

KANSAS DEPARTMENT OF TRANSPORTATION

Office of Civil Rights Compliance

EEO COMPLIANCE MANUAL



January 2019

KANSAS DEPARTMENT OF TRANSPORTATION

The Equal Employment Opportunity Special provisions of your contract specify the affirmative action obligations required to comply with the Civil Rights Acts of 1964 and 1991 and Executive Order 11246.

The information provided in this manual should be used as a guide toward implementing your affirmative action program. If you should have questions or desire assistance, contact the Office of Civil Rights Compliance.

PHONE: (785) 296-7940

FAX: (785) 296-0723

EMAIL: KDOT.CivilRights@ks.gov

NOTE: This information can be made available in alternative accessible formats upon request. For information about obtaining an alternative format, contact the Office of Public Affairs, 700 SW Harrison St., 2nd Fl West, Topeka, KS 66603-3754 or phone 785-296-3585 (Voice)/Hearing Impaired – 711.

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SECTION I
AFFIRMATIVE ACTION REQUIREMENTS

WHAT IS AFFIRMATIVE ACTION?

- Affirmative action is a results-oriented action to bring minorities and women into the job applicant pool.
- Affirmative action is outreach efforts to include groups previously excluded.
- Affirmative action is not preferential treatment.
- Affirmative action is not giving jobs to unqualified applicants.
- Affirmative action removes preferences and barriers.

WHAT IS A COMLIANCE REVIEW?

A compliance review is an investigation of the employment practices of KDOT contractors and subcontractors. If problems are discovered, a voluntary corrective action plan (VCAP) may be initiated to achieve compliance. For uncorrected or more serious problems, a corrective action plan (CAP) may be imposed.

KDOT staff will provide technical assistance and workshops at any time prior to the scheduling of a compliance review.

EMPLOYEE UTILIZATION

The employment utilization for KDOT contracts are detailed in Section II. Review of a contractor's workforce is a target for measuring the effectiveness of the contractor's required affirmative action efforts to prevent and eliminate discrimination. There is no penalty for not achieving a goal. There are consequences for failure to take affirmative action or for discrimination in the employment selection process.

AFFIRMATIVE ACTION REQUIREMENTS

1. WRITTEN EEO POLICY

- A. The contractor must have a written EEO policy signed and dated by the company's chief officer.
- B. The policy must identify actions that the contractor will take to ensure equal employment opportunity.
- C. The policy must contain the name and means of access to the company EEO officer.
- D. The policy must be reviewed annually by the company owner/president, signed, dated and submitted to KDOT's Office of Civil Rights Compliance.
- E. The policy must contain the following statement within it:

"It is the policy of this company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability, or veteran status. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

A sample policy is on Page 10.

2. DISSEMINATION OF THE EEO POLICY

- A. The contractor must make the EEO policy known to all employees, applicants, unions, training programs and recruitment sources.
- B. The contractor must make all staff members who hire, fire, supervise, promote and demote employees, or who recommend these actions fully cognizant of the company's EEO policy. These persons must implement the EEO policy in each grade and classification of employment.
- C. The EEO policy should be discussed at meetings, reviewed with all officials annually, posted in the home office and at every job site, and included in all company reports. Meetings must be held before the start of a project and every six months thereafter. The EEO officer, or designee, must conduct the meetings.
- D. In written ads for employment, the phrase "Equal Opportunity Employer" must be used. It is advisable to state "Minorities and Women Encouraged to Apply."
- E. Annually, the policy must be reviewed with all staff who hire or fire and the meeting must be documented.

3. APPOINTMENT OF COMPANY EEO OFFICER

- A. The contractor must designate a responsible corporate official to be the EEO officer. The EEO officer must be delegated the power to affect the policy and must be capable of effectively administering and promoting an active EEO program.
- B. The designation must be in writing and must give the EEO officer full authority to implement the EEO policy and to take affirmative action as needed. See sample letter on Page 11.
- C. The EEO officer must have access to records for every employee, including name, address, telephone, race, sex, classification, hours worked, rate of pay and work site.
- D. In limited situations, the contractor may select a designee to be responsible for a specific contract. This designee has full authority as the EEO officer.

4. EEO OFFICER RESPONSIBILITIES

The EEO officer's responsibilities should include, but not necessarily be limited to:

- A. Review the contractor's EEO policy for compliance with federal, state and KDOT requirements.
- B. Assist in identifying and solving EEO problems.
- C. Design and implement audits to track the effectiveness of the EEO policy.
- D. Serve as a liaison between the contractor and KDOT.
- E. Serve as liaison to the community organizations used for recruitment.
- F. Inform management of all EEO matters and problems within the company.
- G. Audit the company's training programs to determine effectiveness.
- H. Provide job advancement counseling to all employees.
- I. Ensure equal access of all facilities operated by the company.
- J. Rate supervisors on how well they meet their EEO goals.
- K. Maintain all bulletin boards with state and federal EEO posters.
- L. Encourage minority and women employees to participate in all company social activities and training opportunities.
- M. Instruct all new employees regarding the EEO policy.

5. EEO-RELATED RECORDS

The following records must be maintained by contractors and subcontractors with federal aid contracts.

If the federal aid contract is less than \$150,000 the records must be retained for one year. If the contract is larger than \$150,000, or the contractor has more than 150 employees, the records must be retained for two years. If a complaint is filed or a compliance review has been initiated, the records must be maintained until final disposition of the complaint.

The records to be maintained include:

- Applicant logs for each job site
- Hiring, assignment, promotion, demotion, transfer, layoff, and termination records
- Rate of pay
- Selection for training
- Requests for reasonable accommodation
- Results of physical examinations
- Copies of job advertisements and postings
- Applications and resumes
- Tests and test results

6. EEO-RELATED PROBLEMS

If any of the following conditions are found within the company, the EEO officer must take steps to correct them.

- A. Underutilization of minorities or women in any work classifications.
- B. Lower promotion rate for minorities or women employees.
- C. Hiring process that tends to eliminate minorities or women. For example, "last hired, first fired" cannot be used if it will decrease the percentage of women and minorities in the company workforce.
- D. Minorities or women not participating in company training or social activities.
- E. Nonsupport of EEO policy by senior management or supervisors.
- F. Lack of formal techniques or benchmarks for evaluating effectiveness of EEO program.
- G. Lack of transportation or child care inhibiting minority or women employment.
- H. Lack of cooperation by labor unions or by subcontractors.

7. EEO-RELATED ACTIVITIES FOR ENHANCING AFFIRMATIVE ACTION

- A. All personnel involved in recruiting, hiring, disciplining and firing should be selected, trained, and monitored by the EEO officer to be sure their decisions are free of any bias or prejudice.
- B. Develop a list of recruitment sources for minorities and women and establish relationships with them.
- C. Minorities and women should be a part of the recruitment and hiring process.
- D. Minority and women employees should be made available for school career days and related community activities.

8. RECRUITMENT

- A. The contractor must keep a log of all walk-in applicants with their name, address and any follow-up contacts made.
- B. For union contractors, non-union minorities and women should be referred to the union for employment.
- C. Current employees should be encouraged to recruit and refer minorities and women for employment.
- D. Where reasonable, after-school and summer employment should be provided to minorities and women at the office and job site to encourage full-time employment later.
- E. A union contractor must provide written notification to KDOT when the union is unable to provide minority or women referrals or impedes the EEO policy.

9. PERSONNEL PRACTICES

- A. The contractor must ensure that seniority practices, work assignments and job classifications do not discriminate against women and minorities.
- B. Documentation must be kept regarding training, referrals, lay-offs, terminations, transfers and hiring.

10. PERSONNEL EVALUATIONS

- A. The contractor must annually conduct an evaluation of all minority and women employees for promotions, raises and training opportunities.
- B. The review must be documented, as well as efforts undertaken to prepare minority and women employees for promotion.

11. TRAINING

- A. The contractor must develop on-the-job training opportunities or participate in training programs that upgrade minorities and women.
- B. Participation can include a contribution of money, personnel or equipment.
- C. Current employees should be notified of all training opportunities. The contractor should also retain minorities and women who complete the training.

12. WORKING ENVIRONMENT

- A. The contractor must ensure and maintain a working environment free of harassment, coercion and intimidation at all sites and in all facilities where employees work.
- B. The contractor is legally liable for any violation that may occur, even without the contractor's knowledge or consent.
- C. All supervisors should be aware of and carry out this mandate, monitored by the EEO officer.
- D. When possible, two or more women should be assigned to each work site.
- E. All facilities and activities should be non-segregated, except single-user toilets to ensure privacy.

13. DBE LIAISON OFFICER

- A. The contractor must designate a responsible corporate official to coordinate all DBE-related activities.
- B. The appointment must be in writing and the liaison officer must have the authority to carry out all required mandates, must be knowledgeable of the requirements and must document all actions taken.

14. ANNUAL EEO UPDATE

The following documents must be submitted annually for approval to the KDOT Office of Civil Rights Compliance:

1. EEO Policy Statement (Sample on Page 10)
2. Letter of EEO Officer Appointment (Sample on Page 11)
3. KDOT 49 CFR Compliance Form (Sample on Page 12)

- The EEO Policy must be on company letterhead.
- The EEO Policy must be signed by the company head and have a current date.
- The EEO Policy must be posted at company offices and all job sites.
- The EEO Policy must be submitted to KDOT Office of Civil Rights Compliance once each year.

SAMPLE
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of (*Name of Company*) not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

(*Name of Company*) will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

(*Name of Company*) will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of (*Name of Company*) are requested to encourage qualified disabled persons, minorities, special disabled veterans, and Vietnam Era veterans to apply for employment, on the job training or for union accommodations for qualified disabled individuals.

It is the policy of (*Name of Company*) that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided to assure privacy.

It is the policy of (*Name of Company*) to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the company EEO Officer.

EEO Officer:

Address:

Telephone:

Signed and Dated

Revised: 11/2015

Sample Appointment Letter

(Company Letterhead)

December 15, 2015

Civil Rights Administrator
Kansas Department of Transportation
Office of Civil Rights Compliance
700 SW Harrison Street, 3rd Floor West
Topeka, KS 66603-3754

Dear Sir/Madam:

This letter is to advise you that the following company official has been appointed to serve as our EEO Officer. She/he will assure you that the Mohawk Construction Company is in full compliance with Equal Employment Opportunity Requirements. She/he has full authority to carry out all required EEO-related duties.

Name:	Pat H. Henderson
Home:	999 Clinton Lane Topeka, KS 66606
Home Telephone:	785-123-0000
Office Telephone:	785-456-0000

Sincerely,

Bill G. Mohawk
President
(Signed by Company President or Owner)

Revised: 11/2015

KANSAS DEPARTMENT OF TRANSPORTATION
49 CFR COMPLIANCE FORM

FIRM NAME:

EEO OFFICER NAME:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

WEBSITE ADDRESS:

DATE SUBMITTED:

YEAR FIRM FORMED:

FEIN NUMBER:

GROSS RECEIPTS THE PAST YEAR:

(Circle One)

- A. UNDER \$1 MILLION
- B. \$1 - \$5 MILLION
- C. \$5 - \$10 MILLION
- D. \$10 - \$15 MILLION
- E. OVER \$15 MILLION

51% OWNED & CONTROLLED BY:

(Circle One)

- A. WHITE MALE
- B. WHITE FEMALE
- C. MINORITY MALE
- D. MINORITY FEMALE

BUSINESS TYPE:

(Circle One)

- A. CORPORATION
- B. S CORPORATION
- C. PARTNERSHIP
- D. LIMITED LIABILITY
- E. SOLE PROPRIETORSHIP

BUSINESS ACTIVITY: (Circle Primary Activities)

ASPHALT	PIPE/INLETS
BUILDING-RELATED	SEALING
CONCRETE	SEED/SOD
ELECTRIC/SIGNALS	SIGNING
ENGINEERING	STAKING
EXCAVATION	STRUCTURES
GRADING	SUPPLIER
GUARDFENCE/FENCE	TRAFFIC CONTROL
MARKING	TRUCKING
MISCELLANEOUS	WELDING
PAINTING	OTHER _____

SECTION II
MINORITY AND WOMEN UTILIZATION
AND PAYROLL REQUIREMENTS

EMPLOYMENT IN KANSAS

The workforce of the contractor will be reviewed to determine if there is adequate representation and utilization of minorities and women throughout the life of the contract. To assess whether adequate representation exists, the relevant labor force in a reasonable recruitment area surrounding the project(s) should be reviewed.

The relevant labor force is determined by utilizing statistics available from the U.S. Census Bureau. The U.S. Census EEO Data Tool uses Employment by Census Occupation Codes and residence data based on where people live.

The Data utilized will either be the county where the project is located or metropolitan area.

EEO Residence Data Results for Shawnee, KS

Geography	Occupation Census/SOC Code	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOP I non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Shawnee, KS	Construction Laborers (626) SOC 47-2061	Total	595	400	135	45	10	0	0	0	0	4	0	0
		Male	579	385	135	45	10	0	0	0	0	4	0	0
		Female	15	15	0	0	0	0	0	0	0	0	0	0

Source: US Census Bureau, Census 2000 special tabulation

EEO Residence Data Results for Sedgwick, KS

Geography	Occupation Census/SOC Code	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOP I non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Sedgwick, KS	Construction Laborers (626) SOC 47-2061	Total	1890	975	795	80	4	10	0	0	14	0	0	4
		Male	1838	945	785	80	4	10	0	0	10	0	0	4
		Female	44	30	10	0	0	0	0	0	4	0	0	0

Source: US Census Bureau, Census 2000 special tabulation

EEO AND PAYROLL INFORMATION

To properly fulfill the contract, the contractor must conform to labor and Equal Employment Opportunity provisions included therein. The following information has been compiled as an aid to the contractor in fulfilling the requirements for these items:

1. WAGE RATES

- A. All contracts let to bid, except Force Account Contracts, and entered into by the Department of Transportation for construction work, contain provisions and regulations governing the employment and payment of persons engaged by contractors, subcontractors and others to perform the contract work.
- B. All projects are subject to the requirements in the Davis-Bacon Act.
- C. On all projects, except Force Account Contracts, the principal requirement contained in the provisions noted above is that all employees in the various work classifications engaged in the work under the contract must be paid at not less than the minimum wage rate for the area established by the U.S. Department of Labor and listed on the Wage Rate Decision in the contract.
- D. All laborers and mechanics engaged on projects let by the Kansas Department of Transportation (Federal-Aid and Kansas Funded) must be paid at not less than one and one half times their basic rate for all hours worked in excess of forty hours per week.

2. PAYROLLS

- A. On a weekly basis, each contractor and subcontractor shall furnish to the Kansas Department of Transportation Engineer in charge of the project, a statement of wages paid to each of its employees engaged on the project during the preceding weekly payroll period and signed certification.
- B. The payroll should be mailed so that it will be received by KDOT no later than seven (7) calendar days after the regular payment date of the payroll period.
- C. When a contractor has more than one contract included under the same project number, only one payroll is needed rather than one for each individual contract.
- D. If a contractor has contracts for a contiguous project, submit only one payroll rather than one for each individual project.
- E. If a prime contractor or subcontractor fails to furnish the certified payrolls for the week covered by the preceding weekly payroll period on time, the prime contractor will be notified that they have one (1) week from the date of this notification to bring payrolls up to date or no payment on the project will be made until payrolls are up-to-date.

3. PAYROLL INFORMATION

- A. The first payroll submitted on a project shall contain the employee's full name and identification number, which may be the last four of the employee's social security number.
- B. The payrolls should be numbered consecutively, and the last payroll submitted should be marked final. These payrolls should reflect all work through the completion of the project.
- C. The work classifications or classification code number must be shown. The contractor may use code numbers in lieu of actual classifications as long as the Field Engineer has a descriptive copy of the codes. The classification shown on the payroll should essentially coincide with the classifications shown on the Wage Rate Decision in the contract.
- D. Hourly wage rates, including fringe benefits if applicable, must be shown for each employee, for each craft worked.
- E. Daily total hours and weekly total hours must be shown.
- F. Itemized deductions must be listed. Under the Copeland Anti-Kickback Act, it is a criminal offense, subject to severe penalties, for any contractor or subcontractor to induce any person to give up any of the compensation to which he/she is entitled under the contract. However, certain deductions such as income taxes, social security, health insurance premium, etc., which are made for the benefit of the employee, are not only allowable but often required by State and Federal law.
- G. The contractor and subcontractors are required to submit a Weekly Statement of Compliance with each copy of the weekly payrolls. This affidavit relates to Anti-Kickback regulations and must be included with each payroll submittal.

4. TRUCK DRIVERS

- A. The names of owners (drivers) of owner-operated trucks must appear on applicable payrolls. Their name and the classification "Owner-Operator" is all that need appear. No other information, such as hours worked, amount paid, etc. needs to be shown.
- B. Truck drivers, other than owner-operators, are subject to the wage rates posted in the contract and must appear on the weekly payroll on all projects.
- C. Truck drivers engaged in hauling excavated material, debris, dirt, asphalt for recycling, etc. away from a construction site are not covered, regardless of their employer's status as a material man or a construction contractor/subcontractor.
- D. Truck drivers whose time spent on the job site is de minimis, such as a few minutes at a time merely to pick up or drop off materials/supplies are not subject to the Davis-Bacon Act.

- E. Truck drivers only hauling material from commercial suppliers to job sites and unloading it (but doing no other work on the site) are not subject to the Davis-Bacon Act regardless of whether they are employed by the general contractor, a subcontractor or the commercial supplier.
- F. Truck drivers should appear on the payrolls submitted by the prime contractor, or be an approved subcontractor themselves.
- G. The hours a driver works must be shown on the payroll whether the driver is paid by the hour, or a percentage of gross, or per ton or per load. The amount paid must meet the Davis-Bacon minimum for the project.

5. OPERATORS FOR EQUIPMENT (OTHER THAN TRUCKS)

- A. Hired, Leased or Rented By the Contractor- If the operator is hired and paid wages on an hourly basis, the name and all required payroll information should be shown on the applicable payrolls.
- B. If the owner is operating the equipment for a lump sum hourly rate which includes the operator wages plus rent and expenses for the equipment, the contractor (after reaching an agreement with the owner) must submit a statement designating the amount of the hourly rate that is to be for wages and the amount for the rent of the equipment.
- C. The statement should be submitted prior to commencing work. The hourly lump sum rate should be sufficient to cover the minimum required wage rate plus a reasonable rental rate for the equipment. The operator should be shown on applicable payrolls.

6. EMPLOYMENT OF APPRENTICES

- A. Apprentices may be employed on contract work if they are registered in a bona fide program.
- B. Before using apprentices on the project, the contractor should present written evidence of their registration and their current wage rate.
- C. Apprentices may be paid at the rate provided in their agreement. Which rate will be a percentage of the journeyman's rate and dependent on their length of service. Bona fide programs are those recognized by the Bureau of Apprenticeship and Training.

7. WORKING FOREMAN

A foreman, superintendent or subcontractor performing work of a supervisory nature is exempt from Davis-Bacon wage rates. However, if over 20 percent of the time is spent performing manual labor, that time is subject to the appropriate wage classification pay rate, and therefore should appear on the certified payroll showing the number of hours worked, hourly rate paid and other applicable data.

SECTION III

EEO DOCUMENTATION SCHEDULE

The contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the contractor's compliance with the equal employment specifications shall be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully and shall implement affirmative actions steps identified in the Document Schedule.

GUIDE TO COMPLIANCE WITH THE AFFIRMATIVE ACTION/EEO DOCUMENTATION REQUIREMENTS

The following requirements are referenced in the Federal Register, Vol. 43 No. 68-Friday, April 7, 1978, Pages 14895 through 14897 and are included in the Contract Special Provision. This is a recap of the required documentation.

1. NOTICE TO OFCCP

- A. The contractor must provide written notification to the Director of the Office of Federal Contract Compliance programs within ten (10) working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under a federal-aid contract.
- B. The notification must list the name, address, and telephone number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
- C. A sample letter is provided on Page 27. It is recommended that a copy of this letter be kept in both the project file and the EEO file.

2. EEO OFFICER

- A. The contractor must designate in writing a responsible official to monitor all employment related activity. He or she ensure that the company EEO policy is being carried out, submit reports relating to the provisions hereof as may be required by the Government, and keep records.
- B. This letter must clearly make the EEO Officer responsible for monitoring all employment related activity to ensure the company EEO policy is carried out.
- C. Forward copies of the letter appointing the EEO Officer to all contracting agencies with which your firm does business; and ensure that it is posted on all company bulletin boards at all job sites. (A sample EEO Officer Appointment Letter is on Page 11.)

3. EEO EMPLOYEE RECORDS

- A. Records must at least include the following for each employee: name, address, telephone number, construction trade, union affiliation (if any), employee identification number when assigned, social security number, race, sex, status (e.g. mechanic, apprentice, trainee, helper or laborer), dates of change in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.
- B. Records must be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

4. EEO POLICY

- A. The contractor shall disseminate the EEO policy by providing notice of the policy to the unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations.
- B. The contractor will include it in all policy manuals and collective bargaining agreements.
- C. The contractor shall publicize it in the company newspaper or report.
- D. The contractor shall discuss it with all employees at least once a year.
- E. The contractor shall conduct a detailed review, at least annually, of the company EEO policy and affirmative action requirements with all employees, including foremen, having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
- F. This detailed review should be recorded, identifying the time and place of the meeting, subject matter discussed and disposition of the subject matter. A format guide for this review is provided on Page 28.
- G. All persons attending the meeting should be required to sign the minutes of the meetings and a copy of the signed minutes should be retained in the company EEO files. Copies of the minutes of these meetings should be forwarded to the appropriate contracting agencies.
- H. These detailed reviews should be conducted at the following times:
 - When new supervisor personnel are employed;
 - At the beginning of each new construction project; (It is recommended that all personnel working on the project be included in the EEO policy review.)
 - At least annually for all supervisory personnel;
 - As required by the contracting agency.
- I. The contractor shall send a copy of the EEO policy to all subcontractors, vendors and suppliers with which business is anticipated. A sample letter of transmittal is on Page 29.
- J. The contractor shall include the EEO Statement in any advertising in the news media and specifically have the EEO Statement included in advertising in minority news media.
- K. The contractor shall retain copies of all advertising which includes the EEO Statement in the EEO files for three (3) years.
- L. The contractor shall conduct a review, at least annually, of all supervisors' adherence to and performance under the contractor's EEO policies and affirmative action obligations. This review should be maintained in the supervisor's personnel file.

- M. The contractor shall make continuous checks to ensure that the EEO policy is being adhered to and that the firm's affirmative action obligations are being met.
- N. The contractor shall conduct a formal company-wide EEO review annually and document this review along with its results.
- O. The contractor may send copies of this documentation to all contracting agencies or as requested. A sample documentation is provided on Page 30.

5. NON-DISCRIMINATION

- A. The contractor must maintain a working environment free of harassment, intimidation and coercion at all sites and facilities at which employees are assigned to work.
- B. The contractor should assign two (2) women to each work site whenever possible.
- C. The contractor must specifically ensure that all supervisory personnel and workers are aware of the company policy and that the policy is rigidly enforced. Two sample letters are provided on Pages 31 and 32 to make supervisors and employees aware of this policy.
- D. As a safe-guard, have all employees sign a statement that they are aware of the company policy and retain copies of these statements in the company EEO files.
- E. The contractor shall certify that all facilities and company activities are non-segregated, except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between sexes.

6. OPEN SHOP RECRUITMENT

- A. The contractor shall establish and maintain a current list of minority and women recruitment sources, provide written notification to minority and women recruitment sources and to community organizations when the contractor has employment opportunities available, and maintain a record of the organizations' responses. See the following sample letters and forms:
 - Letter to Minority and Women Recruitment Sources, Page 33
 - Minority and Women Recruitment Source List, Page 36
 - Minority/Women Recruitment Source Response Register, Page 37
- B. The contractor shall maintain a current file of the names, addresses and telephone numbers of each minority and woman off-the-street applicant, a recruitment source or community organization and of what action was taken with respect to each individual. A sample roster form is on Page 43.

- C. The contractor shall write and visit minority and women community organizations; schools with minority and women students; and minority and women recruitment and training organizations to inform them of the firm's recruitment policy and of the opportunity for minorities and women to receive on-the-job training.
- D. The contractor shall document all recruitment efforts and retain this documentation in the EEO files. A sample letter to recruitment sources is provided on Page 33. A sample letter to recruitment sources advising them of the training program is provided on Page 38. Actions must be results-oriented to be considered valid.
- E. The contractor shall encourage current minority and women employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and women youth, both on-site and in other areas of a contractor's workforce.

7. UNION RECRUITMENT

- A. The contractor shall maintain a file of the name, address and telephone number of each minority and woman walk-in applicant.
- B. The contractor shall refer all interested applicants to the appropriate union hall for referral back to the contractor. Documentation of all actions taken by the contractor, in regard to references, shall be maintained by the contractor.
- C. The contractor shall provide immediate written notice to KDOT Office of Civil Rights Compliance and the Director of OFCCP when a union does not refer back a minority or woman sent by the contractor.
- D. The contractor shall document all contacts with a union to request that minority and women applicants be referred for employment vacancies.

8. TRAINING

- A. The contractor shall develop on-the-job training opportunities and/or participate in training programs which expressly include minorities and women. These include upgrade programs, apprenticeships and trainee programs relevant to the contractor's employment needs, especially those programs funded or approved by the Department of Labor.
- B. Open Shop contractors may meet this requirement by actively participating in the Kansas Contractors Association Manpower Development and Training Program which has been approved by the U.S. Department of Labor. Contractors may also elect to use the KDOT Trainee Handbook for guidance.
- C. Contractors meeting their affirmative action requirements under this plan must make a good faith effort to achieve the goals for each trade employed.
- D. To satisfactorily participate in the Bid Item trainee requirement, each contractor must make a good faith effort to graduate at least one minority or one woman trainee annually.
- E. The workforce size and the dollar amount of all contracts determine how many minorities and women a firm should be training. When a contractor has a single federal aid contract, the affirmative action requirements extend to the entire workforce in the same geographic area on all projects, even private work.
- F. The contractor should provide notification to all minority and women recruitment sources of the fact that they participate in training of minorities and women. A sample letter is on Page 38.

9. WAGES AND PROMOTIONS

- A. The contractor shall conduct an annual inventory and evaluation of all minority and women personnel for promotional and training opportunities.
- B. The contractor shall make a detailed evaluation of each minority and woman employee and fully document rationale for selection and non-selection for a raise or promotion.
- C. The contractor shall maintain a copy of the detailed evaluation of each employee in the EEO files. See Page 39 for a sample Wage and Promotion Review form.
- D. The contractor shall ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and contractor obligations under these specifications are being carried.

10. DBE UTILIZATION

- A. The Kansas Department of Transportation requires that solicitation from certified disadvantaged construction firms be fully documented prior to their granting approval of a subcontractor. Copies of all letters and solicitations should be maintained by the contractor.
- B. A directory of disadvantaged businesses may be obtained from the Kansas Department of Transportation website.
- C. Each contracting firm should appoint a "Disadvantaged Business Enterprise Liaison Officer."
- D. Notification of this appointment should be forwarded to all contracting agencies, posted on the company bulletin board, and retained as documentation in the EEO Affirmative Action files.

EXAMPLE

LETTER OF NOTIFICATION – AWARD OF SUBCONTRACT

Director
Office of Federal Contract Compliance Programs
US Department of Labor
Two Pershing Square Bldg.
2300 Main, Ste. 1030
Kansas City, MO 64108

Dear _____:

In accordance with title 41 CFR Part 60-4.2, you are hereby notified of the award of a subcontract in excess of \$10,000. Information pertaining to the subcontract is as follows:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

DOLLAR AMOUNT OF SUBCONTRACT: _____

ESTIMATED STARTING DATE: _____

ESTIMATED COMPLETION DATE: _____

GEOGRAPHIC LOCATION OF PROJECT: _____

OWNER/CONTRACTING AGENCY: _____

KANSAS PROJECT NUMBER: _____

FEDERAL AID PROJECT NUMBER: _____

Should your office require additional information regarding this subcontract, please contact

_____.
Sincerely,

John H. Henderson
EEO Officer

EXAMPLE

**COMPANY EEO POLICY AND
AFFIRMATIVE ACTION REQUIREMENTS REVIEW**

Company: _____

Project: _____

Meeting Date: _____

Place of Meeting: _____

Subjects discussed and disposition: _____

1. Company EEO Policy
2. Recruitment of Minorities and Women for employment and training opportunities

3. _____

4. _____

Suggestions: _____

Remarks: _____

Name: _____

Signature: _____

Title: _____

ATTENDEES:

NAME/SIGNATURE:

EXAMPLE
EEO POLICY – LETTER OF TRANSMITTAL

Total Construction Company
Box 999
Topeka, KS 66606

To Whom It May Concern:

Enclosed is a copy of the Mohawk Construction Company Equal Employment Opportunity Policy. Our firm strictly adheres to this policy and we are obligated by the provision of our federally assisted construction contracts to do business only with Equal Employment Opportunity compliant firms. If you should have questions regarding our firm's EEO Policy, I would be pleased to discuss them at your convenience.

Please provide us with a copy of your firm's Equal Employment Opportunity Policy so that we may be assured that your firm is an Equal Employment Opportunity employer and we may document our Affirmative Action efforts during EEO Compliance reviews which will be conducted by State and Federal officials.

Your assistance and cooperation in this matter are greatly appreciated.

Sincerely,

John H. Henderson
EEO Officer

EXAMPLE

MEMORANDUM – ANNUAL REVIEW TO ENSURE EEO POLICIES AND AFFIRMATIVE ACTION OBLIGATIONS ARE BEING MET

MEMORANDUM FOR RECORD:

On August 24, 2017, a review of the Mohawk Construction Company EEO policies and affirmative action obligations was conducted. Supervisory personnel at all levels were found to be adhering to the company EEO Policy.

A detailed review of our firm's affirmative action obligations was conducted, and we found that we had met or exceeded all affirmative action obligations with the exception of meeting our goal for female carpenters.

To correct this shortcoming, we have intensified our women recruitment efforts. We have hired one woman employee that is presently completing her initial training in the Carpenter Training Course at Flinthsill-Vocational Technical School. She will begin work on September 1, 2017, and will receive detailed on-the-job training as a carpenter.

John H. Henderson
EEO Officer

EXAMPLE
LETTER TO SUPERVISORS & MANAGERS

(USE YOUR COMPANY LETTERHEAD)

TO ALL SUPERVISORS AND MANAGERS:

The Mohawk Construction Company is committed to nondiscrimination in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, sex, age, handicap, national origin, or veteran status.

Very often, the responsibility for filling job vacancies is yours. Attention should be given to the distribution of minority and women personnel based on demonstrated skill, promotion potential, education and experience.

When contacting employment sources to ask for minority and women referrals, request employment sources to do a vigorous job of recruiting minorities and women and always explain the company's reason for so doing.

It is the duty of each supervisor and manager to exert every care in being fair in the administration of this policy.

Should the occasion arise and we need to advertise in the newspapers for help, please ensure that at the bottom of the advertisement the "Equal Employment Opportunity Employer" block is added. Applications must conform to the company's EEO policies.

Sincerely,

John H. Henderson
EEO Officer

EXAMPLE

LETTER TO EMPLOYEES TO INFORM THEM OF THE COMPANY POLICY TO MAINTAIN A WORKING ENVIRONMENT FREE OF HARASSMENT, INTIMIDATION, AND COERCION

TO: ALL EMPLOYEES OF MOHAWK CONSTRUCTION COMPANY

SUBJECT: WORKING ENVIRONMENT

IT IS THE POLICY OF MOHAWK CONSTRUCTION COMPANY TO ENSURE AND MAINTAIN A WORKING ENVIRONMENT FREE OF HARASSMENT, INTIMIDATION, AND COERCION AT ALL SITES, AND IN ALL FACILITIES AT WHICH OUR EMPLOYEES ARE ASSIGNED TO WORK. SPECIFIC ATTENTION WILL BE GIVEN TO ENSURE THAT MINORITIES AND WOMEN ARE PROVIDED WITH A WORK ENVIRONMENT FREE OF HARASSMENT, INTIMIDATION AND COERCION AT ALL TIMES.

THIS POLICY WILL BE RIGIDLY ADHERED TO BY ALL PERSONNEL OF MOHAWK CONSTRUCTION COMPANY. ANY HARASSMENT, INTIMIDATION, OR COERCION OBSERVED BY AN EMPLOYEE SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR OR THE COMPANY EEO OFFICER.

BILL G. MOHAWK
PRESIDENT

TO: PERSONNEL OFFICER

I HAVE READ THE ABOVE COMPANY POLICY AND IT HAS BEEN EXPLAINED TO ME BY MY SUPERVISOR. AS A CONDITION OF MY EMPLOYMENT, I HEREBY AGREE TO COMPLY WITH THE ABOVE POLICY AND REPORT ANY VIOLATIONS OF THIS POLICY TO THE COMPANY EEO OFFICER.

(Employee's Name/Signature and Date)

EXAMPLE

**LETTER TO MINORITY AND WOMEN RECRUITMENT SOURCES AND COMMUNITY
ORGANIZATIONS ADVISING OF EMPLOYMENT OPPORTUNITIES**

Job Placement Specialist
Projects With Industry
335 W. Lewis
Wichita, KS 67202

Dear _____:

The Mohawk Construction Company is an Equal Employment Opportunity Employer. It is and will continue to be the policy of this company to assure that all applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, handicap, or veteran status. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, reduction in force or termination, rates of pay or to other forms of compensation, and selection for training.

We are specifically charged by the provision of our Federal Aid contracts to recruit and train minorities, women, qualified handicapped persons, qualified handicapped veterans, and veterans of the Vietnam Era.

At the present time, we are seeking to hire the following personnel to work in _____ County, Kansas:

- One (1) Carpenter
- One (1) Truck Driver
- Two (2) Cement Masons
- Four (4) Laborers

We would be pleased if your agency would refer qualified personnel to our firm for possible employment. We anticipate future employment needs for the County project and will contact your office as these needs arise.

Your assistance in filling the above position vacancies will be greatly appreciated.

Sincerely,

Herman Mohawk
Personnel Officer

EXAMPLE
LETTER TO SCHOOLS

_____ (Name of School)

_____ (Address)

_____ (City, State, Zip)

Dear _____,

The Mohawk Construction Company is committed to nondiscrimination in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, sex, age, handicap, national origin, or veteran status.

All qualified applicants are welcome to apply for jobs with this Company.

We earnestly urge that you help us in our recruitment program by referring qualified minorities and women to our Company.

Sincerely,

John H. Henderson
EEO Officer

EXAMPLE
LETTER TO UNIONS

_____ (Name of Union)

_____ (Local No.)

_____ (Address)

_____ (City, State, Zip)

Dear _____:

The Mohawk Construction Company is committed to nondiscrimination in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, sex, age, handicap, national origin, or veteran status.

In policy statements, all International Unions have declared a firm commitment to this type of policy in consonance with the Civil Rights Acts of 1964 and 1991 and Executive Order No. 11246.

To this end, we earnestly solicit your help by engaging in aggressive recruitment for minorities and women.

We count on your assistance in this matter.

Sincerely,

John H. Henderson
EEO Officer

EXAMPLE
MINORITY & WOMEN RECRUITMENT SOURCE LIST

See Referral Source List

<u>AGENCY/ ORGANIZATION</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>CONTACT PERSON</u>
---------------------------------	----------------	------------------	-----------------------

EXAMPLE
MINORITY/WOMEN RECRUITMENT SOURCE RESPONSE REGISTER

<u>AGENCY CONTACTED</u>	<u>DATE</u>	<u>RESPONSE</u>
Work Options for Women, Inc. N. Broadway Wichita, KS	7/24/2017	Agency referred Ann Johnson and Susan Jackson for positions as carpenters. Both applicants interviewed and Johnson found not qualified for position. Jackson hired as carpenter trainee.
Urban League of Wichita	8/4/2017	No response received. Follow-up letter sent August 24.
SER Corporation Wichita, KS	8/5/2017	Agency referred John Smith and Sharon Robinson. Smith hired as cement mason for work within Wichita. Robinson failed to show up for interview. Follow-up indicates Robinson accepted employment with another construction firm.
University of Kansas	8/5/2017	Agency reported all Senior Civil Engineering Students had accepted employment with other firms. Recommended recruitment for June grads start in early January.

EXAMPLE

**LETTER TO MINORITY AND WOMEN RECRUITMENT SOURCES AND COMMUNITY
ORGANIZATIONS ADVISING OF PARTICIPATION IN ONE OR MORE TRAINING
PROGRAMS**

Job Service Center
500 Market Ave.
Emporia, KS 66801

Dear _____:

The Mohawk Construction Company is an Equal Employment Opportunity employer. We will start a construction project on Highway 50 west of Emporia on April 1.

We will be using the Manpower Development and Training Program to train minorities and women as equipment operators and carpenters. We have enclosed a copy of the training program and wage scale.

We will be visiting your office on March 15 to review applicants for these positions. Your assistance in referring minorities and women will be greatly appreciated.

Sincerely,

John H. Henderson
EEO Officer

UNION CONTRACTORS SHOULD MODIFY THIS LETTER TO FIT THEIR PARTICULAR CIRCUMSTANCES AND FORWARD IT TO THE APPROPRIATE UNION MANAGER.

EXAMPLE
SEMI-ANNUAL WAGE AND PROMOTION REVIEW

Date: _____

Reviewer: _____

<u>Name of Employee</u>	<u>Date Hired</u>	<u>Current Position</u>	<u>Current Wage</u>	<u>New Position</u>	<u>New Wage</u>	<u>Comments</u>
-------------------------	-------------------	-------------------------	---------------------	---------------------	-----------------	-----------------

SAMPLE WANT ADS

Construction Workers Needed
Experience Preferred
Training Available
Minorities and Women Welcome

ABC Construction Co.
785-888-8888

An Equal Opportunity Employer

Concrete Finishers
Equipment Operators

ABC Construction Co.
Apply in person at trailer at
5th & Adams, Topeka KS

Women Requested to Apply
Equal Opportunity Employer

EXAMPLE

PURCHASE ORDER

To:

Address:

Our Purchase Order No._____, dated_____, is hereby issued to you covering the furnishing of certain materials to be used on Kansas Department of Transportation Project_____, in _____ County.

Smith Construction Company has established an affirmative action policy and program in affording equal employment opportunity to all qualified persons without regard to race, religion, sex, color, national origin, age, handicap, or veteran status. It is our further policy to cooperate to the fullest extent with the applicable regulations of the Civil Rights Acts of 1964 and 1991 and Executive Order 11246.

Attached are the required contract provisions which are made a part of the Purchase Order Agreement and compliance with such provisions by you in furnishing these materials is a condition of this Purchase Order.

Your acceptance of these conditions in the space provided below will constitute your concurrence in our policy and your agreement to comply with the attached provisions which are a part of our Purchase Order Agreement.

SMITH CONSTRUCTION COMPANY

By:_____

Accepted By:_____

EXAMPLE
CERTIFICATE OF NON-SEGREGATED FACILITIES

This firm does not maintain or provide for its employees any segregated facilities at any of our offices, shops, work areas or job sites. This firm does not permit its employees to work at any location where segregated facilities are maintained.

This firm agrees that any breach of this certification is a violation of the equal opportunity provisions of federally-assisted highway contracts.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, portable toilets, timeclocks, drinking fountains, eating areas, transportation and housing facilities provided for employees which are segregated by explicit directive, habit, local custom or otherwise.

Any breach of these clauses may be grounds for debarment as provided in 29 CFR 5.6 (b).

Name of Company

Company Official

Date

EXAMPLE
MINORITY & WOMEN APPLICANT ROSTER

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>SEX</u>	<u>ETHNIC GROUP</u>	<u>REFERRED BY</u>	<u>ACTION TAKEN/COMMENTS</u>
Mary Wilson	101 E. 6 th Topeka, KS	785-375-0012	F	Black	Everywoman's Resource Center	June 2, 2017- Interviewed, Qualified, Awaiting position vacancy
Jack C. Scott	203 Chester Topeka, KS	None	M	Black	Off-the-street	June 10, 2017- Interviewed, not qualified for Dozer Oper.; Hired as Dozer Trainee for work in Wichita
Julie Harris	1234 Hickory Topeka, KS	785-452-4321	F	White	Topeka Job Service	June 12, 2017- Interviewed, Qualified, Offered position as Cement Mason in Scott county. Applicant declined. Hold application for position opening in Shawnee county. July 18, 2017- Applicant contacted and offered employment in Lawrence. Applicant declined- currently working for Frizby Construction

SECTION IV
EEO POSTERS & NOTICES & FORMS
AFFIRMATIVE ACTION CHRONOLOGY

The contractor shall post an EEO poster and notices setting forth provisions for nondiscrimination in conspicuous places, available to all employees and applicants for employment.

Notices should be typed on company letterhead or stationary. See attached sheet (EEO Notices and Posters).

EEO Laws Applicable to all KDOT Contracts

Civil Rights Act of 1866 prohibits employment discrimination based on race or citizenship.

Civil Rights Act of 1871 prohibits discrimination in employment and public accommodations.

Unemployment Relief Act of 1923 prohibits discrimination based on race, creed or color by employers.

National Apprenticeship Act of 1937 states no approved apprenticeship program may discriminate in recruitment selection, employment or training of apprentices based on race, color, religion, sex or national origin.

Fair Labor Standards Act of 1938 covers most workers by setting a minimum wage, overtime pay and child labor laws.

Equal Pay Act of 1938 prohibits pay, benefits of work condition differentials based on sex for the same or similar work.

Civil Rights Act of 1964 and amendments prohibits discrimination based on race, color, religion, sex or national origin.

EO 11141 of 1964 prohibits age discrimination in hiring, promotion and termination.

EO 11246 of 1965 prohibits employment discrimination based on race, color, religion, sex or national origin.

Age Discrimination Act of 1967 prohibits discrimination in employment to anyone over age 40.

Rehabilitation Act of 1971 prohibits discrimination against mental or physical disabilities and required Affirmative Action to employ and advance such persons.

EO 11598 of 01971 establishes job preference for veterans.

EEO Act of 1972 adds sex and religion coverage to the 1964 Civil Rights Act.

Vietnam Era Veteran's Act of 1974 requires affirmative action to hire and promote veterans.

Americans with Disabilities Act of 1990 prohibits discrimination against individuals with disabilities and mandates reasonable accommodation of disabilities.

Implementing Regulations and Requirements

FHWA 1273 revised (4/23) is included in all federal aid contracts.

23 USC 140(a) included through Contract Special Provision.

The Bulletin Board

BULLETIN BOARDS ARE REQUIRED AT ALL STATE AND FEDERAL PROJECTS. The Prime Contractor must erect a bulletin board on the construction site for posting the notices required by the Federal and State laws.

Location:

- The bulletin board must be ***located in a conspicuous place and be available at all times*** to employees and applicants for employment;
- Do not post documents inside company trailers that are closed during non-work hours. You can, however, mount the bulletin board to the trailer siding as long as it is accessible; and
- The bulletin board may be erected behind chain fencing that may deter theft and vandalism, but must remain accessible for reading.

Construction and Maintenance of the Construction Site Bulletin Board:

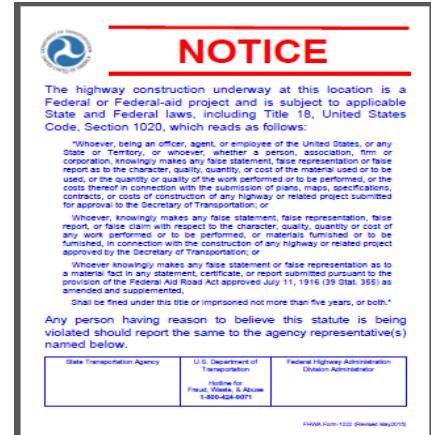
- The bulletin board should be constructed so that the posters are weatherproofed as much as possible;
- If the posters are vandalized, replace them; and
- When posters fade, replace them. Colors are especially susceptible to fading. These posters may need to be changed often during the Project's construction.
- Unreadable posters, in their entirety, are not in compliance.
- **Spanish versions of posters are encouraged but are not required.**

REQUIRED POSTERS:

FEDERAL POSTERS

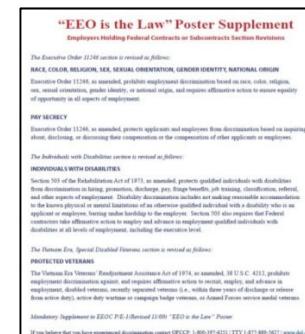
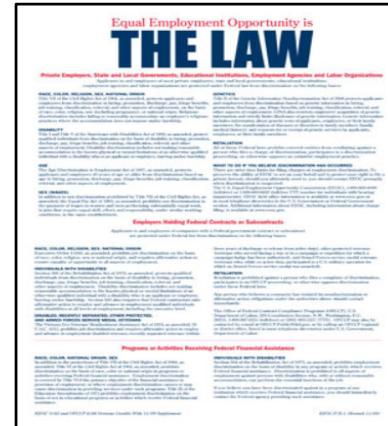
****FEDERAL POSTERS available at: www.fhwa.dot.gov/programadmin/contracts/poster.cfm & <http://www.dol.gov/compliance/topics/posters.htm>****

- 1. Notice - Federal Aid Projects - Fraud Notice. (Form FHWA 1022) Required by 18 C.F.R. 1020 AND 23 C.F.R. 635.119.** Points out the consequences of impropriety on the part of any Contractor or Department employee working on Projects. The notice must have the information completed and/or stamped in the boxes. Ask the Area KDOT Construction Office for the correct information. Additional copies available on FHWA website.



- 2a. Equal Opportunity is the Law Poster. (Form EEOC-P/E-1).** Spanish version available. *Required by 41 C.F.R. 60-1.4(b)(1).* Points out that Title VII of the Civil Rights Act of 1964 and Executive Order 11246 prohibit discrimination. Available at USDOL website in English, Spanish, and Chinese, by telephone at 1-866-487-2365, or by email at OFCCP-Public@dol.gov.

- b. Equal Opportunity is the Law Poster Supplement. (Form Supplement to EEOC PE/E-1).** Spanish version available. Mandatory supplement to "EEO is the Law" Poster.



3. Contractor's EEO Policy Statement and Letter

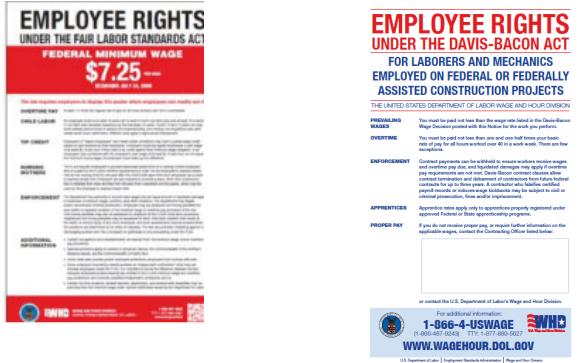
Appointing the company's EEO Officer for the

Project. Required by 41 C.F.R 60-741.44. The Contractor must post the EEO Policy Statement. Additionally, the EEO Policy should be filed annually with KDOT, Office of Civil Rights Compliance, Eisenhower State Office Building, Topeka, KS 66612. The Policy, at the minimum, will include all of the following:

- * The statement that it is company policy not to discriminate against any applicant for employment, or any employee because of race, color, religion, national origin, disability, age, sex, or veteran status. That the company will take Affirmative Action to insure that the Policy is implemented;
- * A statement that all applicants and employees will continue to be compensated, trained, advanced, demoted, terminated, hired, and transferred solely on the basis of the individual's merit;
- * The statement of encouraging minorities and women, special disabled veterans, veterans of the Vietnam Era and qualified disabled persons to make application for employment or to apply for training in an approved On-the-Job Training or Apprenticeship Program. And, that it is the Policy of the company to satisfy special accommodations for qualified disabled individuals;
- * A statement pertaining to a working environment free of harassment, intimidation, and coercion at all job-sites;
- The statement that it is company policy that all job-sites and facilities, including company activities are non-segregated, except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes;
- The name, address and telephone number of their EEO Officer;
- The document must be printed on company letterhead;
- The company's President must sign the document; and
- The Policy must be reviewed and dated for the current year.



- 4a. **Your Rights - Federal Minimum Wage (Form WH 1088)** Spanish version available and **Notice to All Employees (Form WH 1321) Posters**. *Davis-Bacon wage rate poster required by 29 C.F.R. 5.5(a)(1). Form WH 1088 - Required on Projects where Davis-Bacon wage rates are not established. Available at USDOL online or by telephone at 1-866-487-9243.*
- b. **Actual wage rates are required by WH 1321.**



5. **Safe Workplace Poster. (OSHA Form 3165); Spanish Version (Form 3167). Required by 29 C.F.R. 1903.2(a)(1).** The Contractor is required under the provisions of OSHA to post this poster in a conspicuous place. Available online at USDOL or by telephone at 1-800-321-6742.



6. **Polygraph Notice. (Form WH 1462) Spanish Version (Form 1462 Sp.).** If employer is engaged in interstate commerce. Required by 29 C.F.R. 801.6. Available online at USDOL or by telephone at 1-866-487-9243.



7. **Your Rights Under the Family and Medical Leave Act of 1993. (Form WH 1420 Spanish version (Form WH-1420 sp.); Required by 29 C.F.R. 825.300(a). For employers of more than fifty employees. Available online at USDOL or by telephone at 1-866-487-9243.**



8. **Your Rights Under The Uniformed Services Employment And Reemployment Rights Act.**
Protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service and prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. Available online at <http://www.dol.gov/vets/programs/userra/poster.htm>.



9. **Pay Transparency Nondiscrimination Provision.** Required by Executive Order 11246, as amended by Executive Order 13665 (April 8, 2014); Required by 41 CFR 60-1.35; and FHWA-1273, §II(1)(b). The requirement to display the notice may be accomplished by posting the provision electronically or by posting a copy of the provision at the Contractor's job site in a conspicuous place available for employees and applicants to see. Available online at USDOL.



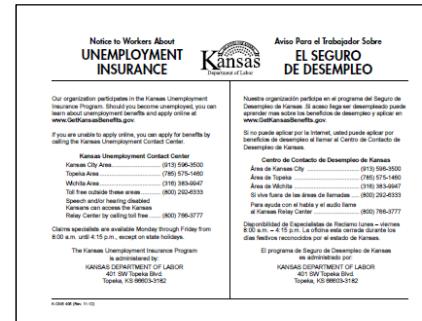
KANSAS POSTERS

****KANSAS POSTERS available at: <https://www.dol.ks.gov/Laws/posters.aspx>****

10. Notice to Workers about Unemployment Insurance.

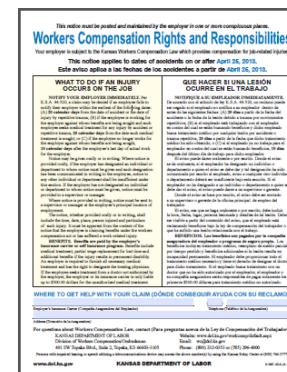
Form K-CNS 405. To be posted by employers covered by Kansas' Unemployment Insurance Statutes.

Available online.



11. Your Employer is Subject to the Kansas Workers Compensation Law.

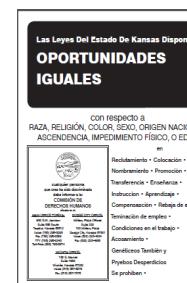
Form K-WC 40 To be posted by all Kansas Employers. Informs employees of Workers Compensation benefits and where to get help or information. The blanks at the bottom must be completed to be in compliance. Available online.



12. Kansas Law Provides Equal Opportunity.

To be posted by all Kansas Employers. Informs employees where to report discrimination.

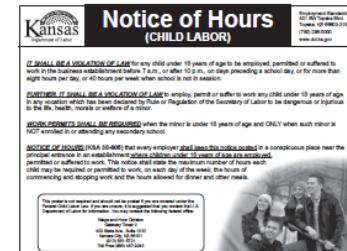
Available online.



13. Notice of Hours (Child Labor).

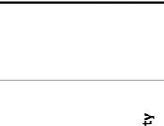
Form K-ESLR 100. Informs employees that a child under 18 years of age is prohibited from working in a vocation that has been declared to be dangerous or injurious to life, health, morals or welfare of a minor.

Available online.



Bulletin Board Check List

CHECKED BY: _____
COMPANY: _____
PROJECT No.: _____
DATE: _____

THE LAW	<input type="checkbox"/> Posted <input type="checkbox"/> Faded <input type="checkbox"/> Replace EEOC-P/E-1 FHWA 1022	EMPLOYEE RIGHTS WAGE & CONTRACT LAW \$7.25 	<input type="checkbox"/> Posted <input type="checkbox"/> Faded <input type="checkbox"/> Replace WH 1088
NOTICE	<input type="checkbox"/> Posted <input type="checkbox"/> Faded <input type="checkbox"/> Replace WH 1321	EMPLOYEE RIGHTS WAGE & CONTRACT LAW \$7.25 	<input type="checkbox"/> Posted <input type="checkbox"/> Faded <input type="checkbox"/> Replace WH 1420
Is current Contract Wage Decision displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Wage Decision Number KS4 KS9 KS19 KS20	EMPLOYEE RIGHTS PAY TRANSPARENCY 	EMPLOYEE RIGHTS PAY TRANSPARENCY 
OSHA 3165		OSHA 3165	
Contractor's EEO Policy & Officer Info		Rights Under USSRA	
K-CNS 405		Notice of Hours Worked	
K-WC 40		Equal Opportunity Poster	

REVISED: 7/2017

AFFIRMATIVE ACTION CHRONOLOGY

The following action must be taken annually:

1. Reaffirmation of the company EEO policy and a review of the affirmative action to be taken to ensure that employment goals are being met.
2. Conduct meeting with all key personnel to discuss EEO and document the content and attendance.
3. Evaluate the promotion and training opportunities for all minority and women employees.
4. Submit Form 1391 every July for every contractor and subcontractor working on each federal aid project.
5. Submit EEO policy to KDOT, including the company EEO Officer appointment letter.

The following actions must be taken after each contract award and prior to the construction phase:

1. Written notification for OFCCP of all subcontractors over \$10,000 within 10 days of award.
2. Include EEO requirements in all subcontracts and purchase orders over \$10,000.
3. Discuss EEO and hiring requirements with project supervisors.
4. Establish a list of minority and women recruitment sources for the job location and notify the sources of the need for referrals.
5. Choose the training program and classification to be used and submit the training plan prior to or at the preconstruction conference. The Notice to Proceed cannot be issued until the training plan has been received and approved by the Office of Civil Rights Compliance.
6. Obtain a certification of non-segregated facilities from all subcontractors and suppliers.
7. EEO Officer should attend the preconstruction conference.

The following actions must be taken during the construction phase of the project:

1. Document efforts to employ and train minorities and women.
2. Maintain applications in a file with notification of action taken as to hiring.
3. Participate in an approved OJT program.
4. Install and maintain a job site bulletin board.
5. Encourage present employees to refer minorities and women for employment.
6. Conduct and document job site inspections to ensure non-segregation and non-discrimination.
7. Monitor subcontractor payrolls to ensure compliance with employment goals.
8. Conduct and document employee meetings periodically to stress the EEO policy, define harassing and discriminating behaviors and to review the company complaint procedure.
9. Monitor DBE subcontractors for performance of a commercially useful function.
10. Submit Monthly Employment Data Form 1003 by the 5th of each month, reporting the previous month, on all federal aid contracts over \$500,000.

SECTION V
REQUIRED KDOT FORMS

EEO FORMS

1. TRAINEE APPROVAL REQUEST FORM 1002

This form must be completed and submitted at or before the preconstruction conference. The training program chosen must be approved by KDOT. The classification chosen must be one that is under-utilized for minorities or women and one that a significant number of training hours can be achieved.

The Form 1002 must be completed and submitted at any time an additional trainee is requested throughout the life of the project.

2. TRAINEE REPORT FORM 231

In order to reimburse contractors who provide training on federal aid projects with specification 07-01007, Form 231 must be completed and submitted WEEKLY, starting with the first week of training. Copies are to be prepared and signed, with the original going to the employee. A copy is also submitted to the applicable KDOT Field Office.

3. EMPLOYMENT REPORT FORM FHWA 1391

A copy of this form is to be submitted annually for the last pay period ending in July in which work was performed by the contractor or subcontractor. Single reports may be submitted for tied projects. The Form 1391 is submitted to the applicable KDOT Construction Office.

4. CONTRACT CERTIFICATION DOT FORM 259 AND FORM 260

Each request for subcontractor approval must be accompanied by one copy of Form 260. All work done or material supplied by a DBE firm for DBE goal credit must be on a Form 259. These forms are submitted to the applicable KDOT Construction Office.

5. EMPLOYMENT DATA FORM 1003

Contractors must complete the form for each federal aid project over \$500,000 on a monthly basis while work is in progress. The data should cover only personnel working on the project site. This form is submitted directly to KDOT Office of Civil Rights Compliance by the 5th of each month, reporting the previous month.

6. FORM CC-257

This form must be completed and submitted monthly by contractors working in the Kansas City area.

Kansas Department of Transportation
Request for Trainee Approval

- 1. Complete 1 form for each trainee prior to the trainee beginning work.**
- 2. Forward 1 copy to the Construction Office.**

Contractor		Date
Federal Project No.	State Project No.	Contract No.
Training Sponsor		
<input type="checkbox"/> Union Apprentice		<input type="checkbox"/> Non-Union Apprentice
Superintendent		Job Site Phone
Job Site Address		
Trainee Name		
Home Address		
City	State	Zip
Phone	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Social Security Number		
Ethnic Background		
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian		
Current Status	Job Being Trained For	
<input type="checkbox"/> New Hire <input type="checkbox"/> Upgrade		
Date Hired	Hours to Train	
Name of Trainee's direct Supervisor		
Davis-Bacon Wage \$		Trainee Wage \$
Construction Office <input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved
<hr/>		<hr/>
Signature	Date	
Office of Civil Rights Compliance <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
<hr/>		<hr/>
Signature	Date	

KANSAS DEPARTMENT OF TRANSPORTATION
CONTRACTOR'S WEEKLY EMPLOYEE TRAINING REPORT

DISTRIBUTION:

DISTRIBUTION:
Employee - Original

Employee - Original
Construction Office - 1 Copy (Verify & Forward to Office of Contract Compliance)

Contractor - complete this form weekly for each trainee working on the contract. Submit 1 copy to the project engineer within 5 days after the end of the pay period.

Contractor - complete this form weekly for each trainee working on the contract. Submit <u>1 copy</u> to the project engineer <u>within 5 days</u> after the end of the pay period.		Project #
		Location
		Type of program <input type="radio"/> KCA <input type="radio"/> Union <input type="radio"/> Other
Contractor name		Week Ending Date
Trainee name		Trainee classification
Social Security#		Date enrolled in program
Percent of journeyman scale		Hourly rate paid
		Davis-Bacon Rate
Status of Trainee is:		
<input type="radio"/> Working <input type="radio"/> Dropped Out <input type="radio"/> Graduated <input type="radio"/> Transferred to Another Project <input type="radio"/> Temporarily Laid Off <input type="radio"/> Terminated		
Date and hours worked by trainee this week on project shown above		Other project #
Hours trained this week		Previous hours trained
Total hours trained to date		
What were the trainee's primary job duties this week?		
The trainee's overall job performance for this week is: <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor		
Supervisor comments		
Trainee comments		
Trainee signature		Date
Supervisor signature		Date
Construction Office		Date

REVISED 12/2015

DOT FORM 231

EMPLOYMENT REPORT FORM FHWA 1391

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT											
1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE:		3. PROJECT NUMBER:		4. DOLLAR AMOUNT OF CONTRACT:		5. PROJECT LOCATION: (County and State)			
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March 2016.											
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20 ____ (INSERT YEAR)											
TABLE A											
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ETHNIC MINORITY		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		
	M	F	M	F	M	F	M	F	M	F	
OFFICIALS	0	0	0	0							
SUPERVISORS	0	0	0	0							
FOREMEN/WOMEN	0	0	0	0							
CLERICAL	0	0	0	0							
EQUIPMENT OPERATORS	0	0	0	0							
MECHANICS	0	0	0	0							
TRUCK DRIVERS	0	0	0	0							
IRONWORKERS	0	0	0	0							
CARPENTERS	0	0	0	0							
CEMENT MASONS	0	0	0	0							
ELECTRICIANS	0	0	0	0							
PIPEFITTER/PLUMBERS	0	0	0	0							
PAINTERS	0	0	0	0							
LABORERS-SEMI SKILLED	0	0	0	0							
LABORERS-UNSKILLED	0	0	0	0							
TOTAL	0	0	0	0							
APPRENTICES	0	0	0	0							
CJL TRAINNEES	0	0	0	0							
TABLE B											
(Table A data by racial status)											
6. PREPARED BY: (Signature and Title of Contractors Representative)		7. DATE		8. REVIEWED BY: (Signature and Title of State Highway Official)		9. DATE		10. REVIEWED BY: (Signature and Title of State Highway Official)		11. DATE	
PREVIOUS EDITIONS ARE OBSOLETE											

Form FHWA-1391 (Rev. 09-13)

**CONTRACT CERTIFICATION
OF
SUBCONTRACTOR AFFIRMATIVE ACTION REQUIREMENT**

5/15/2015

(Date)

I hereby certify that _____

Prime Contractor on Project No. _____

will, subject to the approval of KDOT, execute a subcontract with the firm of

and that the following will be accomplished in relation thereto: (The Contractor will check the appropriate block or blocks applicable to his contract).

- Federally-Aided contracts let in the Kansas City Hometown Plan of Johnson, Wyandotte, and Leavenworth Counties. These contracts contain the applicable Required Contract Provisions covering the Kansas City Hometown Plan and FHWA-1273.
 - Federally-Aided contracts let outside of Hometown Plan Areas. These contracts contain the applicable Required Contract Provisions, Specific Equal Employment Opportunity Responsibilities and FHWA-1273. The requirements of this Contract Provisions will be physically incorporated into such subcontract.
 - State Funded Contracts. These contracts contain the applicable Required Contract Provision, Specific Equal Employment Opportunity Contractual Requirements. The applicable requirements of this Contract Provision will be physically incorporated into such subcontract.

IT IS UNDERSTOOD THAT IT IS THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO INSURE THAT ALL APPROPRIATE EEO PROVISIONS ARE ADHERED TO BY THE SUBCONTRACTOR.

Signature of Prime Contractor or
Authorized Representative

**KANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR APPROVAL OF SUBCONTRACTOR**

Contract Number _____

County _____

Project No. _____

**Check if DBE

Type or Bridge No. _____

We hereby request approval of _____

FEIN No./sfx _____ whose address is _____

as a Subcontractor on the above contract which was entered into between the Secretary
Secretary of Transportation of the State of Kansas and the Contractor on the _____ day of _____

A subcontract has been executed in writing with the above subcontractor for the purpose of subletting some or all of the
following items of work:

QUANTITY	UNIT	LINE NO.	ITEM DESCRIPTION	*UNIT PRICE	AMOUNT
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				Total sheet #2	\$ -

*Use the contract unit price (or portion), if contract contains unit price for item or items being sublet

TOTAL

\$ -

Total \$ _____ - / contract amount \$ 1.00 = _____ to be sublet.

**Remarks For a DBE, provide tentative start and end dates for additional remarks attach a separate sheet

It is being understood that the granting of this request in no way relieves the original Contractor of their liabilities or obligations in the final execution and completion of the contract

Respectfully submitted, _____
Contractor

By: _____

DEPARTMENT OF TRANSPORTATION'S APPROVAL

Recommended _____, 20 _____

Recommended _____, 20 _____

By _____
Field Construction Administrator

By _____
District Engineer

Permission is hereby granted for subletting the portions of the contract as set forth in the foregoing request.

Approved _____, 20 _____

By _____

Chief, Bureau of Construction & Maintenance

Every Month mail to:
Kansas Dept. of Trans.
Office of Civil Rights
700 SW Harrison St.,
Topeka, Kansas 66601

Kansas Department of Transportation
Office of Civil Rights Compliance
Federal-Aid Highway Construction Employment Data

Kansas Department of Transportation
Office of Civil Rights Compliance
Federal-Aid Highway Construction Employment Data Summary

[Clear Form](#)

Contractor: _____ Subcontractor: _____ County: _____
Month: _____ Year: _____ State Project No.: _____ Contract No.: _____

List of New Hires for Month

Rev. 12/2016

D.O.T. Form 1003

SECTION VI

REFERRAL SOURCES

The contractor is required to direct its recruitment efforts, both oral and written, to referral sources likely to yield minority and women applicants in the contractor's recruitment area. All advertisements should contain the reference notation, "An Equal Opportunity Employer," not an abbreviation.

DISTRICT 1

REFERRAL SOURCES

<p>ERC Resource Manager 1100 SW Wanamaker Rd. #101 Topeka, KS 66604 (785)357-5171 http://east.ks.childcareaware.org</p> <p>University Career & Employment Services University of Kansas 1601 Irving Hill Road, Room 110 Lawrence, KS 66045 (785)864-3624 https://career.ku.edu/</p> <p>Kickapoo Nation in Kansas, Jobs Program PO Box 271 Horton, KS 66439 (785)486-2131 ext. 246 http://ktik-nsn.gov/humanresources.htm</p> <p>YWCA Career Assistance 225 SW 12st Street Topeka, KS 66612 (785)233-1750 http://www.ywcaneks.org</p> <p>Career Services Saint Mary College 4100 S. 4th St. Trafficway Leavenworth, KS 66045 (913)758-6145 http://www.stmary.edu/Student-Life/Career-Services.aspx</p> <p>Office of Multicultural Affairs 1200 Oread Avenue Lawrence, KS 66045 (785)864-4350 http://oma.ku.edu/</p> <p>Manhattan Workforce Center 205 S. 4th Street Manhattan, KS 66502-6111 (785)539-5691 http://www.workforcecenters.com/manhattan/</p> <p>MidAmerica Nazarene University Career Development Center 2030 E. College Way Olathe, KS 66062 (913)782-3750 ext. 230 http://www.mnu.edu/</p>	<p>Johnson County Workforce Partnership 9221 Quivira Road Overland Park, KS 66215 (913)577-5900 http://www.workforcepartnership.com/</p> <p>El Centro De Servicios Para Hispanos 134 NE Lake Street Topeka, KS 66616 (785)232-8207</p> <p>Sac & Fox Tribal Office 305 N. Main Street Reserve, KS 66434 (785)742-7471 http://www.sacandfoxks.com/sacfox.nsf</p> <p>Community Outreach Counseling Program Women's Resource Center Kansas City Kansas Community College 7250 State Avenue Kansas City, KS 66112 (913)288-7194 http://www.kckcc.edu/campus-life/student-services/counseling-advocacy-center</p> <p>Career Center Kansas City Kansas Community College 7250 State Avenue Kansas City, KS 66112 (913)344-1100 http://www.kckcc.edu/services/human-resources</p> <p>International Black Student Alliance 629 SE Quincy, Ste. 102 Topeka, KS 66603 (785)232-4272</p> <p>Career Services Emporia State University 1 Kellogg Circle Emporia, KS 66801 (620)341-5407 https://www.emporia.edu/careerservices/</p> <p>Habitat for Humanity 2907 SW Topeka Blvd. Topeka, KS 66611 (785)234-4322 http://www.topekahabitat.org</p>
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DISTRICT 1

REFERRAL SOURCES

Career Center Johnson County Community College 12345 College at Quivira Overland Park, KS 66210 (913)469-3870 http://www.jccc.edu/student-resources/counseling/career/	Topeka Workforce Center 1430 SW Topeka Blvd. Topeka, KS 66612 (785)235-5627 http://www.workforcecenters.com/topeka
Emporia Workforce Center 512 Market Emporia, KS 66801 (620)342-3355	Leavenworth County Workforce Partnership 515 Limit, Ste. 200 Leavenworth, KS 66048 (913)651-8100 http://www.workforcepartnership.com
Horton Field Office Bureau of Indian Affairs 908 1 st Avenue Horton, KS 66439 (785)486-2161	KCKCC Technical Education Center 6565 State Avenue Kansas City, KS 66102 (913)288-7800 http://www.kckcc.edu/academics/academic-divisions/technical-education-center
Donnelly College 608 N. 19 th Street Kansas City, KS 66102 (913)621-8700 http://www.donnelly.edu	Wyandotte County Workforce Partnership 552 State Avenue Kansas City, KS 66101 (913)281-3000 ext. 200 http://www.workforcepartnership.com
Student Resource Center Highland Community College 606 W. Main Highland, KS 66035 (785)442-6058 https://highlandcc.edu/pages/student-resources_1	Human Relations Division City Hall PO Box 708 Lawrence, KS 66044 (785)832-3310
Office of Diversity Kansas State University 224 Anderson Hall Manhattan, KS 66506 (785)532-6276 https://www.k-state.edu/diversity/	Washburn University- Career Services 1700 College Topeka, KS 66621 (785)670-1010 http://www.washburn.edu/current-students/career-services/
Career & Employment Services Kansas State University 100 Holtz Hall Manhattan, KS 66506 (785)532-6506 http://www.k-state.edu/ces/	Haskell Indian Nation's University PO Box 5032 Lawrence, KS 66046 (785)749-8485 http://www.haskell.edu
	Lawrence Workforce Center 2920 Haskell Ave. Ste. 2 Lawrence, KS 66046 (785)840-9675 http://www.workforcecenters.com/lawrence/

DISTRICT 2

REFERRAL SOURCES

Coordinator of Career Development
Tabor College
400 S. Jefferson
Hillsboro, KS 67063
(620)947-3121 Ext. 1222
<https://tabor.edu/career-services/>

Salvation Army
1137 N. Santa Fe
Salina, KS 67401
(785)823-2251

Junction City Workforce Center
1012-A West 6th Street
Junction City, KS 66441-1067
(785)762-8870
www.workforcecenters.com/junctioncity/

Kansas Works Salina
203 N. 10th Street
PO Box 1817
Salina, KS 67402
(785)827-0385
salinajobs@kansasworks.org

Director of Career Planning & Placement
Kansas Wesleyan
100 E. Claflin
Salina, KS 67401
(785)827-5541 Ext. 246
www.kwu.edu

YMCA
570 YMCA Drive
Salina, KS 67401
(785)825-2151
www.salinaymca.org

Salina Area Chamber of Commerce
120 W. Ash
PO Box 586
Salina, KS 67402-0586
(785)827-9301
info@salinakansas.org

Kansas Workforce One
Elmore Center
631 E. Crawford, Ste. 206
Salina, KS 67401
(785)493-8018
info@kansasworkforceone.org

Career Resources
Cloud County Community College
2221 Campus Dr.
Concordia, KS 66901
(800)729-5101
www.cloud.edu/about/career-center/

North Central Kansas Technical College
3033 US Hwy 24
Beloit, KS 67420
(785)738-2276
www.ncktc.edu

DISTRICT 3

REFERRAL SOURCES

Career Services
Fort Hays State University
600 Park St.
Sheridan Hall, Room 214
Hays, KS 67601
(785) 628-4260
www.fhsu.edu/career/employers/

Kansas WorkforceONE
Hays Workforce Center
332 E 8th St.
Hays, KS 67601
(785) 625-5654
<http://www.kansasworkforceone.org>

SER Corporation
1008 E 17th St., Suite 7
Hays, KS 67601
(785) 623-4016
<http://sercorp.com/>

Northwest Kansas Technical College
1209 Harrison Avenue
Goodland, KS 67735
(785) 890-3641
(800) 316-4127
www.nwktc.edu

Hays Area Chamber of Commerce
2700 Vine St.
Hays, KS 67601
(785) 628-8201
www.discoverhays.com

North Central Kansas Technical College
2205 Wheatland Ave.
Hays, KS 67601
(785) 625-2437
(888) 567-4297
www.ncktc.edu

Colby Community College
1255 South Range
Colby, KS 67701
(785) 462-3984
(888) 634-9350
www.colbycc.edu

DISTRICT 4

REFERRAL SOURCES

Ottawa Multi Media Resource Station
Ottawa Library
101 S. Hickory
Ottawa, KS 66067
(785) 229-3634
<https://www.ottawaks.gov/human-resources>

Kansas Works Chanute
Neosho Community College
800 W 14th St.
Chanute, KS 66720
(620) 431-2820 Ext. 634
<https://www.kansasworks.com/ada/r/offices/8900>

Coffeyville Community College
Coffeyville, KS 67337
(620) 251-7700
<https://www.coffeyville.edu/human-resources>

Coffeyville Technical Campus
6th & Roosevelt
Coffeyville, KS 67337
(620) 252-7550 Ext. 10
<https://www.coffeyville.edu/coffeyville-technical-campus>

Kansas Works Independence
317 N. Pennsylvania Avenue
Independence, KS 67301
(620) 332-5904
<https://sekworks.org/independence/>

Independence Community College
1057 W. College Avenue
Independence, KS 67301
(620) 235-4140
(800) 842-6063
<https://www.indycc.edu/>

Kansas Works Paola
1 S. Pearl, Ste. A
Paola, KS 66071
(913) 937-9462
<https://sekworks.org/paola/>

Pittsburg State University
Career Services
1701 S. Broadway
(620) 235-4140
<https://careers.pittstate.edu/>

Labette Community College
200 S. 14th Street
Parsons, KS 67357
(620) 421-6700, ext. 1257
(888) 522-3883
<http://www.labette.edu/directory/workforce.html>

Kansas Works Pittsburg
216 N. Broadway, Suite K
Pittsburg, KS 66762
(620) 231-4250
<https://sekworks.org/pittsburg/>

DISTRICT 5

REFERRAL SOURCES

KETCH
1006 E. Waterman
Wichita, KS 67211
(316) 383-8700
www.ketch.org

Hutchinson Community College
1300 N Plum
Hutchinson, KS 67501
(620) 665-3500
www.hutchcc.edu

Butler Workforce Center
524 N Main
El Dorado, KS 67042
(316) 321-2350
<http://www.workforce-ks.com>

Friends University
Career Services
2100 West University Ave.
Davis Administration Bldg., Suite 216
Wichita, KS 67213
(316) 295-5885
(800) 794-6945, ext. 5885
<https://www.friends.edu/students/career-services/>

Wichita State University
1845 Fairmount St.
Wichita, KS 67260
(316) 978-3456
www.wichita.edu/careerdevelopment/

Wichita Area Technical College
4004 N Webb Road
Wichita, KS 67226
(316) 677-9400
www.watc.edu

Butler County Community College
Student Career Services
901 S Haverhill Road
BOE 601
El Dorado, KS 67042
(316) 322-3231
<https://www.butlercc.edu/info/201132/student-career-services>

Wichita Workforce Center
2021 N Amidon, Suite 1100
Wichita, KS 67203
(316) 771-6800
(877) 509-6757
<http://www.workforce-ks.com>

SER Corporation
1020 N Main, Suite D
Wichita, KS 67203
(316) 264-5372
(877) 664-5372
<http://sercorp.com/>

Great Bend Workforce Center
1025 Main Street
Great Bend, KS 67530
(620) 793-5445
<http://www.kansasworkforceone.org>

Hutchinson Workforce Center
609 E 14th Ave.
Hutchinson, KS 67504
(620) 663-6131
<http://www.kansasworkforceone.org>

Cowley Workforce Center
108 E 12th Ave.
Winfield, KS 67156
(620) 221-7790
www.workforce-ks.com

DISTRICT 6

REFERRAL SOURCES

Dodge City Workforce Center
2308 First Ave.
Dodge City, KS 67801
(620) 227-2149
<http://www.kansasworkforceone.org>

Kansas Works Garden City
107 E Spruce St.
Garden City, KS 67846
(620) 276-2339
<http://www.kansasworkforceone.org>

SER Corporation
Dodge City Community College
Technical Education Center
2501 N 14th Ave., Room 125
Dodge City, KS 67801
(620) 371-6056
(877) 664-5372
<http://sercorp.com/>

SER Corporation
1209 Harrison
Goodland, KS 67735
(785) 890-3300
(866) 597-6760
<http://sercorp.com/>

Garden City Community College
801 Campus Drive
Garden City, KS 67846
(620) 276-7611
www.gcccks.edu

Seward County Community College
1801 N Kansas
P.O. Box 1137
Liberal, KS 67905
(620) 624-1951
(800) 373-9951
www.sccc.edu

Southwest Kansas Technical School
2215 N Kansas
P.O. Box 1599
Liberal, KS 67901
(620) 626-3819

Dodge City Community College
2501 N 14th St.
Dodge City, KS 67801
(620) 225-1321
(800) 367-3222
www.dc3.edu