a complete description of the specific issue(s) you believe are inconsistent with Title II of the Americans with Disabilities Act (use additional pages as necessary and provide documentation supporting the allegation)

2 Please provide a specific location(s) of the ADA issues prompting this complaint

3 Date when the ADA non-compliance occurred/was noted

4 Please state, as specifically as possible, what you think should be done to resolve this complaint

Signature

Date

Mail Completed Complaint Form to:

Rhode Island Department of Transportation
2 Capitol Hill
Providence, Rhode Island 02903
Attn: Agency ADA/504 Coordinator

For Agency Use Only:

Date Complaint was received

Date Complaint investigated

Results of Investigation (attach supporting documentation or photographs):

Date Complainant Contacted

Method of Contact:

- Phone
- Letter
- Personal Visit

Complaint Resolved?

- Yes
- No (forward to Civil Rights Division for review)

RI Governor's Commission on Disabilities contacted?

- Yes
- No

RIDOT ADA COMPLAINT FORM

9.8 RHODE ISLAND DEPARTMENT OF ADMINISTRATION – OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY/ STATE EQUAL OPPORTUNITY OFFICE – AFFIRMATIVE ACTION FILE

RIEEO-03/78
(Revised July 2019)

RHODE ISLAND DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY/STATE EQUAL OPPORTUNITY OFFICE
AFFIRMATIVE ACTION FILE

** Please note that this is a voluntary self-identification card and the information you provide will not be used as a basis for employment decisions **

TO BE COMPLETED BY APPLICANT OR EMPLOYEE ONLY

Applicant or Employee

Address
 Number Street City State Zip Code

NOTE: When selecting racial/ethnic category, you must select only one of the boxes numbered 1 through 7. Female Male

- | | | |
|---|---|---|
| 1 – Black or African American (Not Hispanic or Latino) <input type="checkbox"/> | 2 – Hispanic or Latino <input type="checkbox"/> | 3 – American Indian or Alaska Native (Not Hispanic or Latino) <input type="checkbox"/> |
| 4 – Asian (Not Hispanic or Latino) <input type="checkbox"/> | 5 – White (Not Hispanic or Latino) <input type="checkbox"/> | 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) <input type="checkbox"/> |
| 7 – Two or More Races (Not Hispanic or Latino) <input type="checkbox"/> | Disabled <input type="checkbox"/> | Veteran <input type="checkbox"/> |
| | Disabled Veteran <input type="checkbox"/> | Age: 40 & Over <input type="checkbox"/> |

FOR PERSONNEL USE ONLY

Department _____ Division _____
 Appropriation Account No. _____ Pay Grade _____ Position No. _____
 Incumbent* _____ (Use this selection for current employees who are requesting a change to their demographic designation)
 Promotion _____ Transfer _____ Hired _____ List _____ No List _____ Offered _____ Not Offered _____ Refused _____
 Reason for Action _____
 Interviewer/HR Staff _____ Date _____

RACIAL/ETHNIC CATEGORIES

- 1 – **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- 2 – **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 3 – **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 4 – **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 – **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 6 – **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 7 – **Two or More Races (Not Hispanic or Latino)** – A person who primarily identifies with two or more of the above race categories.

DISABLED:

All persons with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. A history of such disability, or the belief on the part of others that a person has such a disability, whether it is so or not, also is recognized as a disability by the regulation.

9.9 STATE DISCRIMINATION COMPLAINT PROCEDURE AND FORM

DISCRIMINATION COMPLAINT PROCEDURE

Handling employee complaints internally is a highly sensitive, multi-faceted process that may involve many people. The purpose of this procedure is to make sure complaints (harassment, discrimination, workplace violence, or retaliation) are investigated in a timely manner and any appropriate corrective action is taken to ensure inappropriate and/or illegal actions and behaviors cease immediately.

The Division of Human Resources Site Operations / Business Partner Team investigates HR-related complaints across Executive Agencies. This includes complaints related to discrimination, harassment, sexual harassment, workplace violence and retaliation.

When the HR Site Operations / Business Partner Team receives a complaint, it will promptly and thoroughly investigate the allegations. The HR Site Operations / Business Partner Team will also maintain regular contact with employees involved in the complaint throughout the process.

How to Report a Complaint

A person may report a complaint orally or in writing to the Division of Human Resources, Site Operations / Business Partner Team or continue to report through any existing channels, including the employee's supervisor or manager, Executive Director of Human Resources, Human Resources Chief of Staff, and the Office of Diversity, Equity and Opportunity (ODEO). The reported complaint will be brought to the Division of Human Resources Site Operations / Business Partner Team who will investigate all complaints.

Employees can report a complaint directly to Human Resources in any of the following ways:

- Complete a Complaint Form - Fillable .pdf available at www.hr.ri.gov
- Phone 1-401-574-8381
- Email: HRInvestigations@hr.ri.gov

An individual may also file a complaint with the Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date with Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission, the State of Rhode Island may defer to either commission for investigation and any resolution and/or prosecution of any charge.



State of Rhode Island
Division of Human Resources
Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST

Document:	<u>HRF 01</u>
Date of Issue:	<u>02/16/21</u>
Revision No:	
HR Exec Dir:	<u>Steph Adams</u>

Complete this form to file a complaint of Discrimination, Sexual Harassment, Domestic Violence/Sexual Assault/Stalking, Workplace Violence or Retaliation. This form may be used for a complaint by an Executive Branch employee.

Once you have submitted the complaint form, you will be contacted by an investigator from the Division of Human Resources Site Operations/Business Partner Center of Expertise (COE). If you do not wish to complete the Complaint Form, or need assistance in doing so, please contact your agency's Human Resources Business Partner or Diversity Officer who can fill out the form on your behalf. Alternatively, you can call the Site Operations/Business Partner COE at 401-574-8381 to make a report by phone.

* = Required Field

Section 1 – Complainant Information

Are you an employee of the State of Rhode Island? * Yes No

Complainant Contact Info

First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Agency	<input type="text"/>
Work Location	<input type="text"/>	Work Phone	<input type="text"/>
Home Address	<input type="text"/>	Manager/Supervisor	<input type="text"/>
	<input type="text"/>	Home Phone	<input type="text"/>
	<input type="text"/>	Email Address	<input type="text"/>

How do you prefer to be contacted? Email Phone

Section 2 – Person Completing Form

Same as Section 1

Are you an employee of the State of Rhode Island? * Yes No

First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

Section 3 – Complaint Filed Against Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Agency	<input type="text"/>
Work Location	<input type="text"/>		
	<input type="text"/>		



State of Rhode Island
Division of Human Resources
Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST

Document:	<u>HRF 01</u>
Date of Issue:	<u>02/16/21</u>
Revision No:	_____
HR Exec Dir:	_____

Section 4 – Complaint Information

Complaint is being made on the basis of* (Multiple options can be selected).

Discrimination (multiple options can be selected)

<input type="checkbox"/> Race/Ethnicity/Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Genetics	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Military Status	<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Religion	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Gender Expression		

Sexual Harassment Workplace Violence Retaliation

Summary of Complaint – Please describe what happened to you, indicating the date or dates when it occurred, names of persons involved, and what harm, if any was caused to you as a result. *Please continue on separate sheet of paper, if necessary.*

Date of First Incident Date of Last or Most Recent Incident



State of Rhode Island
 Division of Human Resources
 Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST

Document:	<u>HRF 01</u>
Date of Issue:	<u>02/16/21</u>
Revision No:	_____
HR Exec Dir:	_____

Section 5 – Witnesses Information

Please list below any persons (co-workers, supervisors, others) who were witness to or can provide information pertaining to your complaint.

To Whom has this been reported

It has not been reported to anyone

It has been reported to the following people

Incident Reported to

Full Name _____ Agency _____ Phone _____	Title _____ Manager/Supervisor _____ Email _____
Full Name _____ Agency _____ Phone _____	Title _____ Manager/Supervisor _____ Email _____

Section 6 -- Attachments:

Please provide any supporting documents.

Complainant Signature _____	Date _____
---------------------------------------	----------------------

DISABILITY SELF-IDENTIFICATION AND REASONABLE ACCOMMODATION REQUEST

Employee Self-Identification of Disability Form
and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: _____ **AGENCY:** _____

JOB TITLE: _____ **DATE:** _____

Please Check the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- AIDS
- Alcoholism
- Blindness or Visual Impairment
- Cancer
- Cerebral Palsy
- Deafness or Hearing Impairment
- Diabetes
- Drug Addiction
- Epilepsy
- Heart Disease
- Mental Retardation
- Mental or Emotional Illness
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic

- Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- Other

- Yes, I request a Reasonable Accommodation Needs Assessment Review
- No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: _____

Date:

RIEEO 5/09A
REVISED 7/02/2002
RI SEOO (401) 222-3090

9.10 Retaliation or Coercion Statement

RETALIATION OR COERCION STATEMENT

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

9.11 EXIT INTERVIEW INFORMATION, PROCEDURE, AND SIGN-OFF FORM

Consistent with federal regulations, the Department has implemented its own Exit Interview process. Human Resources will notify the EEO Officer of all pending separations. The EEO Officer will schedule a confidential interview with separating employees prior to their departure or as soon as possible after the departure of employees who leave without advance notice. The EEO Officer will also provide a copy of the state's forms and process for Exit Interviews to the separating employee during the internal Exit Interview. During exit interviews, the EEO Officer will collect aggregate EEO demographic data, and will document patterns and trends relating to work units, and other information helpful to discover and correct discriminatory actions or impacts that contributed to the Department's and the employees' decisions to sever employment.

9.11.1 Exit Interview Information

The purpose of this Form is to record information concerning reasons why Employees are terminating or transferring from State Service. The Form asks specific questions concerning:

- Employment
- Career Opportunities
- Fair Treatment
- Future Employment with State Government
- If you feel you were discriminated against

The Form is completed by the Employee who is terminating or transferring. The person is interviewed by the Equal Opportunity Officer. The Equal Opportunity Officer should be notified at least five (5) working days before the Employee terminates or transfers.

The Form is voluntary and confidential.

9.11.2 Exit Interview Form

OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY

STATE EQUAL OPPORTUNITY OFFICE

EXIT INTERVIEW SIGN-OFF FORM

Instructions:

The Human Resources will notify the EEO Officer of pending departures. The EEO Officer will schedule and conduct an exit interview with each departing employee. The EEO Officer will provide each departing employee with the state's Exit Interview Survey and process to request an exit interview with the state ODEO. The EEO Officer will forward a copy of the signed Exit Interview sign-off form for placement in the employee's personnel file, and will forward a second copy of the sign-off form to the state ODEO as soon as possible.

EXIT INTERVIEW SIGN-OFF FORM

OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY (ODEO)

STATE EQUAL OPPORTUNITY OFFICE

One Capitol Hill

Providence, RI 02908-5865

eo.compliance@doa.ri.gov

Rhode Island Department of:

NAME OF EMPLOYEE (Please print or type)

The Office of Diversity, Equity and Opportunity in collaboration with the Division of Human Resources has established this exit interview process in order to assess the overall employee experience while working for the state, to assure that terminating employees are not leaving because of discriminatory circumstances, and to identify opportunities to improve retention and engagement.

I hereby acknowledge that I have received the Confidential Exit Survey from the Division of Human Resources and that the completed Confidential Exit Survey must be forwarded to the State Equal Opportunity Office. I also understand that a copy of this completed sign-off form (not the Confidential Exit Survey) will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE EMPLOYEE SIGNED

DATE EXIT INTERVIEW WAS
GIVEN TO EMPLOYEE

SIGNATURE OF HUMAN RESOURCES
REPRESENTATIVE

INSTRUCTIONS:

The Human Resources Representative must distribute a copy of the Confidential Exit Survey along with any necessary documents to the terminating employee. The Human Resources Representative must place a copy of the Exit Interview Sign-Off Form in the employee's personnel file and forward a second copy of the Exit Interview Sign-Off Form to the ODEO/State Equal Opportunity Office, via inter-office mail or electronically at eo.compliance@doa.ri.gov, immediately upon completion.

**Rhode Island State Equal Opportunity Office
CONFIDENTIAL EXIT SURVEY**

As a terminating employee, you have the option of an exit interview with the ODEO/State Equal Opportunity Office to discuss any information related to harassment and/or discrimination, and you also have the option of an exit interview with a Human Resources Representative to share any information regarding your work experience. To schedule an in-person interview please e-mail coo.compliance@doa.ri.gov for ODEO/State Equal Opportunity Office or the Division of Human Resources directly at 401-222-2160 or by e-mail at doa.hrcontact@hr.ri.gov.

All information obtained from this survey will be handled in a confidential manner and, to the extent possible, will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. Please note however, if there is a claim of discrimination, sexual harassment, or criminal behavior, etc., then we are required to take action and information may need to be confidentially divulged, but will not compromise the departing employee. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Thank you for your contribution to the improvement of the State of Rhode Island.

NAME
 ADDRESS

 TELEPHONE
 E-MAIL

JOB TITLE
 DEPT./AGENCY
 DIVISION/UNIT
 DATE HIRED
 DATE DEPARTED

(Please Check All That Apply - For Equal Opportunity Purposes Only)

Race/Ethnic Categories

White American Indian or Alaska Native Hispanic
 Black Native Hawaiian or Pacific Islander Two or More Races
 Asian

Gender Categories

Female
 Male

Other Protected Classes

Disabled
 Veteran
 Age: 40 & over

CONFIDENTIAL EXIT SURVEY INQUIRY

(continued)

1. What is your main reason for leaving?

2. What did you like best about your job?

3. What did you dislike about your job?

4. Did you find your employment worthwhile in terms of personal growth and achievement?

Yes _____ No _____

Please explain: _____

5. Do you feel career opportunities were adequately afforded to you?

Yes _____ No _____

Please explain: _____

6. Did you feel free to go to your supervisor about your job?

Yes _____ No _____

Please explain: _____

7. Was your supervisor effective in handling problems or complaints?

Yes _____ No _____

Please explain: _____

8. Did you receive fair treatment while employed?

Yes _____ No _____

Please explain: _____

9. Do you feel you were discriminated against?

Yes _____ No _____

Please explain: _____

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

10. Would you seek employment with the State of Rhode Island at a future date?

Yes _____ No _____

Please explain: _____

11. Would you recommend employment with the State of Rhode Island to your friends and family?

Yes _____ No _____

Please explain: _____

12. Please complete the following statement: I don't know why the State of Rhode Island doesn't just

13. Please complete the following statement: I feel the State of Rhode Island would benefit from changes, such as

14. Please complete the following statement: I feel my Department would benefit from changes, such as..

Comments

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

Comments

Submission Instructions

Please e-mail this form to ooo.compliance@doa.ri.gov with subject line: Exit Interview For (YOUR AGENCY NAME). This is a confidential e-mail and all correspondence will be treated with the upmost care. If you are completing this form online, the form will be sent to our confidential e-mail upon pressing submit.

You may also mail this form to:
ODEO/State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908

9.12 EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE GUIDELINES



Descriptions

The **Equal Opportunity Advisory Committee (EOAC)** is a committee designed to review the agency's policies and procedures for equal opportunity, monitor the agency's equal opportunity goals, and advise the agency Director on ways to improve and enhance their equal opportunity efforts.

The **Diversity Liaisons**, working in partnership with ODEO and his/her Human Resources hiring managers and purchasing staff, will assist with developing, implementing and monitoring diversity hiring goals and measuring and monitoring department Minority Business Enterprise (MBE), Women-Owned Business Enterprises (WBE) and Disability Business Enterprises (DBE) participation as related to department procurements and contracts.

The **Diversity Advisory Council (DAC)** is now a subcommittee of the EOAC. The DAC is a committee designed to guide and support the department or agency leadership on developing organizational changes and proactive strategies that will advance the goals of diversity and inclusion in the workplace. The EOAC members can have the option to be members of the DAC. DAC membership is open to all employees and it is encouraged to have members from all Divisions and all roles as well as management levels.

Diversity Affinity Group (DAG) is a subcommittee of the Diversity Council and their main role is to assist with recruitment by sharing job opportunities within their network and in a volunteer basis assist in the hiring process as members on interview panels.

MISSION:

To provide two-way communication and suggestions on various aspects of the equal opportunity program to the director in a department or agency in state government.

1. **ESTABLISHING THE COMMITTEE:**
 - A. All employees should be informed of opportunities to serve on the committee.
 - B. Agency head appoints the committee from a list of volunteers.
 - C. Volunteers should include staff from:
 1. Each division of agency
 2. Various job levels
 3. Diverse group of employees; i.e. minorities, women, persons with disabilities, and veterans

2. **STRUCTURE:**
 - A. Terms of membership
 - B. Elections of officers
 - C. How many members
 - D. Alternates
 - E. Sub-committees
 - F. Meetings
 - G. Minutes

3. **FUNCTIONS (ROLE):**
 - A. Advise – not perform
 - B. Develop short-term objectives
 - C. Identify areas of possible discrimination
 - D. Assist the designee of the agency head with preparing the affirmative action plan
 - E. Monitor the progress of the action goals and programs, if necessary, make recommendations to improve
 - F. Review monthly progress reports
 - G. Issue a progress report to agency head quarterly

4. **CHAIRPERSON (DUTIES):**
 - A. Prepare agenda for meeting
 - B. Preside over committee meetings
 - C. Submit any committee recommendations to the agency head

5. **SECRETARY (DUTIES)**
 - A. Preside over meeting in absence of chairperson
 - B. Record minutes of the meeting
 - C. Prepare minutes for distribution.

6. **AGENCY HEAD:**
Should make a commitment that all recommendations will be reviewed and acknowledged

7. **EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:**
 1. Newsletter
 2. Pay envelopes
 3. Employee handbooks
 4. Copies of the affirmative action plan policy statement of key program elements

8. The State Equal Opportunity Office may issue such guidelines, directives, or instructions as necessary to carry out Rhode Island General Laws § 28-5.1.

For additional guidance and/or technical assistance, contact:

State Equal Opportunity Office
Office of Diversity, Equity and Opportunity
Department of Administration
One Capitol Hill
Providence, RI 02908
TEL # (401) 222-3090
Rhode Island Relay: 711
Email: eo.compliance@doa.ri.gov

* Each agency is required to have an Equal Opportunity Advisory Committee

9.13 DIVERSITY ADVISORY COUNCIL GUIDELINES*

MISSION:

To guide and support a state department or agency director on developing organizational changes and strategies that will advance the goals of diversity and inclusion in the workplace, as well as to assist in the implementation of approved strategies and changes.

1. ESTABLISHING THE COMMITTEE:

- A. All employees should be informed of opportunities to serve on the council.
- B. Agency head appoints the council from a list of volunteers.
- C. Diversity Liaison(s) will serve as ex-officio council member
- D. Volunteers should include staff from:
 - 1. Each division of agency
 - 2. Various job levels
 - 3. Diverse group of employees; i.e. senior leadership, minorities, women, persons with disabilities, and veterans

2. STRUCTURE:

- A. Terms of membership
- B. Elections of officers
- C. How many members
- D. Alternates
- E. Sub-committees
- F. Meetings
- G. Minutes

3. FUNCTIONS (ROLE):

- A. Advise – not perform
- B. Leverage diversity to improve employee and organizational performance
- C. Link diversity strategy with the department's/agency's business strategy
- D. Develop metrics to measure progress
- E. Develop short- and long-term plans for advancing the goals of diversity and inclusion

4. CHAIRPERSON (DUTIES):

- A. Prepare agenda for meeting
- B. Preside over council meetings
- C. Submit any council recommendations to the department/agency director

5. SECRETARY (DUTIES)

- A. Preside over meeting in absence of chairperson
- B. Record minutes of the meeting
- C. Prepare minutes for distribution

6. AGENCY HEAD:

Should make a commitment to support the work of the council and ensure that all recommendations will be reviewed and acknowledged.

For additional guidance and/or technical assistance, contact:

Sabina Matos, Chief Program Development
Department of Administration
Office of Diversity, Equity and Opportunity
Human Resources Outreach and Diversity Office
One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-5813
Rhode Island Relay: 711
Email: Sabina.Matos@doa.ri.gov

* Agencies are not required to have a Diversity Advisory Council but are encouraged to do so.

9.14 LIST OF ENFORCEMENT AGENCIES

Department of Administration

Division of Human Resources
One Capitol Hill
Providence, RI 02908
Tel (401) 574-8381
HRInvestigations@hr.ri.gov

Department of Administration

State Office of Diversity, Equity, and Opportunity
Department of Administration, Personnel Office
One Capitol Hill
Providence, RI 02908
Tel (401) 222-3090; Fax (401) 222-2490; TTD (401) 222-6144
Eoo.compliance@doa.ri.gov

Department of Justice

Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 661188
Washington, D.C. 20035-6118
Tel (202)514-0301/Voice; TDD (202) 514-0381; Electronic Bulletin Board (202) 514-6193

Federal Highway Administration

1200 New Jersey Avenue, SE
Washington, DC 20590
Tel (202) 366-4000; TTY (202) 366-5132

Governor's Commission on Disabilities

41 Cherry Dale Court
Cranston, RI 02920
Tel (401) 462-0100; Fax (401) 462-0106; TTY (401) 462-0101

Rhode Island Commission for Human Rights

180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel (401) 222-2661; Fax (401) 222-2616; TDD (401) 222-2664

U.S. Equal Employment Opportunity Commission

1801 L Street NW
Washington, D.C. 20507
Tel (202) 663-4900/Voice; TDD (800) 800-3302; TDD (202) 663-4494 (for all Area Codes)