



Chairman: Frank J. Vala

Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

August 6, 2015

Susan Allen  
Illinois Department of Human Rights  
222 South College Street, Suite 101  
Springfield, IL 62704

Dear Ms. Allen,

Pursuant to Title 56, Section 2520.760(b) of the Illinois Administrative Code, enclosed please find the FY2016 Affirmative Action Plan of the Procurement Policy Board. This plan was prepared pursuant to Title 56, Part 2520 of the Illinois Administrative Code.

Please let me know if you have any questions or need additional information.

Sincerely,

Will Blount  
Executive Director



Chairman: Frank J. Vala

Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black



# FY2016 EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PLAN

## EEO/AA PLAN CHECKLIST

### SECTION ONE

- Certification Form
- EEO/AA Policy Statement of the Chief Executive Officer
- Agency Profile
- Identification and Duties of the Agency EEO/AA Officer
- Internal EEO/AA Organizational Chart/Agency-Wide Organizational Chart
- Methods of Disseminating the Agency's AA Policy/Plan

### SECTION TWO

Not Applicable (Agency Under 10 Employees)

### SECTION THREE

Not Applicable (Agency Under 10 Employees)

### SECTION FOUR

- Employment Discrimination Complaint Process
- Employment Discrimination Complaint Form (DHR-21)

### SECTION FIVE

- Disability Program:
  - Labor Force Analysis with People with Disabilities (DHR-34 AAP)
  - Numerical Goals, if necessary
  - Reasonable Accommodation Policy
  - Accommodation Procedures/Request Forms
  - Physical Barriers
- Procedural Barrier Narrative
  - Pre-Employment Screening
  - Employment Criteria and Job Description Review
  - Employment Testing
  - Identification of ADA Coordinator
  - Emergency Evaluation Procedures

### SECTION SIX

- Applicable EEO Laws

### SECTION SEVEN

- Hiring Monitor (DHR-19)
- Promotion Monitor (DHR-20)
- Exit Questionnaire (DHR-30)

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM CERTIFICATION

AGENCY Procurement Policy Board

ADDRESS 222 South College Street, Suite 231, Springfield, IL 62704

TELEPHONE NUMBER 217-785-3988

CHIEF EXECUTIVE OFFICER Will Blount, Executive Director

EEO/AA OFFICER Will Blount, Executive Director

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this Agency.

Will Blount  
Signature, Chief Executive Officer

08/06/2015  
Date

Will Blount  
Signature, EEO/AA Officer

08/06/2015  
Date

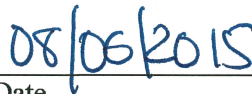
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
STATEMENT OF CHIEF EXECUTIVE OFFICER

The Procurement Policy Board is committed to the following policies:

- Agency decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits must not discriminate on any of the bases listed in the Agency's Employee Handbook, which include "race, gender, national origin, religion, age, marital or parental status, ancestry, sexual orientation, disability unrelated to ability to perform job duties, or any other status protected by law."
- The Agency commits to undertaking affirmative action if or when needed to correct underutilization of minorities, females, and disable persons in all levels of employment.
- The Agency does not tolerate sexual harassment and is committed to implementing anti-sexual harassment policies and programs.
- Any employee who files a complaint will be safe from retaliation.
- All executive, managerial, and supervisory Agency staff are expected to provide full support and commitment to implementing the Agency's equal opportunity employment/affirmative action plan.



Will Blount, Executive Director



Date

## PROCUREMENT POLICY BOARD AGENCY PROFILE

The Procurement Policy Board was created by the Illinois Procurement Code (30 ILCS 500) on July 1, 1998. The Board has the authority and responsibility to review, comment upon, and recommend, consistent with the Procurement Code, rules and practices governing the procurement, management, control, and disposal of supplies, services, professional and artistic services, construction and real property and capital improvement leases procured by the State.

The Board is comprised of 5 members, 1 each appointed by the legislative leaders and 1 by the Governor. The appointee of the Governor serves as the Chair of the Board. Appointees to the Board receive no compensation for their duties as Board members.

### CLEARINGHOUSE

The Procurement Policy Board operates a searchable Clearinghouse on proposed contracts. The database contains the names of persons or businesses contracted with, the estimated contract price, the service or good being supplied, the purchasing agency or university, and the date first offered or announced. A reference number will guide the user to the full transaction posted on the appropriate Procurement Bulletin.

The clearinghouse service is provided so that users can identify proposed contracts through a single research tool and allows the user to sort that research automatically. The Procurement Policy Board believes that this service will make it much easier for the public to identify contracts the State is preparing to issue.

### PROPOSED CONTRACT REVIEW

Pursuant to Section 5-30 of the Illinois Procurement Code, no contract procured above the small purchase limit may be executed until 30 days after notice of its award or letting appears in the Procurement Bulletin, without the Procurement Policy Board having the opportunity to review the proposed contract. The contracting agency may request, and the Board may agree to waive the 30-day period as necessary.

PPB review occurs on proposed contracts that appear contrary to existing policy, contracts that are proposed under newly established policy and contracts that are particularly unique.

The PPB reviews the State's contracting activity in the areas justified as sole source, emergency, professional and artistic, and for construction, service and commodities. Contract extensions and their associated details and renewed contracts are also reviewed. The Procurement Policy Board collects the data for review from notices published in the Illinois Procurement Bulletins. Four separate Bulletins are employed by the State, one each at the Department of Central Management Services, Illinois Public Higher Education, Department of Transportation and Capital Development Board.

### EXTENSIONS OR RENEWALS EXCEEDING \$249,999

The Procurement Code requires that the chief procurement officers must file proposed extensions or renewals of contracts prior to entering into any extension or renewal if the cost associated with the extension or renewal exceeds \$249,999. The Board may object and require a hearing before the Board prior to execution. Board staff thoroughly vets each proposed extension or renewal to determine if a hearing before the Board is required.

## POTENTIAL CONFLICT OF INTEREST REVIEW

Section 5-5(h) requires the chief procurement officers or state purchasing officers to notify the Board if a conflict of interest is identified, discovered, or is reasonably suspected to exist. Upon a three-fifths vote the Board may issue a recommendation to void a contract or reject a proposal or bid based on the existence of a conflict of interest.

## LEASING

The Board has the authority to review all proposed leases.

## PROCUREMENT COMMUNICATIONS REPORTING SYSTEM

The Procurement Policy Board operates a searchable database of procurement communications pursuant to Section 50-39 of the Procurement Code and the Rules promulgated by the Executive Ethics Commission.

## PROFESSIONAL DEVELOPMENT

Pursuant to Section 5-5(b) of the Procurement Code, the Board has the authority to recommend a program for professional development and provide opportunities for training in procurement practices and policies to chief procurement officers and their staffs in order to ensure that all procurement is conducted in an efficient, professional, and appropriately transparent manner. Chief procurement officers are mandated to be certified by the Universal Public Procurement Certification Council within 12 months and state purchasing officers within 30 months of appointment.

## PROCUREMENT POLICY BOARD-SPECIFIC EEO/AA PROBLEMS AND NEEDS

A challenge exists in the Agency's size. With only five full-time employees, a change in one Agency position impacts 20% of the Agency workforce. While the Agency currently counts two minority employees among its five full-time employees, minor employee turnover can create large shifts in Agency totals that may not be fully reflective of the diligence of the Agency's EEO/AA commitments.

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION OFFICER

The EEO/AA Officer for the Procurement Policy Board is the Executive Director, Will Blount. His contact information is:

Will Blount  
Executive Director  
Procurement Policy Board  
222 South College Street, Suite 231  
Springfield, IL 62704  
(217) 785-3988  
will.blount@illinois.gov

The Agency has a single location and no other EEO/AA Officers.

The duties of the EEO/AA Officer are as follows:

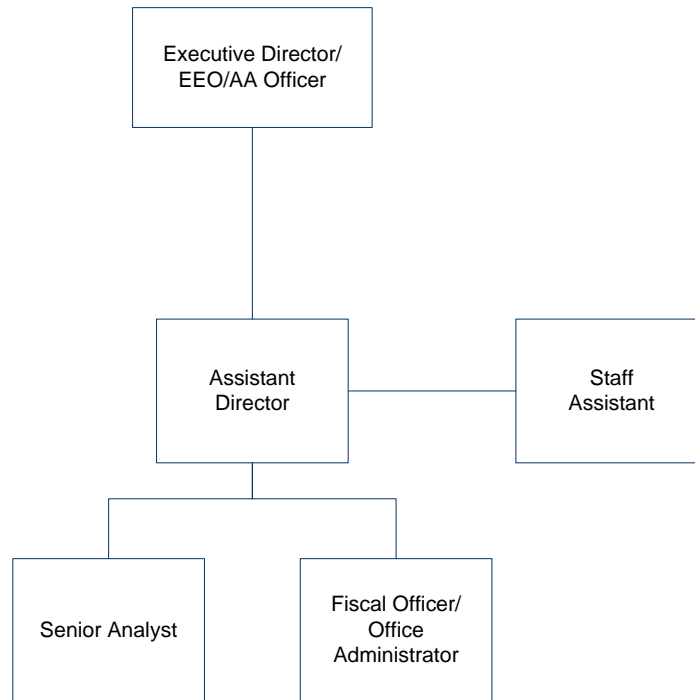
1. To develop the Agency's Affirmative Action Plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To serve as liaison between the agency and EEO enforcement authorities;
4. To serve as liaison between the agency, minorities, women and disability organizations;
5. To inform employees of developments in the EEO field;
6. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
7. To regularly confer with employees to assure that the Agency's EEO policies are observed;
8. To ensure employment practices comply with the Act;
9. To report to the Board all internal and external complaints of discrimination against the Agency;
10. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
11. Direct Agency staff in taking appropriate action to correct discriminatory practices identified by the Agency;
12. In conjunction with the filing of quarterly reports, to submit recommendations to the Board for improvements to the Agency's Affirmative Action Plan.
13. To immediately notify the Board when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or the disabled;
14. If the Agency is in noncompliance, to work with the Illinois Department of Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question.
15. Evaluating tests, employment policies and practices for any such policies, practices and evaluation mechanisms that will have adverse impact on minorities, women, and the disabled. The EEO Officer will also assist in the recruitment of minorities, women and people with disabilities;
16. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, order of protection status, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status, and disability;
17. Review layoff plans for adverse impacts on minorities, women, and the disabled;
18. Fill out the Department of Human Rights Hiring Monitor and Promotion Monitor documentation;
19. Analyze and report on exit questionnaires.



The Agency has the following programmatic goals for Fiscal Year 2016:

Action Item	Assignment of Responsibility	Target Completion Date	Monitoring Procedure
1. Conduct training on EEO/AA Plan contents	EEO/AA Officer	At a staff meeting no later than December 31, 2015	Documentation of training
2. All employees attend sexual harassment training	EEO/AA Officer	No later than December 31, 2015	Documentation of training

AGENCY ORGANIZATION CHART AND EEO/AA ORGANIZATION CHART



The Executive Director is the only EEO/AA Officer for the Procurement Policy Board.

## DISSEMINATION OF THE PLAN AND POLICY

The EEO/AA Plan and Policy will be disseminated as follows:

1. A copy will be e-mailed to all current employees and new employees as they are hired.
2. A hard copy will be kept in plain view in the Agency's office.
3. The Employee Handbook will be updated to reflect availability of the Plan and Policy.
4. A copy of the Plan and Policy will be available on the Agency's website.
5. The Plan and Policy will be filed with the Illinois State Library.

## WORKFORCE ANALYSIS

The Procurement Policy Board has five full-time employees (including the Executive Director) and one part-time employee. Thus, the Agency is not required to undertake availability analysis. However, the Agency reaffirms its commitment to diversity in the workplace, and notes that it has female and minority representation at the Agency.

## Workforce Analysis by Region

Agency: Procurement Policy Board

Reporting Period: Fiscal Year 2015

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	2	2	2						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	3	1	1						2	1	1						33.33%	66.67%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60.00%</b>	<b>40.00%</b>	<b>80.00%</b>	<b>20.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 7:</b>		<b>Males:</b>	<b>3</b>	<b>Females:</b>	<b>2</b>	<b>Total Minorities:</b>	<b>1</b>
			<b>60.00%</b>		<b>40.00%</b>		<b>20.00%</b>
White:	<b>4</b>	Black/African American:	<b>1</b>	Hispanic/Latino:	<b>0</b>	Asian:	<b>0</b>
	<b>80.00%</b>		<b>20.00%</b>		<b>0.00%</b>		<b>0.00%</b>
						AI/AN:	<b>0</b>
							<b>0.00%</b>
						NHOPI:	<b>0</b>
							<b>0.00%</b>
						Disabled:	<b>0</b>
							<b>0.00%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
 DHR-9 (Rev. Feb. 2012)

## EMPLOYEE COMPLAINT PROCEDURE

### A. Policy

The Procurement Policy Board affirms its commitment to a policy of equal employment opportunity through the implementation of an EEO complaint investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this EEO complaint investigation procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, the EEO/AA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. In the event of a conflict of interest, the EEO/AA Officer shall seek a suitable replacement within the Agency.

The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the State (DHR) or the federal government (EEOC) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

### B. Procedures

The discrimination complaint form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/AA Officer for investigation.

#### 1. Scope and Timeliness

Unless of a continuing nature, all complaints must be received by the EEO/AA Officer in writing, within **30 calendar days**, consistent with Agency practice. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

#### 2. Intake-Screening

Immediately upon receipt of the discrimination complaint form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint.

The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint for investigation within **10 calendar days after the complaint is received by the EEO/AA Officer** consistent with Agency practice. The complainant shall be promptly notified if further information or documentation is required to support the charge.

#### 3. Investigation

Within **20 calendar days after the complaint is received by the EEO/AA Officer** consistent with Agency practice, the EEO/AA Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate

supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded within **30 calendar days** after acceptance of the complaint.

4. Withdrawal of the Complaint

The complaint, or any part of the allegation, may be withdrawn during the investigation upon a written request for withdrawal by the complainant.

5. Settlement During Investigation

If a settlement is reached an agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed.

6. Dismissal of the Complaint

After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal within **5 calendar days after investigation concludes**.

7. Investigation Findings

At the conclusion of the investigation, if substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit a written notice to the Chairman of the Board with the findings and recommendations to resolve the complaint. Within **20 calendar days after the Chairman of the Board receives the findings**, a conciliation meeting shall be initiated and the EEO/AA Officer shall participate to seek an equitable resolution of the complaint.

C. Conciliation Efforts

The EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within a **reasonable amount of time not less than seven calendar days after the conciliation conference**, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the Chairman of the Board for the final review, approval or other determination. The Chairman of the Board shall make known to the EEO/AA Officer the official position of the agency within **15 calendar days** of receipt of the EEO/AA Officer's written report.

The employee has the right to file with the Illinois Department of Human Rights (IDHR) or with the U.S. Equal Employment Opportunity Commission (EEOC) or any other appropriate government agency. The EEO Officer shall represent the Agency in responding to any charges.

Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, IL 60601  
312-814-6200  
TTY 866-740-3953

Illinois Department of Human Rights  
222 South College Street, Suite 101A  
Springfield, IL 62704  
217-785-5100  
TTY 866-740-3953

Illinois Department of Human Rights  
Marion Regional Office Building  
2309 West Main Street, Suite 112  
Marion, IL 62959  
618-993-7463  
TTY 866-740-3953

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 2000  
Chicago, IL 60661  
800-669-4000  
TTY 800-669-6820

Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, MO 63103  
800-669-4000  
TTY 800-669-6820





Chairman: Frank J. Vala  
Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

## EMPLOYMENT DISCRIMINATION COMPLAINT FORM

To: Procurement Policy Board EEO/AA Officer

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

2. Are you currently employed by the Agency?  Yes  No

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

Job Title \_\_\_\_\_ Status \_\_\_\_\_ Unit \_\_\_\_\_

Location \_\_\_\_\_ Phone Number \_\_\_\_\_ Length of Service in Classification \_\_\_\_\_

4. Date of the alleged discriminatory practice: \_\_\_\_\_

5. Basis of the alleged discriminatory practice:

- Race  Color  Sex  Religion  Age  Disability  
 National Origin  Ancestry  Marital Status  Military Status  Sexual Orientation  Retaliation  
 Pregnancy  Other \_\_\_\_\_

6. The discrimination occurred in connection with:

- Interview  Hiring Selection  Promotion  Disciplinary Action  
 Compensation  Transfer  Lay Off  Training Opportunity  
 Other (specify) \_\_\_\_\_

7. The facts of the alleged discriminatory employment practice are:

\_\_\_\_\_  
\_\_\_\_\_

(Continue on additional sheets if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) of who you believe discriminated against you:

_____ Name	_____ Title	_____ Location	_____ Telephone
_____ Name	_____ Title	_____ Location	_____ Telephone

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number 5 of the form.

I have attached supporting evidence:  Yes  No If yes, describe attachments:

\_\_\_\_\_  
\_\_\_\_\_  
(Continue on additional sheets if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization?  Yes  No If yes, please explain indicating the outcome of your efforts:

\_\_\_\_\_  
\_\_\_\_\_  
(Continue on additional sheets if necessary)

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
EEO/AA Officer Signature

\_\_\_\_\_  
Date Received

# Labor Force Analysis for People with Disabilities

Agency: Procurement Policy Board

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Fiscal Year: 2015

Total Employees: 5

Percent of People with  
Disabilities in Illinois Labor  
Force: 4.95%

Labor Force Number: 0

Number of Employees with  
Disabilities in Agency: 0

Underutilization or Parity: P

## PROCUREMENT POLICY BOARD REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act of 1990, as amended by the ADAAA of 2008, and the Illinois Human Rights Act, it is the policy of the Procurement Policy Board to reasonably accommodate the known physical or mental limitations of otherwise qualified applicants and employees with disabilities. The Agency recognizes the right of a qualified applicant or employee with a disability to request accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Procurement Policy Board to provide accommodation to qualified applicants and employees with disabilities, when such accommodation does not pose an undue hardship to the operation of the Agency's business.

The Agency Equal Employment Opportunity Officer and the Americans with Disabilities Act Coordinator can provide further information about the Agency's policy in this area.



\_\_\_\_\_  
Will Blount, Executive Director



\_\_\_\_\_  
Date



## State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

**SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC**

- Purchase or modification of equipment or devices \_\_\_\_\_
- Job restructuring or task modification \_\_\_\_\_
- Provision of reader, sign language interpreter or personal assistant \_\_\_\_\_
- Structural modification to work site or facility \_\_\_\_\_
- Modification of work schedule or leave policy \_\_\_\_\_
- Modification of examinations, training materials or personal assistant \_\_\_\_\_
- Reassignment to vacant position \_\_\_\_\_
- Other \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

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Employee's Signature	Date
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RAC Recommendation  Grant  Deny  Date \_\_\_\_\_  
 (RAC's initials \_\_\_\_\_) Return for \_\_\_\_\_

Chief Executive Officer's Final Action  Grant  Deny  Date \_\_\_\_\_  
 (CEO's initials \_\_\_\_\_) Return for \_\_\_\_\_

Remarks \_\_\_\_\_

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## Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or the ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



**State of Illinois**  
**Reasonable Accommodation Request for Applicants**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

**Type of Accommodation Needed**

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations for Learning Disabled Applicant
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) \_\_\_\_\_

**Narrative Explanation**

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
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**Agency Action**

Interviewing Officer's Determination  Grant  Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

**Final Agency Approval**

Signature:	Date:
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## Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

### Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.



## ADDITIONAL PROCEDURES REGARDING PERSONS WITH DISABILITIES

The Procurement Policy Board currently has a single office located at 222 South College Street, Suite 231 in Springfield, IL, which is a building owned and operated by the State of Illinois. To the knowledge of the agency, the building is free of physical barriers to the extent required by law and/or is in the process of resolving any non-compliant physical barriers. The Agency further understands that the building has building-wide procedures for evacuation of employees with disabilities.

To the extent that an employee becomes aware of any physical barriers, raises concerns regarding the evacuation plan, or has any questions regarding physical or procedural barriers, the employee may contact the EEO/AA Officer, who also serves as the ADA Coordinator.

With regard to hiring procedures for persons with disabilities, the Agency shall:

1. Review, on an ongoing basis, employment criteria and job descriptions to assure they have no adverse impact on disabled persons;
2. Not make inquiries regarding an applicant's disability during the interview process;
3. Not require or request a pre-employment medical examination before an offer of employment and further not require or request a pre-employment medical exam after an offer of employment, unless the post-offer and pre-employment examinations are job related and required of all applicants for that position.

At this time, no employee has requested assistance with physical barriers or evacuation. However, the Agency is committed to addressing all such requests made going forward. The Agency will monitor results of disability survey reports and will use the survey report results to ensure employee evacuation needs are met.

## AMERICANS WITH DISABILITIES ACT OFFICER

The Americans with Disabilities Act (ADA) Officer for the Procurement Policy Board is the Executive Director, Will Blount. His contact information is:

Will Blount  
Executive Director  
Procurement Policy Board  
222 South College Street, Suite 231  
Springfield, IL 62704  
(217) 785-3988  
will.blount@illinois.gov

## REQUIRED SUMMARY OF NON-DISCRIMINATION LAWS

### CIVIL RIGHTS ACT OF 1964, AS AMENDED

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

### EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

This is an amendment to the civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also give the right to an individual to take a complaint directly to a court of law.

### PREGANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of “business necessity” and “job related” as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suites under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

### AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against person 40 years of age or older.

### REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of

Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

### EQUAL PAY ACT OF 1963

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

### AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDEMENTS ACT OF 2008

Congress enacted the Americans with Disabilities Act of 1990 (“the ADA”) to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer’s affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of “disability” and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

### FAMILY MEDICAL LEAVE ACT OF 1993

This Act required employers to provide up to 12 weeks of unpaid job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor’s Wage and Hour Division is authorized to investigate and resolve complaints or violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- *Qualifying Reason for Leave.* Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

- *Leave Entitlement.* An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

#### UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

USERRA protects the jobs rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

#### GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual’s genetic tests and the genetic tests of an individual’s family members, as well as information about any disease, disorder or condition of an individual’s family member (i.e. an individual’s family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

## HIRING AND PROMOTION MONITOR

The EEO/AA Officer, in consultation with the Office Administrator/CFO, will complete a Hiring Monitor and Promotion Monitor form when a new position is filled or a current employee is promoted.

# HIRING MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
 City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
 IDHR Region / (Facility): \_\_\_\_\_  
 EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

1. Is the EEO category underutilized? | No ▼ | If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
 Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled: \_\_\_\_\_

2. Indicate: Race of person selected: | (Choose One) ▼ |

Sex: (Choose One) ▼ | Veteran: | Yes ▼ | Disability: | Yes ▼ |

3. Number of individuals who applied or were on the list of eligible(s) \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted? | Yes ▼ |

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: | (Choose One) ▼ | with this hire. Remarks on reverse side.

\_\_\_\_\_  
 EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

# PROMOTION MONITOR

Name of Agency: \_\_\_\_\_  
 City / County: \_\_\_\_\_  
 IDHR Region / (Facility): \_\_\_\_\_  
 EEO Job Category: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_  
 Position Number: \_\_\_\_\_  
 Bid Number: \_\_\_\_\_  
 Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized?  No  Yes  If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
 Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled\*: \_\_\_\_\_

2. Indicate the race and sex of person promoted: (Choose One)  (Choose One)

3. Number of individuals who applied or were on the list of promotable(s): \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?  No  Yes   
 If yes, from what EEO job Category? (Choose One)

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?  No  Yes

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One)  with this promotion. Remarks on reverse side.

\_\_\_\_\_  
 EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]





Chairman: Frank J. Vala  
Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

### EMPLOYMENT EXIT QUESTIONNAIRE FORM

This questionnaire is provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire is at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name: \_\_\_\_\_ Sex:  Male  Female Age: \_\_\_\_\_

Disability:  Yes  No Race: \_\_\_\_\_ Hispanic:  Yes  No

Date of Employment: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

Would you want to work here again?  Yes  No

Explain: \_\_\_\_\_

Same Position?  Yes  No Explain: \_\_\_\_\_

Same Supervisor?  Yes  No Explain: \_\_\_\_\_

Do you feel the working conditions were satisfactory?  Yes  No

Explain: \_\_\_\_\_

Do you have any suggestions for improving employee morale? \_\_\_\_\_

Were you satisfied for the pay you received for the work performed and with promotions?  Yes  No

Explain: \_\_\_\_\_

Did you receive bilingual pay?  Yes  No If so, do you feel it was an appropriate amount? \_\_\_\_\_

Were you satisfied with the supervision and were you trained properly?  Yes  No Explain: \_\_\_\_\_

Do you think management adequately recognized employee contributions? If not, what recommendations would you make to improve this?

Did you receive any equal employment opportunity/affirmative action orientation?  Yes  No

Explain: \_\_\_\_\_

During your employment did you request an accommodation based on your disability?  Yes  No  N/A

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you personally experience any discrimination while working in your position?  Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of instances where others have been discriminated against?  Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO/AA Officer?  Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments/concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date