

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

The information provided in this pamphlet should be used as a guide toward implementing your affirmative action program.

If you should have questions or desire assistance, contact the EEO Section, Arkansas Department of Transportation.

EEO Staff

External Program

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SUBCONTRACTORS

All subcontractors participating on this project who have subcontracts in excess of \$10,000 are subject to the same obligations as the prime contractor. It is the responsibility of the prime contractor to ensure subcontractor compliance with the EEO provisions.

- Subcontractors cannot begin work without an acknowledged subcontract or DBE purchase order.
- Subcontractors must be paid within 10 calendar days after the Contractor receives payment from the Department.
- Weekly certified payrolls (prime and subcontractors) shall be submitted to Doc Express when work is performed not later than seven (7) calendar days after the close of the pay period. The employee's address or full social security number (SSN) cannot be shown on the certified payroll; however, the last four digits of the SSN or an employee identification number are acceptable.

DBE PROGRAM POINTS

- DBEs are required to use their own equipment and workforce.
- Never perform the work that a DBE has been committed to perform on the project. This could result in not being paid for those items.
- If equipment is going to be leased by a DBE, the lease agreement must be approved by the Resident Engineer.
- All payments made to DBEs on Federally Funded contracts must be reported and certified by the Contractor. This includes contracts which have a DBE goal and Federally Funded contracts which do not have a DBE goal.
- The DBE payment log is provided in the contract and must be submitted to Doc Express within 35 days of receiving your estimate.
- Any changes with DBEs committed to meet the goal must be approved by the Department.

The Department was informed by the Federal Highway Administration (FHWA) that the Department of Labor, Office of Federal Contract Compliance Programs (DOL) has the exclusive authority to determine compliance with Executive Order (EO) 11246 and its implementing regulations. Therefore, neither FHWA nor the States have the authority to review or monitor the compliance of Federal or federally assisted contractors with the affirmative action or goal requirements of EO 11246 or its implementing regulations.

Since the Department cannot enforce the DOL Goals and Timetables under EO 11246, the Department will utilize the 2000 U.S. Census Bureau Information by county, for minority and female representation of the labor force, to determine if the contractor's workforce has an underutilization of minorities and females in the county for which the project is located.

Since the DOL also has the authority to conduct compliance reviews, enclosed are the DOL's Goals and Timetables for minority participation by county. The minority goal is based on the county for which the project is located. The female goal is 6.9%, statewide.

The following website is available to review minority and female representation by county:

<http://www.census.gov/eeo2000/index.html>

Department of Labor

Goal For Minority Utilization By County

<u>District 1</u>		<u>District 6</u>	
Cross	26.5	Grant	16.4
Crittenden	32.3	Hot Spring	16.4
Woodruff	16.4	Garland	16.4
St. Francis	26.5	Saline	15.7
Monroe	16.4	Pulaski	15.7
Lee	26.5	Lonoke	16.4
Phillips	26.5	Prairie	16.4
<u>District 2</u>		<u>District 7</u>	
Jefferson	31.2	Clark	16.4
Arkansas	16.4	Dallas	16.4
Cleveland	16.4	Ouachita	16.4
Lincoln	16.4	Calhoun	16.4
Desha	16.4	Bradley	16.4
Drew	16.4	Lafayette	20.2
Ashley	16.4	Columbia	20.2
Chicot	16.4	Union	16.4
<u>District 3</u>		<u>District 8</u>	
Montgomery	16.4	Johnson	16.4
Howard	20.2	Pope	16.4
Pike	20.2	Van Buren	16.4
Sevier	20.2	Conway	16.4
Hempstead	20.2	Faulkner	16.4
Little River	19.7	Yell	16.4
Miller	19.7	Perry	16.4
Nevada	20.2		
<u>District 4</u>		<u>District 9</u>	
Washington	3.3	Benton	3.3
Crawford	5.6	Carroll	3.3
Franklin	6.6	Boone	3.3
Sebastian	5.6	Marion	3.3
Logan	6.6	Baxter	3.3
Scott	6.6	Madison	3.3
Polk	6.6	Newton	3.3
		Searcy	3.3
<u>District 5</u>		<u>District 10</u>	
Fulton	16.4	Randolph	26.5
Sharp	16.4	Clay	26.5
Izard	16.4	Lawrence	26.5
Stone	16.4	Greene	26.5
Independence	16.4	Craighead	26.5
Cleburne	16.4	Mississippi	26.5
Jackson	16.4	Poinsett	26.5
White	16.4		

PURCHASE ORDER AGREEMENT

The contractor will include appropriate EEO provisions in every purchase order and lease agreement in excess of \$10,000.

EEO language must be copied or attached to a purchase order in excess of \$10,000. DBE purchase orders must be acknowledged by the Department.

PURCHASE ORDER AGREEMENT

NAME _____

ADDRESS _____

TELEPHONE NUMBER () _____

PURCHASE ORDER NO. _____ DATE: _____

ARDOT Job No.	Owner	Project Location	Job No.	Bid Item/ Equip. No.
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Supplier: _____

Ship To: _____

Terms		F. O. B.	
Freight Rate	State Tax	Ship On	To Arrive By
	<input type="checkbox"/> Exempt <input type="checkbox"/> Charge		

Quantity	Billing Unit	Description	Delivery Req'd by (Date)	Unit Price	Total Est. Prices

Our firm 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 or disability. This purchase order adopts by reference the Civil Rights Act of 1964 et seq as part of this invoice.

NOTICE OF NONDISCRIMINATION

The Arkansas Department of Transportation (ARDOT) complies with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in Department programs and activities, as well as ARDOT's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: Joanna.McFadden@ardot.gov.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. The provisions on the reverse side are the required contract provisions which are made a part of this 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 provisions.

Seller

Buyer

NONDISCRIMINATION

(Applicable to Federal-aid construction contracts and related subcontracts and purchase orders exceeding \$10,000.)

1. **Selection of Labor:** During the performance of this contract, the contractor shall not:

- a. discriminate against labor from any other State, possession or territory of the United States, or
- b. employ convict labor for any purpose within the limits of the project unless it is labor performed by convicts who are on parole, supervised release or probation.

2. Employment Practices:

a. The Equal Employment Opportunity Affirmative Action Notice set forth in 41 CFR 60-4.2 and the Equal Employment Opportunity Construction Contract Specifications set forth in 41 CFR 60-4.3 are incorporated by reference in this contract.

b. Regulation 41 CFR 60-4.2 requires goals and timetables for minority and female participation expressed in percentage terms for the contractor's aggregate workforce in each trade on all construction work in the covered area. The goals for this contract are stated elsewhere in the bidding documents and in the construction contract.

c. Regulation 41 CFR 60-4.3 provides specific affirmative action standards the contractor shall implement to ensure equal employment opportunity in achieving the minority and female participation goals set forth in paragraph 2b of this Section.

3. Equal Opportunity Clause:

During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability. The contract will take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Arkansas Department of Transportation (ARDOT) setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age or disability.

c. The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice to be provided by the AHTD advising the said labor union or workers' representative of the contractor's commitments under this Section I, paragraph 3.

d. The contractor will comply with all provisions of Executive Order 11246, Equal Employment Opportunity, date September 24, 1965, and of the rules, regulations (41 CFR Part 60), and relevant orders of the Secretary of Labor.

e. The contractor will furnish all information and reports required by Executive Order 11246 and by rules, regulations, and orders of the Secretary of Labor, pursuant thereto, and will permit access to its books, records, and accounts by the Federal Highway Administration (FHWA) and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this Section I, paragraph 3, or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part. The contractor may be declared ineligible for further Government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

g. The contractor will include the provisions of this Section I, paragraph 3, in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor, unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246. The contractor will take such action with respect to any subcontract or purchase order as the AHTD or the FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a contractor becomes a party to litigation by a subcontractor or vendor as a result of such direction, the contractor may request the AHTD to enter into such litigation to protect the interest of the State. In addition, the contractor may request the United

States to enter into such litigation to protect the interests of the United States.

4. Selection of Subcontractors, Procurement of Materials, and Leasing of Equipment:

a. The contractor shall not discriminate on the grounds of race, color, sex, disability, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. In all solicitations made by the contractor each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract relative to nondiscrimination on the grounds of race, color, sex, disability, or national origin.

b. In the event of the contractor's noncompliance with the nondiscrimination provisions of this Section I, paragraph 4, this contract may be subject to sanctions including but not limited to the withholding of payments to the contractor under the contract until the contractor complies and/or cancellation, termination, or suspension of the contract in whole or in part.

c. The contractor shall include the provisions of this paragraph 4 in every subcontract, including procurement of materials and leases of equipment. The contractor shall take such action with respect to any subcontractor or procurement as the AHTD or the FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a contractor becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the contractor may request the AHTD to enter into such litigation to protect the interests of the State. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

5. General Participation Requirements:

a. **Policy:** It is the policy of the DOT that disadvantaged business enterprises (DBE's), as defined in 49 CFR Part 23, shall have equal opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the requirements of 49 CFR Part 23 apply to this contract.

b. **Obligation:** The contractor agrees to take all necessary steps to ensure the eligible businesses, as defined in 49 CFR Part 23, have equal opportunity to compete for and perform subcontracts financed in whole or in part with Federal funds provided under this contract.

c. The contractor's failure to carry out the requirements of paragraphs 5a and 5b of this Section I shall constitute a breach of contract and may result in termination of the contract or other appropriate action.

d. The contractor shall provide all information and reports required by 49 CFR Part 23 or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the AHTD or the FHWA to be pertinent to ascertain compliance with the regulations or directives.

II. NONSEGREGATED FACILITIES

(Applicable to Federal-aid construction contracts and related subcontracts exceeding \$10,000.)

a. By submission of this bid, the execution of this contract or subcontract, or the consummation of this material supply agreement or purchase order, as appropriate, the bidder, Federal-aid construction contractor, subcontractor, material supplier, or vendor, as appropriate, certifies that the firm does not maintain or provide for its employees any segregated facilities at any of its establishments, and that the firm does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The firm agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. The firm further certifies that no employee will be denied access to adequate facilities on the basis of sex.

b. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive, or are, in fact, segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

c. The contractor agrees that it has obtained or will obtain identical certification from proposed subcontractors or material suppliers prior to award of subcontracts or consummation of material supply agreements exceeding \$10,000 and that it will retain such certification in its files.

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 action steps identified in the Guide To Compliance With The Affirmative Action/EEO Requirements of the Contract Specifications which follows.

Documentation of your effort is a requirement. All documentation should remain on file for three (3) years after completion of the project and should be readily available for any state or federal officials to review.

GUIDE TO COMPLIANCE WITH
THE AFFIRMATIVE ACTION/EEO
REQUIREMENTS OF THE
CONTRACT SPECIFICATIONS

GUIDE TO COMPLIANCE

WITH THE AFFIRMATIVE ACTION/EEO

REQUIREMENTS OF THE

CONTRACT SPECIFICATIONS

1. REQUIREMENT: "The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification 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."

ACTION REQUIRED: When a subcontract of a Federal or federally assisted construction project is let, prepare a letter of notification to the Area Director of OFCCP and forward within ten (10) days. A sample letter is provided at Appendix A. For construction projects in Benton and/or Washington Counties, the letter of notification should be mailed to the Area Director of OFCCP in Tulsa, Oklahoma. For all other Counties, the letter should be mailed to the Area Director of OFCCP in Little Rock, Arkansas. A copy of this letter should be forwarded to the Department's Section Head - EEO; and copies filed in both the project file and the EEO file.

2. REQUIREMENT: "The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, 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 changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall 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."

ACTION REQUIRED: Prepare a letter appointing a responsible official as the Equal Employment Opportunity Officer. This letter should clearly make the EEO Officer responsible for monitoring all employment related activity to ensure that the company's EEO Policy is being carried out. Forward copies of the letter appointing the EEO Officer to all contracting agencies with which your firm does business; and ensure that a copy of this letter is posted on all company bulletin boards at all job sites. (A sample EEO Officer Appointment Letter is provided at Appendix B.)

Each Contractor must develop a system of recordkeeping which will provide the required data in an easily understandable and retrievable form.

3. REQUIREMENT: "Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities."

ACTION REQUIRED: Maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which your employees are assigned to work. Assign two (2) women to each work site whenever possible. 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 at Appendix C to make supervisors and workers aware of this policy. As a safeguard, have all employees sign a statement that they are aware of the company policy; and retain copies of these statements in the company EEO Affirmative Action files.

4. REQUIREMENT: "Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses."

ACTION REQUIRED: See Appendix D for the following sample letters and forms:

1. Letter to Minority and Female Recruitment Sources.
 2. Minority and Female Recruitment Source List.
 3. Minority/Female Recruitment Source Response Register.
5. REQUIREMENT: "Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken."

ACTION REQUIRED: See Appendix E for sample form. Maintain the sample form for all minority and female off-the-street applicants, and all minority and female referrals from a recruitment source or community organization.

6. REQUIREMENT: "Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations."

ACTION REQUIRED: Open Shop Contractors - No Action Required. Union Contractors - Provide immediate written notice to the Director of OFCCP giving specific circumstances pertaining to any action by the union which has impeded your efforts in meeting your affirmative action requirements.

7. REQUIREMENT: "Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under Item 4."

ACTION REQUIRED: Contractors may meet this requirement by actively participating in a training program approved by the Arkansas State Highway and Transportation Department and concurred in by the FHWA.

HOW MANY TRAINEES MUST A CONTRACTOR ENROLL AND TRAIN TO BE FOUND IN COMPLIANCE? The size of your workforce and the dollar amount of your contracts determine how many minorities and females your firm should be training. Remember - If you have a single Federal or federally assisted contract, your affirmative action requirements extend to your entire workforce regardless of whether or not they are performing work on a Federal project. Contractors should provide notification to all minority and female recruitment sources of the fact that the contractor participates in a training program for the recruitment and training of minorities and women. (See Appendix F for sample letter.)

8. REQUIREMENT: "Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees before the start of work and then not less often than once every six months; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed."

ACTION REQUIRED:

1. Establish a systematic procedure for providing unions and training programs a copy of the contractor's EEO policy and requesting their cooperation in meeting EEO obligations. A sample letter is provided at Appendix F.
2. Incorporate the EEO policy into collective bargaining agreements and all employment related contracts.
3. Publish the EEO policy in all company publications.
4. Review the EEO policy and notices with all personnel before the start of work and then not less often than once every six months. Document this review by requiring each employee to sign a dated statement that the company EEO policy and notices have been reviewed with him/her. Retain proof of the

review in company personnel files and EEO Affirmative Action files. A sample policy statement and notices is provided at Appendix G.

5. Post the EEO policy statement and appropriate notices on the home office bulletin board and all bulletin boards at all work sites. Refer to EEO Poster and Notices required for Federal Aid Construction Projects.

9. REQUIREMENT: Review the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with on-site supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site and then not less often than once every six months. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

ACTION REQUIRED: Conduct a detailed review of the company EEO policy and affirmative action requirements with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with superintendents and foremen prior to the initiation of construction work at any job site and then not less often than once every six months. 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 at Appendix H. All persons attending the meeting should be required to sign the minutes of the meeting; and a copy of the signed minutes should be retained in the company EEO Affirmative Action files. These reviews should also be conducted when new supervisory personnel are employed.

10. REQUIREMENT: "Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business."

ACTION REQUIRED: Send a copy of your company's EEO policy to all Subcontractors, Vendors and Suppliers with which you anticipate doing business. Document this action by retaining copies of the letters of transmittal in your EEO Affirmative Action files. A

sample letter of transmittal is provided at Appendix I. Include your EEO policy in any advertising in the news media; and specifically have your EEO policy included in advertising in minority and female news media. Retain copies of all advertising which includes your EEO policy in your EEO Affirmative Action files.

11. REQUIREMENT: "Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process."

ACTION REQUIRED: Write and visit minority, female and community organizations; schools with minority and female students; and minority and female recruitment and training organizations to inform them of your firm's recruitment policy and of the opportunity for minorities and females to receive on-the-job training. Document all recruitment efforts and retain this documentation in your EEO Affirmative Action files. A sample letter to recruitment sources is provided at Appendix D-1. A sample letter to recruitment sources advising them of the training program is provided at Appendix F.

12. REQUIREMENT: "Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's workforce."

ACTION REQUIRED: Encouragement to minority and female employees to recruit other minority persons and females is contained in Appendix G, "Notice encouraging employees to refer minority and female applicants for employment." Additionally, it is recommended that a letter be sent annually to all minority and women employees encouraging them to recruit others.

13. REQUIREMENT: "Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3."

ACTION REQUIRED: No action necessary if tests are not utilized in the selection procedure. It is recommended that tests not be utilized

since validation procedures contained in 41 CFR 60-3 are extremely complex and time consuming.

14. REQUIREMENT: "Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities."

ACTION REQUIRED: Conduct an annual inventory and evaluation of all minority and female personnel for promotional and training opportunities. Make a detailed evaluation of each minority and female employee and fully document rationale for selection and non-selection. Maintain a copy of the detailed evaluation of each employee in your EEO Affirmative Action files. A copy of a sample memorandum is at Appendix J.

15. REQUIREMENT: "Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out."

ACTION REQUIRED: Continually monitor personnel and employment activities to ensure that the EEO policy and contractual obligations are being carried out. Document this monitoring program by memorandum. Retain copies of all memorandums in the EEO Affirmative Action files.

16. REQUIREMENT: "Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes."

ACTION REQUIRED: Make periodic inspections and checks to ensure that all facilities and company activities are non-segregated. Include this as a requirement in all subcontracts let by your firm; and in all purchase agreements with vendors and material suppliers.

17. REQUIREMENT: "Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations."

ACTION REQUIRED: Contractors are required to solicit subcontract bids from disadvantaged construction firms. The Arkansas State Highway and Transportation Department requires that solicitations from disadvantaged construction firms be fully documented. Copies of all letters and solicitations should be maintained in both the project file and the EEO Affirmative Action files. A directory of disadvantaged businesses may be obtained from the Human Resources Office, Arkansas State Highway and Transportation Department.

NOTE: Each contracting firm should appoint a "Disadvantaged Business Enterprise Liaison Officer". Notification of this appointment should be forwarded to all contracting agencies and retained as documentation in the EEO Affirmative Action files. A sample letter is provided at Appendix B.

18. REQUIREMENT: "Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations."

ACTION REQUIRED: Throughout the year make continuous checks to ensure that the EEO policy is being adhered to and that the firm's Affirmative Action obligations are being met. At least once annually, conduct a formal review and prepare a memorandum for record stating the results of the review. A sample memorandum is provided at Appendix K.

APPENDIX B

LETTER OF NOTIFICATION

EEO AND DBE LIAISON OFFICER(S)

Ms. Joanna P. McFadden
Section Head - EEO
Arkansas Department of Transportation
P. O. Box 2261
Little Rock, AR 72203

Dear _____ :

This letter is to advise you that Mr./Ms.(name) has been appointed to serve as (firm name) EEO Officer. Mr./Ms. (name) will assure that the company is in full compliance with Equal Employment Opportunity requirements.

EEO Officer: _____
Address: _____
Telephone: (____) _____

Additionally, Mr./Ms. _____ will serve as the company's Liaison Officer for administrating the Disadvantaged Business Enterprise Program.

Sincerely,

President

c: Resident Engineer

This letter should be submitted to the EEO Section and a copy to the Resident Engineer. If this person changes it is the Contractor's responsibility to submit the newly appointed EEO Officer and DBE Liaison Officer.

**APPENDIX C-1 LETTER TO SUPERVISORS AND MANAGERS INFORMING
THEM OF THE COMPANY POLICY TO MAINTAIN A
WORKING ENVIRONMENT FREE OF HARASSMENT,
INTIMIDATION, AND COERCION**

Mohawk Construction, Inc.
P. O. Box 9999
Little Rock, AR 72999

Dear :

It is the policy of (firm name) to ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites and in all facilities at which the employees are assigned to work. Specific attention must be given to ensure that minorities and women are provided with a work environment free of harassment, intimidation and coercion at all times.

To ensure that women are made to feel at home in the company, it will also be a policy of this company to assign two or more women to each construction project whenever possible.

I expect you to enforce this policy and ensure that all personnel under your supervision rigidly adhere to this policy. Failure to abide by this policy by any employee of this company will be grounds for immediate dismissal.

If you should have questions concerning this policy, please contact me or the Company's EEO Officer.

Sincerely,

President

**APPENDIX C-2 LETTER TO EMPLOYEES INFORMING THEM OF THE
COMPANY POLICY TO MAINTAIN A WORKING
ENVIRONMENT FREE OF HARASSMENT, INTIMIDATION,
AND COERCION.**

TO: ALL EMPLOYEES OF (FIRM NAME)

SUBJECT: WORKING ENVIRONMENT

IT IS THE POLICY OF (FIRM NAME) TO ENSURE AND MAINTAIN A WORKING ENVIRONMENT FREE OF HARASSMENT, INTIMIDATION, AND COERCION AT ALL SITES AND IN ALL FACILITIES AT WHICH THE EMPLOYEES ARE ASSIGNED TO WORK.

THIS POLICY WILL BE RIGIDLY ADHERED TO AT ALL TIMES BY (FIRM NAME). ANY VIOLATION OF THIS POLICY SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR OR THE COMPANY'S EEO OFFICER.

PRESIDENT

TO: PERSONNEL OFFICER

I HAVE READ THE ABOVE COMPANY POLICY AND IT HAS BEEN EXPLAINED BY THE 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'S EEO OFFICER.

(Employee's Name)

(Date)

APPENDIX D-1 LETTER TO MINORITY AND FEMALE RECRUITMENT SOURCES AND COMMUNITY ORGANIZATIONS ADVISING OF EMPLOYMENT OPPORTUNITIES

Dear :

(Firm Name) 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, or disability. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, reduction in force or termination, rates of pay or other forms of compensation, and selection for training.

(Firm name) is specifically charged by the provisions of our Federal and federally assisted contracts to provide equal employment opportunities for minorities, females, disabled persons, disabled veterans, and veterans of the Vietnam Era.

At the present time, (firm name) is seeking to hire the following personnel to work in Pulaski County, Arkansas, at a starting wage rate of \$7.25 per hour to \$9.25 per hour depending on the job classification:

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

Please refer all applicants to:

Name:
Job Title:
Address:

Telephone Number:

If you have questions, contact me at (501) 555-2356.

Sincerely,

EEO Officer

This letter should be sent to recruitment organizations in the area when there is job opportunity on the project or if you are building your applicant pool.

APPENDIX D-3

Minority/Female Recruitment Source Response Register

AGENCY CONTACTED	DATE CONTACTED	RESPONSE
AR Department of Human Services Little Rock, AR	May 15, 2019	Agency referred Ann Johnson and Susan Jackson for positions as carpenters. Both applicants interviewed and hired. Jackson interviewed and found not qualified for carpenter position, hired as carpenter trainee. (Include information as to job assignment.)
Department of Workforce Services Little Rock, AR	May 15, 2019	Agency referred John Smith and Sharon Robinson. Smith hired as cement mason for work within the city of Little Rock. Robinson failed to show up for interview. Follow-up indicates Robinson accepted employment with another construction firm.
American Indian Center of Arkansas Little Rock, AR	May 15, 2019	No response received. Follow-up letter sent May 22, 2019.
University of Arkansas	May 15, 2019	Agency reported all Senior Civil Engineering students had accepted employment with other firms. Recommended recruitment for June graduates will be started in early January.
Women in Construction Greater Little Rock Chapter	May 15, 2019	Agency responded; however, no female personnel available at this time.

This is an example of showing how to document your contacts and any response given.

APPENDIX E

MINORITY & FEMALE APPLICANT ROSTER

Job No. _____

DATE	NAME	ADDRESS	TELEPHONE	SEX	ETHNIC GROUP	REFERRED BY	JOB DESIRED	COMMENTS
5/15/19	Mary Hill	102 6th Street Little Rock, AR 72202	375-6873	F	Black	Toltec, Inc.	Carpenter	5/15/19- Interviewed. Qualified. Awaiting a position vacancy.
5/15/19	Joe Scott	220 Chester Little Rock, AR 72203	NONE	M	Black	Off the street	Dozer Operator	5/15/19- Interviewed. Not qualified for the Dozer Operator position. Hired as a trainee for work in Little Rock.
5/15/19	Jane Hart	1213 Harris Little Rock, AR 72203	375-1234	F	White	Little Rock Department of Workforce Services	Ironworker	5/15/19- Interviewed. Hired.

**APPENDIX F LETTER TO MINORITY AND FEMALE RECRUITMENT
SOURCES AND COMMUNITY ORGANIZATIONS ADVISING OF
THE COMPANY'S PARTICIPATION IN A RECRUITMENT AND
TRAINING PROGRAM**

American Indian Center of Arkansas
1100 N, University, Suite 133
Little Rock, AR 72207-6344

Dear :

(Firm Name) is an Equal Employment Opportunity Employer and actively participates in the Arkansas Chapter of the Associated General Contractors of America Recruitment and Training Program for minorities and females.

Enclosed is a copy of the program outlining the classifications in which employees may be trained. The program permits trainees to be paid a percentage of the prevailing wage rate while enrolled in the training program. Trainees receive step pay increases during the training period and upon graduation, receive 100% of the prevailing wage rate.

Please refer minorities and/or females to this office for employment consideration and enrollment in the training program.

Sincerely,

Personnel Officer

Enclosure

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

APPENDIX G - EEO POLICY STATEMENT AND NOTICES

JOB NUMBER _____
LOCATION _____
DATE _____

Company EEO policy statement

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 or disability. 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, preapprenticeship and/or on-the-job training.

Notice encouraging employees to refer minority and female applicants for employment

We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and/or female who is seeking employment, please refer them to _____.

Notice informing employees of available training program and the entrance requirements

We are participating in the On-The-Job Training of the Arkansas Chapter of the Associated General Contractors of America. If you are interested in developing a skill in a craft of the Heavy-Highway Construction Industry, please contact _____ . He/she will explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.

Complaint Procedures

Any complaint of alleged discrimination by this company, its supervisors, employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company Equal Employment Opportunity Officer.

Notice identifying company EEO Officer by name to include address and telephone number where EEO Officer can be located

The Equal Employment Opportunity Officer for _____ is _____. He/she may be contacted by writing _____ or calling _____ before _____. After this time he/she may be reached at _____.

Work Environment Statement

It is the policy of this 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. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO Officer.

Certification of Nonsegregated Facilities

_____ certifies that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy of the sexes.

This is to certify that I have read or had read to me the company's EEO policy statement and notices.

Employee's Signature

Date

Employee's Signature

Date

Employee's Signature

Date

Employee's Signature

Date

APPENDIX H

**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

Name/Signature

APPENDIX I

EEO POLICY - LETTER OF TRANSMITTAL

Total Construction Company
Box 999
Benton, AR 72999

Gentlemen:

Enclosed is a copy of (firm name) Equal Employment Opportunity Policy. (Firm name) strictly adheres to this policy and is obligated by the provisions of its Federal and federally assisted construction contracts to do business with Equal Employment Opportunity firms. If you have questions regarding our firm's EEO Policy, contact me as soon as possible.

Please provide this office with a copy of your firm's Equal Employment Opportunity Policy statement. This information is needed so that we may be assured that your company is an Equal Employment Opportunity Employer and to document our company's Affirmative Action efforts during an EEO compliance review.

Your assistance and cooperation is appreciated.

Sincerely,

EEO Officer

APPENDIX J

**MEMORANDUM DOCUMENTING ANNUAL INVENTORY AND
EVALUATION OF MINORITIES AND FEMALES FOR
PROMOTION AND TRAINING.**

TO: File
FROM: John H. Henderson
SUBJECT: Annual Inventory and Evaluation

On May 15, 2018, the annual review of all minority and female personnel for promotional and training opportunities was conducted.

Results were as follows:

1. Mr. Jack Jackson (Cement Mason) was promoted to Cement Foreman.
2. Ms. Linda Lightfoot (Laborer) was selected to be enrolled in the training program as a Concrete Finisher.
3. Mr. Juan Garcia (Carpenter Trainee) was selected for advanced graduation as a Journeyman Carpenter. Mr. Garcia had completed only 55% of the training required for graduation; however, he had mastered the necessary skills required for graduation.
4. Ms. Wanda Washington (Secretary) of the home office staff will be promoted to Office Manager effective May 18, 2018.
5. Mr. Jim Smith (Form Setter) was selected to be enrolled in the training program as a Carpenter.

APPENDIX K

**MEMORANDUM - ANNUAL REVIEW TO ENSURE EEO
POLICIES AND AFFIRMATIVE ACTION OBLIGATIONS ARE
BEING MET.**

TO: File

FROM: John H. Henderson

SUBJECT: Annual Review of EEO Policy and Affirmative Action Obligations

On May 15, 2018, a review of (firm name) EEO policies and affirmative action obligations was conducted. Supervisory personnel were adhering to the company EEO Policy.

A detailed review of the firm's affirmative action obligations was conducted and the company met or exceeded the affirmative action obligations with the exception of meeting the goal for female employment.

To correct the underutilization of females, the company has intensified the recruitment of females. One female has been hired and will start to work on May 15, 2018 and will be enrolled in the training program as a Carpenter.

REFERRAL SOURCES

The contractor is required to direct its recruitment efforts, both oral and written, to referral sources likely to yield minority and female applicants in the contractor's recruitment area. It is intended that the contractor concentrate its recruiting efforts within a 25 mile radius of the project, whenever possible.

All advertisements should contain the reference notation:

AA/EOE
Women, Minorities and Disabled People
Encouraged to Apply

REPORTING REQUIREMENT FOR THE TRAINING PROGRAM

The contractor is required to make provisions for the maintenance of records and furnish periodic reports documenting the company's performance under the training provision. The sheet that follows identifies some of the forms used to monitor compliance with this requirement. The contractor will be required to furnish the registration and weekly progress cards. Additional information can be found in the Training Program Special Provisions.

TRAINING PROGRAM

REPORTING REQUIREMENTS

<u>FORM</u>	<u>SUBMISSION FREQUENCY</u>	<u>DISTRIBUTION</u>
Training Program Commitment Form	Prior to the Enrollment of Trainee(s)	1 - ARDOT Resident Engineer
Registration Card	Immediately upon entry into training	1 - ARDOT Resident Engineer (Copy) 1 - ARDOT EEO Section (Copy) 1 - ADBECA (Copy) 1 - AGC Office (Copy - Optional) 1 - Company File (Copy)
Monthly Progress Card	Each month that trainee appears on payroll	1 - ARDOT EEO Section (Copy) 1 - ARDOT Resident Engineer (Copy) 1 - ADBECA (Copy) 1 - Company File (Copy)
Trainee Termination	On each trainee at time of termination due to graduation, quitting, terminated, return to school, etc.	1 - ARDOT Resident Engineer (Copy) 1 - ARDOT EEO Section (Copy) 1 - AGC Office (Copy) 1 - ADBECA (Copy)

EEO POSTERS AND NOTICES

REQUIRED ON ALL FEDERAL AID CONSTRUCTION PROJECTS

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

Notices should be typed on company letterhead stationery. Refer to the attached sheet, "EEO Poster and Notices Required on all Federal Aid Construction Projects."

The bulletin board must be placed on the project before the start of work. It should be accessible to the public, the employees and potential employees. All posters have to be legible and cannot be overlapped.

The Prime and Subcontractors in excess of \$10,000 must have the EEO Policy Statement and Notices and the Workers' Compensation Notice and Instructions to Employers and Employees (WCC Form AR-P).

EEO POSTER & NOTICES

Required on All Federal-Aid Construction Projects

1. EEO Poster

2. Company EEO Policy Statement

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 or disability. 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, preapprenticeship, and/or on-the-job training.

3. Notice encouraging employees to refer minority and female applicants for employment

We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and/or female who is seeking employment, please refer them to _____.

4. Notice informing employees of available training program and the entrance requirements

We are participating in an On-The-Job Training Program for the Heavy-Highway Construction Industry. If you are interested in developing a skill in a craft, please contact _____.

He/she will explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.

5. Complaint Procedures

Any complaint of alleged discrimination by this company, its supervisors, or employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company Equal Employment Opportunity Officer.

6. Notice identifying company EEO Officer by name to include address and telephone number where EEO Officer can be located

The Equal Employment Opportunity Officer for _____ is _____.

He/she may be contacted by writing _____ or calling _____ before _____.

After this time he/she may be reached at _____.

7. Work Environment Statement

It is the policy of this 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. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO Officer.

8. Certification of Nonsegregated Facilities

_____ certifies that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy of the sexes.

9. Notice to unions disseminating EEO commitments and responsibilities and requesting their cooperation

_____ will continue to make the company EEO policy known to the employment entities with whom we deal and in our employment opportunity announcements that employees and applicants for employment will be hired; upgraded, promoted or advanced, demoted; transferred; recruited; laid-off or terminated; compensated; and trained without regard to their race, religion, sex, color, national origin, age or disability. We will request the cooperation of the employment entities with whom we deal to assist our company in meeting its EEO obligations. It is also the policy of this company to provide reasonable accommodations for qualified disabled individuals.

HOW TO AVOID GRIPES BECOMING GRIEVANCES

(COMPLAINTS)

1. Listen to Gripes
2. Help solve work related problems
3. Explain rejections
4. Explain a comment about performance
5. Deal with rumors immediately
6. Deal with accusations of bias immediately
7. Watch yourself under pressure

REPORTING REQUIREMENTS

Form PR-1391

Annually, for the month of July, each contractor and applicable subcontractor shall submit employment data as contained under Form PR-1391 and in accordance with the instructions provided by the EEO Section.

EEO-1

See Attached Sheet (Reporting Requirement Standard Form EEO-1)

Office of Federal Contract Compliance Programs (OFCCP)

The contractor may be subject to OFCCP reporting and record keeping requirements as provided for under Executive Order 11246. Notice of specific reporting requirements will be provided to the contractor by OFCCP. It will be the responsibility of OFCCP to determine which contractors will be placed under Executive Order 11246 reporting requirements and the frequency of such requirements.

**REPORTING REQUIREMENT
STANDARD FORM EEO-1**

Who Must File

All employers covered by Title VII that have 100 or more employees and government contractors covered by Executive Order 11246 that have 50 or more permanent employees and government contracts of \$50,000 or more.

When To File

This annual report must be filed with the Joint Reporting Committee no later than September 30.

Where To File

The report should be forwarded in one package to the address indicated in the memorandum attached to the form.
How To Obtain Forms

Requests for copies of Standard Form EEO-1 should be made to:

The Joint Reporting Committee
P. O. Box 779
Norfolk, Virginia 23501
(757) 461-1213

After an initial report has been filed, the employer is added to the Committee's mailing list and receives a form in sufficient time to satisfy the reporting deadline.

Requests For Information And Special Procedures

An employer who claims that preparation of the filing of Standard Form 100 would create undue hardship may apply to the Equal Employment Opportunity Commission for a special reporting procedure. In such cases, the employer should submit in writing an alternate proposal for compiling and reporting information to:

EEO-1 Coordinator
EEOC Survey Division
1801 L Street, N. W.
Washington, D.C. 20507
(202) 663-4958

All requests for information relative to the Standard Form EEO-1 should be sent to the same address.

7/26/96
Rev. 2/11/98
Rev. 2/20/03
Rev. 7/27/06
Rev. 10/24/06
Rev. 9/16/13
Rev. 8/22/17

**FHWA-1273 SUPPLEMENTAL SPECIFICATION
POSTERS AND NOTICES REQUIRED FOR FEDERAL-AID PROJECTS**

POSTER OR DOCUMENT REQUIRED REQUIRED BY WHERE TO OBTAIN

1. Equal Employment Opportunity is the Law
 U.S. Department of Labor (OFCCP)
 ARDOT Resident Engineer

2. "EEO is the Law" Poster Supplement
 U.S. Department of Labor (OFCCP)
 ARDOT Resident Engineer

3. Company EEO Policy
 (prepared by the Contractor on the Company's letterhead)
 U. S. Department of Labor (OFCCP)
 Contractor to Prepare:
 - a. EEO policy statement.
 - b. Notice encouraging employees to refer minority and female applicants for employment.
 - c. Notice informing employees of an available training program and the entrance requirements.
 - d. Complaint procedures.
 - e. Notice identifying company EEO officer by name, including address and telephone number where EEO officer can be located.
 - f. Work environment statement.
 - g. Certification of nonsegregated facilities.
 - *h. Notice to unions disseminating EEO commitments and responsibilities and requesting their cooperation.

*Union Contractors Only

4. Current Wage Rates (PR-1273 Supplement)
 or SS Revisions of PR-1273 for Off-System Projects
 U. S. Department of Labor
 Contained in contract. Extra copies may be obtained from Program Management - ARDOT

7/26/96
Rev. 2/11/98
Rev. 2/20/03
Rev. 7/27/06
Rev. 10/24/06
Rev. 9/16/13
Rev. 8/22/17

**FHWA-1273 SUPPLEMENTAL SPECIFICATION
POSTERS AND NOTICES REQUIRED FOR FEDERAL-AID PROJECTS**

POSTER OR DOCUMENT REQUIRED	REQUIRED BY	WHERE TO OBTAIN
5. "Employee Rights Under the Davis-Bacon Act" (WH 1321)	U. S. Department of Labor	ARDOT Resident Engineer
6. "Employee Rights Under the Davis-Bacon Act" (WH 1321 SPA)	U. S. Department of Labor	ARDOT Resident Engineer
7. Minimum Wage Rate (WH 1088)	U. S. Department of Labor	ARDOT Resident Engineer
8. "NOTICE" Federal Aid Projects (PR-1022)	U. S. Department of Transportation (FHWA)	ARDOT Resident Engineer
9. Job Safety and Health Protection OSHA 3165	U. S. Department of Labor (OSHA)	ARDOT Resident Engineer
10. Job Safety and Health Protection OSHA 3167	U. S. Department of Labor (OSHA)	ARDOT Resident Engineer
11. Emergency Phone Numbers of Doctors, Hospital and Ambulance near Job Site for referring injured employees.	U. S. Department of Labor (OSHA)	ARDOT Resident Engineer
12. WCC Form AR-P Workers Compensation Notice and Instructions to Employers and Employees	State of Arkansas	Insurance Carrier
Self-Insurer	State of Arkansas	Administrator - Self-Insured Group

**FHWA-1273 SUPPLEMENTAL SPECIFICATION
 POSTERS AND NOTICES REQUIRED FOR FEDERAL-AID PROJECTS**

POSTER OR DOCUMENT REQUIRED	REQUIRED BY	WHERE TO OBTAIN
13. Log and Summary of Occupational Injuries and Illnesses (OSHA Form 300). The Summary portion must be posted from February 1 to April 30, of the year following the year covered by the form.	U. S. Department of Labor (OSHA) Public Law 91-596	ARDOT Resident Engineer
14. Family and Medical Leave Act of 1993 (WH-1420) Employers who employ 50 or more employees for at least 20 workweeks in the current or preceding calendar year.	U. S. Department of Labor	ARDOT Resident Engineer
15. Employee Polygraph Protection Act (WH-1462)	U. S. Department of Labor	ARDOT Resident Engineer
16. Your Rights Under USERRA (The Uniformed Services Employment and Reemployment Rights Act)	U. S. Department of Labor	ARDOT Resident Engineer
17. Arkansas Department of Labor Notice to Employer & Employee	Arkansas Department of Labor	ARDOT Resident Engineer
18. Pay Transparency Nondiscrimination Provision	U. S. Department of Labor (OFCCP)	ARDOT Resident Engineer

