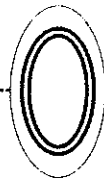


Indiana Department of Transportation

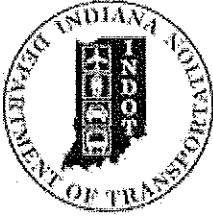
Greenfield District



2015 – 2016 Affirmative Action Plan

Volume #1

- Agency Affirmative Action Policy Statement
- Affirmative Action Plan for Minorities and Women



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Greenfield District
32 South Broadway
Greenfield, Indiana 46140

PHONE: (317) 467-3411
FAX: (317) 462-7031

Michael R. Pence, Governor
Brandye Hendrickson,
Commissioner

APPOINTING AUTHORITY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY AND ASSIGNMENT OF RESPONSIBILITY

Indiana Department of Transportation Greenfield District

The State of Indiana's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations, prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy statement applies to recruitment, selection, placement, training, promotion, transfer, rates of pay, and all other terms and conditions of employment. We will continue to comply with the spirit as well as the letter of applicable state and federal law.

Effective July 1, 2014, under Indiana House Enrolled Act (HEA) 1242, it is against public policy of the State of Indiana and a discriminatory practice for an employer to discriminate against a prospective employee on the basis of status as a veteran by refusing to employ an applicant on the basis that they are a veteran of the armed forces of the United States, a member of the Indiana National Guard or a member of a reserve component.

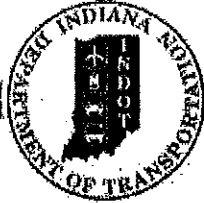
Compliance with this policy statement is the individual responsibility of supervisors, managers, and other staff members whose duties related to employment, status, or tenure of employees. Further, all employees are expected to be aware of this policy statement.

In order to ensure compliance with this policy statement, I hereby designate the following duties related to affirmative action:

As the Agency's Appointing Authority, I acknowledge that I have overall responsibility for Equal Employment Opportunity at the Indiana Department of Transportation.

Each manager and supervisor within the Agency/Facility is individually responsible for:

1. Ensuring equal opportunity for employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
2. Including EEO as an operating objective.
3. Recognizing that his/her job performance is evaluated on the basis of his/her equal employment opportunity efforts and results, in addition to other job-related criteria.



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For this Agency/Facility, **Marceta Dietz**, Human Resources Director, serves as the Affirmative Action/EEO Contact. His responsibilities include, but are not limited to:

1. Monitoring Agency/Facility employment actions for compliance with this EEO policy statement.
2. Review the annual Affirmative Action Plan (or Policy Statement) and assist in preparing the periodic AAP Monitoring Reports for the Agency/Facility.
3. Identifying problem areas, if any, and recommending potential solutions to management.
4. Ensuring that EEO policies are communicated to all levels within the Agency/Facility.

In coordination with the State Personnel Department, the individual responsible for human resource functions for the Indiana Department of Transportation will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, hires, promotions, transfers, demotions, lay-offs, recalls, and terminations.

Should a complaint of discrimination or harassment on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, or any other statutorily protected class occur, such complaint will be promptly and thoroughly investigated and, if appropriate, remedial action will be taken including disciplinary actions up to and including dismissal, depending on findings of fact.

Questions or concerns regarding this policy statement, Equal Employment Opportunity, or Affirmative Action may be directed to Marceta Dietz, Human Resources Director, at mdietz1@indot.in.gov, 317-467-3931, or 32 South Broadway, Greenfield, IN 46140

Michael Smith, Greenfield District Deputy Commissioner
Indiana Department of Transportation

12/17/2015
Date


EXECUTIVE ORDER 11246

AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN

**Indiana Department of Transportation
Greenfield District
32 S. Broadway
Greenfield, IN 46140**

October 1, 2015 – September 30, 2016

Approved by:



Michael Smith, Greenfield District Deputy Commissioner

12/17/2015

Date

EEO/Affirmative Action Contact:

Marceta Dietz, Human Resources Director, at mdietz1@indot.in.gov, 317-467-3931, or 32 South Broadway, Greenfield, IN 46140

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VOLUME I

INTRODUCTION

This Affirmative Action Plan is designed to fulfill the **Indiana Department of Transportation/Greenfield District's** equal employment opportunity/affirmative action responsibilities under Executive Order 11246, as amended, and the implementing rules and regulations of the Secretary of Labor and the State of Indiana. A separate Affirmative Action Plan for disabled persons, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is also developed and revisited on an annual basis.

A. Program Terminology

The terms "utilization analysis," "underutilization," and "problem area," appearing in this Affirmative Action Plan are terms the **Indiana Department of Transportation/Greenfield District** is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although we use the terms in good faith in connection with the Affirmative Action Plan, such usage does not necessarily signify that the **Indiana Department of Transportation/Greenfield District** agrees that these terms are properly applied to any particular factual situation.

The State of Indiana is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, as provided in 41 C.F.R. Section 60-2.16. Accordingly, the term "goal", whenever used in this plan, is expressly NOT intended to allow discrimination against or grant a preference for any applicant or employee.

This Affirmative Action Program is not intended to create any rights in any person or entity.

B. Reliance on EEOC's Guidelines on Affirmative Action

Although the **Indiana Department of Transportation/Greenfield District** has no reason to believe any violation of Title VII of the 1964 Civil Rights Act has occurred, the agency has developed this Affirmative Action Plan in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, 29 C.F.R. Section 1608.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY

The **Indiana Department of Transportation/Greenfield District** is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, reclassification, upgrade, demotion, transfer, reduction of work force, layoff, termination, selection for training, rates of pay or other form of compensation, the use of all facilities, and participation in all Agency-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Agency if/where appropriate.

As part of the Agency's equal employment opportunity efforts, the Agency the State Personnel Department take steps to ensure that qualified minority group individuals and females are recruited and hired into our work force and considered for promotion as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they are members of a protected group or because they have: (1) filed a complaint; (2) assisted or participated in any investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The importance of this policy is periodically brought to the attention of supervisors. It is the responsibility of each supervisor in the **Indiana Department of Transportation/Greenfield District** to ensure effective implementation of this policy to prevent discrimination in employment. All employees are made aware of this policy during new employee on-boarding or orientation, and are expected to cooperate with its implementation. Violation of this policy is subject to disciplinary action, depending on findings of fact.

Written notice of the **Indiana Department of Transportation/Greenfield District's** policy statement is posted and maintained in an area accessible to Agency staff members.

RESPONSIBILITY FOR IMPLEMENTATION

Within the Indiana Department of Transportation/Greenfield District's Deputy Commissioner, **Michael Smith**, has overall responsibility and accountability for its equal employment opportunity and affirmative action plan. It is the Agency's objective to ensure adherence to its equal employment opportunity policy and to the affirmative action plan. Each level of supervision has been and will continue to be informed that work performance is evaluated on the basis of a supervisor's individual equal employment opportunity efforts, as well as other performance measures. Actions by supervisory personnel inconsistent with the policy and plan will not be tolerated.

Marceta Dietz, Human Resources Director, is responsible for:

- a. Developing and implementing reporting systems that:
 - (1) measure the effectiveness of Agency affirmative action programs;
 - (2) indicate the need for remedial action, if any;
 - (3) determine the degree to which the Agency's goals and objectives have been achieved.
- b. Preparing and submitting written Affirmative Action Plans and Affirmative Action Monitoring Reports for the Agency.
- c. Providing affirmative action data to the Agency Director and Agency Human Resources Director on a regular basis, and offering to discuss the information upon request.
- d. Serving as liaison between the Agency and equal employment and/or affirmative action enforcement agencies as appropriate and necessary.
- e. Performing periodic audits to ensure that:
 - (1) EEO posters are properly displayed; and

- (2) All facilities which the Agency maintains for the use and benefit of its employees are in fact accessible to all employees, both in policy and use, and that any facilities such as rest rooms are comparable for both sexes.

Marceta Dietz, Human Resources Director, is responsible for:

- Ensuring all supervisors are informed and periodically reminded that their individual work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.

Marceta Dietz, Human Resources Director, is responsible for:

- Assisting management in arriving at solutions to problems related to affirmative action, if any.

Marceta Dietz, Human Resources Director, is responsible for:

- Developing and implementing internal and external communication methods related to affirmative action.

Marceta Dietz, Human Resources Director, is responsible for:

- Ensuring that all employees, including Minority and Female employees, are invited and encouraged to participate in all Agency-sponsored educational, training, recreational, and social activities.

The Indiana Department of Transportation/Greenfield District's supervisors and managers are responsible for:

- a. Ensuring employees are aware of and follow Agency policies, including the Equal Employment Opportunity / Affirmative Action Policy.
- b. Reviewing the qualifications of employees who apply for vacant positions to ensure that minorities and women are given full opportunities for transfers and promotions.
- c. Recognizing that their work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.
- d. Preventing the harassment of all employees.

IDENTIFICATION OF PROBLEM AREAS

As part of the **Indiana Department of Transportation/Greenfield District's** ongoing affirmative action processes, the Affirmative Action Specialist conducts an analysis of the Agency's workforce to determine whether and where impediments to equal employment opportunity may exist. At a minimum, **Marceta Dietz, Human Resources Director**, evaluates the following:

- 1) The workforce by organizational unit and job group, to determine whether there are problems of minority or female utilization (employment), or minority or female distribution (placement); and
- 2) Employment activity (applicant flow, hires, terminations, promotions, and other employment actions) to determine whether there are selection disparities.

DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS

The proper execution of the following actions are intended to result either in an increase in the Minority / Female utilization in the job group(s) identified (should vacancies occur), or document the Agency's good faith efforts to do so.

- a. **Agency supervisors and managers** are responsible for annually reviewing and updating position descriptions to ensure they accurately reflect essential job functions.
- b. **Agency supervisors and managers** are responsible for providing current position descriptions and qualification standards, to applicable staff members involved in the recruiting, screening, selection, and promotion process.
- c. **Marceta Dietz, Human Resources Director**, is responsible for ensuring that the overall selection process is free from bias, thus aiding the attainment of goals and objectives.
- d. **Marceta Dietz, Human Resources Director**, is responsible for ensuring that staff members involved in the recruiting / screening processes are carefully selected and trained to prevent discrimination in all employment actions.
- e. **Marceta Dietz, Human Resources Director**, is responsible for ensuring that selection procedures do not unlawfully discriminate against women and minorities.
- f. **Marceta Dietz, Human Resources Director**, is responsible for ensuring that qualification standards are job-related.

DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEMS

Marceta Dietz, Human Resources Director, is responsible for implementing an internal audit and reporting system. **She** monitors employment actions throughout the plan year and reports on the effectiveness of the EEO policy to the Agency Head and/or the Agency Human Resources Director, making recommendations for improvements, as necessary. The reporting system generates the following reports:

- a. Applicant flow by job group;
- b. Hires by job group;
- c. Promotions/transfers into job groups; and
- d. Involuntary demotions and terminations by job group.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

The **Indiana Department of Transportation/Greenfield District** does not discriminate on the basis of sex. To this end, the Agency continues to do the following:

RECRUITMENT AND ADVERTISING

- a. The Agency seeks to recruit qualified applicants for all jobs, without regard to race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.
- b. When placed, advertisements include no gender preference. Advertisements end with "Equal Opportunity Employer".

PERSONNEL PRACTICES

- a. Policies and practices apply to every employee on an equal basis, regardless of gender.
- b. Employees have equal opportunity for any job for which they are qualified. Sex is not considered a bona fide occupational qualification for any job within the Agency.
- c. No distinction is made between the sexes in regard to opportunity, wages, hours, benefits or other conditions of employment.
- d. There is no distinction between the employment, treatment, or termination of women or men based on marital status.
- e. The Agency does not deny employment to women or men with young children.
- f. The Agency provides comparable physical facilities for both female and male employees.
- g. The Agency follows federal guidelines relative to employment.
- h. No difference is made between women and men as to retirement age for any particular job.
- i. Both women and men are eligible for all training programs and benefits offered by the Agency.
- j. The Agency has a medical leave policy which treats pregnancy the same as other serious medical conditions, and is valid in light of Title VII of the Civil Rights Act of 1964, as amended, and the Family Medical Leave Act.

COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

The **Indiana Department of Transportation/Greenfield District** will make reasonable accommodation for the religious observances and practices of employees or prospective employees, except where such accommodation causes undue hardship on the conduct of the Agency's business. The extent of accommodation will be determined by considering business necessity, financial costs and expenses, and potential resulting personnel problems.

In implementing its EEO policy regarding nondiscrimination because of religion or national origin, the Agency does not discriminate against any qualified employee or applicant for employment because of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.

REPORT ON PRIOR YEAR'S AAP GOALS

The results of the 2014 - 2015 Affirmative Action Plan is provided in the three (3) monitoring reports

Volume #2

- Workforce Analysis
- Job Group Narrative
- Location of Positions
- Job Groups
- Availability Analyses/Utilization Analyses
- Placement Goal Summary

Workforce Analysis

as of August 1, 2015

Transportation - Greenfield District			MALES										FEMALES			Grand Total		
Department	Job Title	Job Code	Job Group	AI	B	W	Female Total	AI	A	B	H	W	Male Total	Grand Total				
Cambridge City 2	Highway Technician 1	004MB1	Technician			3						3	3	3				
	Highway Technician 3	004MB3	Technician			6						6	6	6				
	Cambridge City Unit 2 Total					10						10	10	10				
Centerville Sub	<i>Sub District Operations Manage</i>	00EWW6	Officials & Mgrs			1						1	1	1				
	<i>Highway Technician 2</i>	004MB2	Technician			2						2	2	2				
	<i>Administrative Assistant 6</i>	002WN6	Admn Support			1	1					1	1	1				
Centerville Sub Total						1	1				3	3	4	4				
Centerville Sub - Fit	Highway Mechanic Sup 4	009FA4	Officials & Mgrs			1						1	1	1				
	Equipment Mechanic 2	004FA2	Skill Craft			3						3	3	3				
	Stores Clerk 3	003PA3	Admn Support			1	1					1	1	1				
Centerville Sub - Fit Total						1	1				4	4	5	5				
Construction 3	Broad Band Executive	00EXBB	Officials & Mgrs			1						1	1	1				
	Highway Engineer Supv 4	006DC4	Officials & Mgrs			5		1				5	6	6				
	Highway Engineer 1	001DC1	Engineers			1						1	1	1				
	Construction Engineer 3	001DZ3	Engineers			2	1	1				2	3	4				
	Construction Engineer 4	001DZ4	Engineers			1	1	1				1	2	3				
	Construction Engineer Trainee	001DZT	Engineers			2	1	1				2	3	4				
	Engineering Technician Sup 3	008AB3	Officials & Mgrs			3	3					3	6	9				
	Highway Technician 1	004MB1	Technician			4	4			1		21	22	25				
	Highway Technician 2	004MB2	Technician			8						31	32	36				
	Program Coordinator 3	002WM3	Professionals			1	1					1	1	1				
<i>Engineering Assistant 1</i>	003AB1	Technician			1	1					1	1	1					
<i>Clerical Assistant 3</i>	003LD3	Admn Support			1	1					1	1	1					
Construction 3 Total						11	11	2	4	2	82	90	101	101				
Fortville Unit 4	Highway Tech Sup 3	009MB3	Officials & Mgrs			1						1	1	1				
	Highway Technician 1	004MB1	Technician			2						2	2	2				
	Highway Technician 3	004MB3	Technician			5						5	5	5				
Fortville Unit 4 Total											8	8	8	8				
Greenfield District 3	*Broad Band Executive	00EXBB	Officials & Mgrs			1*	1*					1	1	1*				
	Program Director E7	00EUE7	Officials & Mgrs			1						1	1	1				
	<i>Program Coordinator 3</i>	002WM3	Professionals			1	1					1	1	2				
	<i>Accountant 6</i>	002RA6	Professionals			1	1					1	1	1				
	Inventory Administrator 6	002TD6	Admn Support			1						1	1	1				
	Account Clerk 2	003JA2	Admn Support			1	1					1	1	1				
Administrative Assistant 5	002WN5	Admn Support			1	1					1	1	1					
<i>Clerical Assistant 1</i>	003LD1	Admn Support			1	1					1	1	1	1				

Workforce Analysis

as of August 1, 2015

Transportation - Greenfield District			MALES							FEMALES			Grand Total		
Department	Job Title	Job Code	Job Group	AI	B	W	Female Total	AI	A	B	H	W	Male Total	Grand Total	
Kokomo Unit 2	Highway Technician 3	004MB3	Technician									5	5	5	
Kokomo Unit 2 Total												8	8	8	
Liberty Unit 4	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									2	2	2	
	Highway Technician 3	004MB3	Technician									4	4	4	
Liberty Unit 4 Total												7	7	7	
Madison St Ut 5	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									2	2	2	
	Highway Technician 3	004MB3	Technician						1			4	5	5	
Madison St Ut 5 Total									1			7	8	8	
Muncie Unit 1	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									2	2	2	
	Highway Technician 3	004MB3	Technician									6	6	6	
Muncie Unit 1 Total												9	9	9	
New Castle Unit 3	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									3	3	3	
	Highway Technician 3	004MB3	Technician						1			4	5	6	
New Castle Unit 3 Total									1			8	9	10	
Rushville Unit 3	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									1	1	2	
	Highway Technician 3	004MB3	Technician									5	5	5	
Rushville Unit 3 Total												7	7	8	
Salisbury Unit 1	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									2	2	2	
	Highway Technician 3	004MB3	Technician									4	4	4	
Salisbury Unit 1 Total												7	7	7	
Shelbyville Unit 4	Highway Tech Sup 3	009MB3	Officials & Mgrs									1	1	1	
	Highway Technician 1	004MB1	Technician									2	2	2	
	Highway Technician 3	004MB3	Technician									4	4	5	
Shelbyville Unit 4 Total												7	7	8	
Technical Services 3	Broad Band Executive	00EXBB	Officials & Mgrs									1	1	1	
	Highway Engineer Supv 3	006DC3	Officials & Mgrs									1	1	1	
	Highway Engineer Supv 4	006DC4	Officials & Mgrs								1		1	1	
	Highway Engineer 1	001DC1	Engineers									2	2	2	
	Highway Engineer 2	001DC2	Engineers									2	2	2	
Highway Engineer 3		001DC3	Engineers									1	1	2	

Workforce Analysis

as of August 1, 2015

Transportation - Greenfield District		Job Title	Job Code	Job Group	FEMALES			Female Total	MALES					Male Total	Grand Total
					AI	B	W		AI	A	B	H	W		
Technical Services 3	Highway Engineer 4	001DC4	Engineers									1			1
	Program Director 1	002WM1	Professionals			1	1								1
	Program Director 2	002WM2	Professionals			1	1								1
	Field Investigator 1	003KB1	Technician									2			2
	Engineering Assistant 4	001DB4	Technician			4	4								4
	Program Coordinator 6	002WM6	Professionals			1	1								1
Technical Services 3 Total						9	9				1	9		10	19
Testing 3	Highway Engineer Supv 4	006DC4	Officials & Mgrs									1			1
	Geologist 2	001IE2	Professionals									1			1
	Engineering Technician Sup 3	008AB3	Officials & Mgrs			1	1			1					2
	Highway Technician 1	004MB1	Technician			2	2					8		8	10
	Highway Technician 2	004MB2	Technician			3	3					2		2	5
	Program Coordinator 6	002WM6	Professionals			1	1								1
Testing 3 Total	Administrative Assistant 6	002WNG	Admn Support	1			1								1
	Engineering Assistant 1	003AB1	Technician									1			1
						1	1					7		8	14
	Highway Tech Sup 3	009MB3	Officials & Mgrs									1			1
	Highway Technician 1	004MB1	Technician									2		2	2
	Highway Technician 3	004MB3	Technician			1	1	2				4		5	7
Tibbs Avenue Unit 2 Total						1	2				1	7		8	10
Tipton Sub	Sub District Operations Manage	00EWO6	Officials & Mgrs									1			1
	Highway Technician 2	004MB2	Technician									3		3	3
	Administrative Assistant 6	002WNG	Admn Support			1	1								1
						1	1					4		4	5
Tipton Sub - Fit	Highway Mechanic Sup 4	009FA4	Officials & Mgrs									1			1
	Equipment Mechanic 2	004FA2	Skill Craft									4		4	4
	Stores Clerk 3	003PA3	Admn Support									1		1	1
Tipton Sub - Fit Total												6		6	6
Tipton Unit 1	Highway Tech Sup 3	009MB3	Officials & Mgrs									1			1
	Highway Technician 1	004MB1	Technician									2		2	2
	Highway Technician 3	004MB3	Technician									5		5	5
Tipton Unit 1 Total												8		8	8
Traffic 3	Maintenance Sup 2	009IC2	Officials & Mgrs									1			1
	Highway Tech Sup 3	009MB3	Officials & Mgrs									2		2	2
	Highway Technician 1	004MB1	Technician									7		7	7
	Highway Technician 3	004MB3	Technician									9		9	9

Workforce Analysis

as of August 1, 2015

Transportation - Greenfield District			MALES							FEMALES		Female Total		Grand Total							
Department	Job Title	Job Code	Job Group	AI	B	W	A	B	H	W	Male Total	Female Total	AI	A	B	H	W	Male Total	Female Total	Grand Total	
Traffic 3	Traffic Signal Technician 2	004GE2	Technician							5	5						24	24		5	5
Traffic 3 Total																					24
Westfield Unit 3	Highway Tech Sup 3	009MB3	Officials & Mgrs								1	1					1	1		1	1
	Highway Technician 1	004MB1	Technician								2	2					2	2		2	2
	Highway Technician 3	004MB3	Technician								6	6					6	6		6	6
Westfield Unit 3 Total																					9
Winchester Unit 4	Highway Tech Sup 3	009MB3	Officials & Mgrs								1	1					1	1		1	1
	Highway Technician 1	004MB1	Technician								2	2					2	2		2	2
	Highway Technician 3	004MB3	Technician								5	5	1				5	5	1	6	6
Winchester Unit 4 Total																					9
Grand Total				1	1	48						50	2	3	16	3	356	380		430	430

*Appointed outside of the agency.

Lines of Progression illustrated by department beginning with the highest position.

Bolded positions - Highest position(s) in the line of progression,

Positions in Italics - Positions with no line of progression within the department.

Job Group Analysis Narrative

Job Groups are formulated based on a group of jobs/titles having similar content, wage rates and opportunities.

- Similar work content refers to the duties and responsibilities of the job titles which make up the job group.
- Similar rates of pay are reviewed in conjunction with job content.
- Similar opportunities within a job group refers to the ability to take advantage of training opportunities, transfers, promotions, mobility to desirable wage or salary situations and other employment benefits

Job Titles within each job group are listed below:

Officials and Administrators (1)

Broad Band Executive
Engineering Technician Sup 3
Highway Engineer Supv 3
Highway Engineer Supv 4
Highway Mechanic Sup 4
Highway Tech Sup 3
Maintenance Sup 1
Maintenance Sup 2
Program Director E7
Sub District Operations Mgr

Engineers (2)

Construction Engineer 3
Construction Engineer 4
Construction Engineer Trainee
Highway Engineer 1
Highway Engineer 2
Highway Engineer 3
Highway Engineer 4

Professionals (3)

Accountant 6
Geologist 2
Information Director
Program Coordinator 3
Program Coordinator 6
Program Director 1
Program Director 2

Technicians (4)

Engineering Assistant 1
Engineering Assistant 4

Field Investigator 1
Highway Technician 1
Highway Technician 2
Highway Technician 3
Traffic Signal Technician 2

Administrative Support (5)

Account Clerk 2
Administrative Assistant 5
Administrative Assistant 6
Clerical Assistant 1
Clerical Assistant 3
Inventory Administrator 6
Stores Clerk 3

Skill Craft (6)

Equipment Mechanic 2
Maintenance Repair 2
Sewage Disposal Foreman

Location of Positions

Job Title	Department
*Broad Band Executive	Greenfield District 3
Account Clerk 2	Greenfield District 3
Accountant 6	Greenfield District 3
Administrative Assistant 5	Greenfield District 3
Administrative Assistant 6	Albany Sub
	Centerville Sub
	Greenfield Sub
	Highway Maintenance 3
	Indianapolis Sub
	Testing 3
	Tipton Sub
Broad Band Executive	Construction 3
	Highway Maintenance 3
	Technical Services 3
Clerical Assistant 1	Greenfield District 3
Clerical Assistant 3	Construction 3
	Greenfield District 3
Construction Engineer 3	Construction 3
Construction Engineer 4	Construction 3
Construction Engineer Trainee	Construction 3
Engineering Assistant 1	Construction 3
	Testing 3
Engineering Assistant 4	Technical Services 3
Engineering Technician Sup 3	Construction 3
	Testing 3
Equipment Mechanic 2	Albany Sub - Flt
	Centerville Sub - Flt
	Greenfield Sub - Flt
	Indianapolis Sub - Flt
	Tipton Sub - Flt
Field Investigator 1	Technical Services 3
Geologist 2	Testing 3
Highway Engineer 1	Construction 3
	Technical Services 3
Highway Engineer 2	Technical Services 3
Highway Engineer 3	Technical Services 3
Highway Engineer 4	Technical Services 3
Highway Engineer Supv 3	Technical Services 3
Highway Engineer Supv 4	Construction 3
	Technical Services 3
	Testing 3
Highway Mechanic Sup 4	Albany Sub - Flt
	Centerville Sub - Flt
	Greenfield Sub - Flt

Location of Positions

Job Title	Department
Highway Mechanic Sup 4	Indianapolis Sub - Flt
	Tipton Sub - Flt
Highway Tech Sup 3	65th Street Unit 4
	71st Street Unit 3
	Albany Unit 3
	Alexandria Unit 5
	Anderson Unit 2
	Brookville Road Unit 1
	Cambridge City Unit 2
	Fortville Unit 4
	Greenfield Unit 1
	Hvy Equip/Bridge Mnt 3
	Kokomo Unit 2
	Liberty Unit 4
	Madison St Ut 5
	Muncie Unit 1
	New Castle Unit 3
	Rushville Unit 3
	Salisbury Unit 1
	Shelbyville Unit 4
	Tibbs Avenue Unit 2
	Tipton Unit 1
	Traffic 3
	Westfield Unit 3
Winchester Unit 4	
Highway Technician 1	65th Street Unit 4
	71st Street Unit 3
	Albany Unit 3
	Alexandria Unit 5
	Anderson Unit 2
	Brookville Road Unit 1
	Cambridge City Unit 2
	Construction 3
	Fortville Unit 4
	Greenfield Unit 1
	Hvy Equip/Bridge Mnt 3
	Kokomo Unit 2
	Liberty Unit 4
	Madison St Ut 5
	Muncie Unit 1
	New Castle Unit 3
Rushville Unit 3	
Salisbury Unit 1	
Shelbyville Unit 4	

Location of Positions

Job Title	Department
Highway Technician 1	Testing 3
	Tibbs Avenue Unit 2
	Tipton Unit 1
	Traffic 3
	Westfield Unit 3
	Winchester Unit 4
Highway Technician 2	65th Street Unit 4
	71st Street Unit 3
	Albany Sub
	Brookville Road Unit 1
	Centerville Sub
	Construction 3
	Hvy Equip/Bridge Mnt 3
	Testing 3
	Tipton Sub
	Highway Technician 3
71st Street Unit 3	
Albany Unit 3	
Alexandria Unit 5	
Anderson Unit 2	
Brookville Road Unit 1	
Cambridge City Unit 2	
Fortville Unit 4	
Greenfield Unit 1	
Hvy Equip/Bridge Mnt 3	
Kokomo Unit 2	
Liberty Unit 4	
Madison St Ut 5	
Muncie Unit 1	
New Castle Unit 3	
Rushville Unit 3	
Salisbury Unit 1	
Shelbyville Unit 4	
Tibbs Avenue Unit 2	
Tipton Unit 1	
Traffic 3	
Westfield Unit 3	
Winchester Unit 4	
Inventory Administrator 6	Greenfield District 3
Maintenance Repair 2	Highway Maintenance 3
Maintenance Sup 1	Hvy Equip/Bridge Mnt 3
Maintenance Sup 2	Indianapolis Sub
	Traffic 3
Program Coordinator 3	Construction 3

Location of Positions

Job Title	Department
Program Coordinator 3	Greenfield District 3
Program Coordinator 6	Technical Services 3
	Testing 3
Program Director 1	Technical Services 3
Program Director 2	Technical Services 3
Program Director E7	Greenfield District 3
	Greenfield Flt
Sewage Disposal Foreman	Highway Maintenance 3
Stores Clerk 3	Albany Sub - Flt
	Centerville Sub - Flt
	Greenfield Sub - Flt
	Indianapolis Sub - Flt
	Tipton Sub - Flt
Sub District Operations Manage	Albany Sub
	Centerville Sub
	Greenfield Sub
	Indianapolis Sub
	Tipton Sub
Traffic Signal Technician 2	Traffic 3

revised 8/2015

JOB GROUP ANALYSIS

Job Group #2:
Engineers

INDOT/Greenfield District

Job Title	Job Codes	Total Employees	Total Minorities	FEMALE				MALE										
				Non-Hispanic or Latino				Non-Hispanic or Latino										
				Total	H/L	W	B/AA A/AN A NHOPI	Total	H/L	W	B/AA A/AN A NHOPI							
Construction Engineer 3	001DZ3	4	1	1		1				3		2					1	
Construction Engineer 4	001DZ4	9	1	1		1				8		7					1	
Construction Engineer Trainee	001DZT	8	3							8	1	5	2					
Highway Engineer 1	001DC1	3								3		3						
Highway Engineer 2	001DC2	2								2		2						
Highway Engineer 3	001DC3	2		1		1				1		1						
Highway Engineer 4	001DC4	1								1		1						
TOTAL		29	5	3	0	3	0	0	0	0	0	26	1	21	2	0	2	0
%TOTAL		100%	17.24%	10.34%	0.00%	10.34%	0.00%	0.00%	0.00%	0.00%	0.00%	89.66%	3.45%	72.41%	6.90%	0.00%	6.90%	0.00%

JOB GROUP ANALYSIS

INDOT/Greenfield District

Job Group #4:
Technicians

Job Title	Job Codes	Total Employees	Total Minorities	FEMALE					MALE							
				Non-Hispanic or Latino					Non-Hispanic or Latino							
				Total	H/L	W	B/AA	AI/AN	A	NHOPI	Total	H/L	W	B/AA	AI/AN	A
Engineering Assistant 1	003AB1	2						2								
Engineering Assistant 4	001DB4	4			4											
Field Investigator 1	003KB1	2						2								
Highway Technician 1	004MB1	1	1		7			87				1				
Highway Technician 2	004MB2	28	1	3				24				1				
Highway Technician 3	004MB3	132	13	6	5	1		114		10		2				
Traffic Signal Technician 2	004GE2	5						5								
TOTAL		268	15	20	0	19	1	0	0	0	0	234	12	2	0	0
%TOTAL		100%	5.60%	7.46%	0.00%	7.09%	0.37%	0.00%	0.00%	0.00%	0.00%	87.31%	4.48%	0.75%	0.00%	0.00%

JOB GROUP ANALYSIS

Job Group #6:
Skill Craft

INDOT/Greenfield District

Job Title	Job Codes	Total Employees	Total Minorities	FEMALE						MALE					
				Non-Hispanic or Latino						Non-Hispanic or Latino					
				Total	H/L	W	B/AA	A/AN	A	NHOPI	Total	H/L	W	B/AA	A/AN
Equipment Mechanic 2	004FA2	25						25		25					
Maintenance Repair 2	004IA2	1						1		1					
Sewage Disposal Foreman	004JA1	1						1		1					
TOTAL		27	0	0	0	0	0	0	0	27	0	0	0	0	0
%TOTAL		100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Job Group #1 Officials & Managers

Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS			
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.	Female
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	3.77	18.27	0.14	1.05	0.00	23.94	29.48	18%	0.68%	3.29%	0.03%	0.19%	0.00%	4.31%	5.31%	Some are hired from outside.	US Census Bureau, 2006-2010 American Community Survey
2 Percentage of minorities and women among those promotable or transferable within facility.	2.53%	2.53%	0.00%	1.27%	0.00%	6.33%	6.33%	82%	2.08%	2.08%	0.00%	1.04%	0.00%	5.19%	5.19%	Most are promoted or transferred internally.	Derived from Job Group #1
This MUST equal 100.0% ---->																	
FINAL AVAILABILITY (PERCENTAGE)																	
								100%	2.75%	5.36%	0.03%	1.23%	0.00%	9.50%	10.50%		

Utilization Analysis and Placement Goals*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	2.53%	2.75%	YES	2.75%
Black/African Amer.	2.53%	5.36%	YES	5.36%
Amer. Indian/AL Native	0.00%	0.03%	YES	0.03%
Asian	1.27%	1.05%	NO	N/A
NHOPI	0.00%	0.00%	NO	N/A
Total Minority	6.33%	9.50%	YES	9.50%
Female	6.33%	10.50%	YES	10.50%
Total Employees	79			

*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/Greenfield District

Job Group #2 Engineers

Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS							
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	Hispanic	Black/African Amer			Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female		
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	0.58	8.42	0.00	6.92	0.00	16.31	13.58	0.55%	8.00%	0.00%	6.57%	0.00%	15.49%	12.90%	US Census Bureau, 2006-2010 American Community Survey				
2 Percentage of minorities and women among those promotable or transferable within facility.	3.45%	6.90%	0.00%	6.90%	0.00%	17.24%	10.34%	0.17%	0.34%	0.00%	0.34%	0.00%	0.86%	0.52%	Derived from Job Group #2 internally.				
This MUST equal 100.0% ---->																			
FINAL AVAILABILITY (PERCENTAGE)													0.72%	8.34%	0.00%	6.92%	0.00%	16.36%	13.42%

Utilization Analysis and Placement Goals**

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	1	3.45%	0.58%	NO	N/A
Black/African Amer.	2	6.90%	8.34%	YES	8.34%
Am. Indian/Al. Native	0	0.00%	0.00%	NO	N/A
Asian	2	6.90%	6.92%	YES	6.92%
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	5	17.24%	16.31%	NO	N/A
Female	3	10.34%	13.42%	YES	13.42%
Total Employees	29				

*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/Greenfield District

Job Group #3 Professionals

Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	1.54	16.51	0.09	2.95	0.00	22.15	46.39	0.46%	4.95%	0.03%	0.89%	0.00%	6.65%	13.92%	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	77.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	54.44%	Derived from Job Group #3 internally.	
This MUST equal 100.0% -->							100%									
FINAL AVAILABILITY (PERCENTAGE)								0.46%	4.95%	0.03%	0.89%	0.00%	6.65%	68.36%		

Utilization Analysis and Placement Goals**

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	0.46%	YES	0.46%
Black/African Amer.	0	0.00%	4.95%	YES	4.95%
Amer. Indian/Al. Native	0	0.00%	0.03%	YES	0.03%
Asian	0	0.00%	0.89%	YES	0.89%
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	0	0.00%	6.65%	YES	6.65%
Female	7	77.78%	46.39%	NO	N/A
Total Employees	9				

*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/Greenfield District

Job Group #4 Technicians

Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS							
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.	Female				
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	22.80	8.85	0.17	0.34	0.00	33.34	5.68	80%	18.24%	7.08%	0.14%	0.27%	0.00%	26.67%	4.54%	Most are hired from outside.	US Census Bureau, 2006-2010 American Community Survey			
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	4.85%	0.75%	0.00%	0.00%	5.60%	7.46%	20%	0.00%	0.97%	0.15%	0.00%	0.00%	1.12%	1.49%	Some are promoted or transferred internally.	Derived from Job Group #4			
This MUST equal 100.0% ---->																				
FINAL AVAILABILITY (PERCENTAGE)													18.24%	8.05%	0.29%	0.27%	0.00%	27.79%	6.04%	

Utilization Analysis and Placement Goals*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	18.24%	YES	18.24%
Black/African Amer.	13	8.05%	YES	8.05%
Am. Indian/AI. Native	2	0.17%	NO	N/A
Asian	0	0.27%	YES	0.27%
NHOPI	0	0.00%	NO	N/A
Total Minority	15	27.79%	YES	27.79%
Female	20	5.68%	NO	N/A
Total Employees	268			

*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/Greenfield District

Job Group #5 Administrative Support

Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS			
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.	Female
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	3.19	20.16	0.11	0.97	0.00	25.51	80.21	10%	0.32%	2.02%	0.01%	0.10%	0.00%	2.55%	8.02%	Some are hired from outside.	US Census Bureau, 2006-2010 American Community Survey
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	0.00%	5.56%	0.00%	0.00%	5.56%	83.33%	90%	0.00%	0.00%	5.00%	0.00%	0.00%	5.00%	75.00%	Most are promoted or transferred internally.	Derived from Job Group #5
This MUST equal 100.0% --->																	
FINAL AVAILABILITY (PERCENTAGE)																	
								100%	0.32%	2.02%	5.01%	0.10%	0.00%	7.55%	83.02%		

Utilization Analysis and Placement Goals**

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	0.32%	YES	0.32%
Black/African Amer.	0	0.00%	2.02%	YES	2.02%
Amer. Indian/Al. Native	1	5.56%	0.11%	NO	N/A
Asian	0	0.00%	0.10%	YES	0.10%
NHOP	0	0.00%	0.00%	NO	N/A
Total Minority	1	5.56%	7.55%	YES	7.55%
Female	15	83.33%	80.21%	NO	N/A
Total Employees	18				

*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/Greenfield District

Job Group #6 Skill Craft

Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	5.41	12.46	0.00	0.30	0.00	18.62	4.50	2.16%	4.98%	0.00%	0.12%	0.00%	7.45%	1.80%	Some are hired from outside.	US Census Bureau, 2006-2010 American Community Survey
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Most are promoted or transferred internally.	Derived from Job Group #6
This MUST equal 100.0% -->																
FINAL AVAILABILITY (PERCENTAGE)																
2.16%																
4.98%																
0.12%																
0.00%																
7.45%																
1.80%																

Utilization Analysis and Placement Goals**

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	2.16%	YES	2.16%
Black/African Amer.	0	0.00%	4.98%	YES	4.98%
Am. Indian/Al. Native	0	0.00%	0.00%	NO	N/A
Asian	0	0.00%	0.12%	YES	0.12%
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	0	0.00%	7.45%	YES	7.45%
Female	0	0.00%	1.80%	YES	1.80%
Total Employees	27				

*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/Greenfield District

Volume #3

- State's Workplace Harassment Policy

WORKPLACE HARASSMENT PREVENTION

PURPOSE

To establish workplaces where employees are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to ensure employees have procedures available so that alleged violations of this policy can be investigated and addressed.

SCOPE

This policy applies to all employees under the authority of the Governor and Lieutenant Governor of Indiana. Separately elected officials are encouraged to adopt this or a similar policy concerning workplace harassment.

STATEMENT OF POLICY

The State of Indiana (hereinafter the State) will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner.

Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated in State Government. The State will not tolerate workplace harassment whether engaged in by fellow employees, supervisors, officers, or by outside clients or other non-employees who conduct business with the State. The State encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

REFERENCES

Governor's Affirmative Action Statement, April 26, 2005

Americans with Disabilities Act of 1990, as amended – 42 U.S.C. Chapter 126 §12101 et seq. (Pub. L. 101-336) (ADA). IC 22-9-5

Rehabilitation Act of 1973, as amended – 29 U.S.C. §794

Age Discrimination in Employment Act of 1967, as amended – 29 U.S.C. Chapter 14 §621 (Pub. L. 90-202) (ADEA), IC 22-9-2

Title VII of the Civil Rights Act of 1964, as amended – 42 U.S.C. Chapter 21 Subchapter VI §2000e (Pub. L. 88-352) (Title VII)


Pregnancy Discrimination Act – is an amendment to Title VII of the Civil Rights Act of 1964

National Origin Harassment – 29 C.F.R. §1606 et seq.

EFFECTIVE DATE July 1, 2005

Supersedes Sexual Harassment Policy dated Feb 2005

APPROVAL



Debra F. Minott, State Personnel Director

Date June 6, 2005

Volume #4

- Affirmative Action Plan for the Disabled, Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans

EXECUTIVE ORDER 11246
AFFIRMATIVE ACTION PLAN FOR THE DISABLED,
DISABLED VETERANS, VETERANS OF THE VIETNAM ERA,
AND OTHER ELIGIBLE VETERANS

Indiana Department of Transportation
Greenfield District
32 S. Broadway
Greenfield, IN 46140

October 1, 2015 – September 30, 2016

Approved by:



Michael Smith, Greenfield District Deputy Commissioner

12/17/15

Date

EEO/Affirmative Action Contact:
Marceta Dietz, Human Resources Director, at mdietz1@indot.in.gov, 317-467-3931, or 32 South
Broadway, Greenfield, IN 46140

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I. PREFACE

This Affirmative Action Plan ensures compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and regulations promulgated pursuant thereto (41 C.F.R. Section 60-741), and ensures compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and the regulations promulgated pursuant thereto (41 C.F.R. Section 60-250). These laws require affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era, and other eligible veterans.

A copy of this Affirmative Action Plan is available for inspection by employees and applicants, Monday through Friday, upon request to **Marceta Dietz, Human Resources Director, 317-467-3931**, by appointment.

II. STATEMENT OF AGENCY COMMITMENT

The **Indiana Department of Transportation-Greenfield District** will not unlawfully discriminate against any employee or applicant who is physically or mentally disabled, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran in regard to any position for which the employee or applicant is qualified. Nondiscriminatory treatment applies to all employment practices, including employment, promotion, demotion, transfer, recruitment, advertising, termination, rates of pay, other forms of compensation, and selection for training.

POLICY STATEMENT REGARDING VETERANS 41 C.F.R. § 60-250.44(a)

The **Indiana Department of Transportation – Greenfield District** will continue to comply with the affirmative action requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Agency will employ and advance without discrimination qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans (defined as any other U.S. veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). Affirmative action includes, but is not limited to, employment, upgrading, transfer, layoff, training opportunities, and rates of pay.

Employees who consider themselves covered by the Act are invited to inform the Agency voluntarily of their status so that the information can be made part of the employment record. Disabled veteran employees are encouraged to inform the Agency of special skills, procedures, or methods by which they can perform work, in order to aid management in recognizing their capabilities and considering them for additional job opportunities.

POLICY STATEMENT REGARDING THE DISABLED 41 C.F.R. § 60-741 (a)

It is the policy of the **Indiana Department of Transportation – Greenfield District** to employ and advance qualified disabled individuals, pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973, as amended. This policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, demotion, layoff, termination, rates of pay, and selection for training.

Supervisors and managers are responsible for carrying out policies and procedures of the Agency in respect to affirmative action for disabled workers. Written notice of this policy is posted and maintained in an area accessible to Agency staff members.

III. IDENTIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA, AND OTHER ELIGIBLE VETERAN EMPLOYEES

41 CFR § 60-741.23 (c), 60-741.42;

Appendix B to Part 60-741

41 CFR § 60-250.42;

Appendix A to Part 60-250

The **Indiana Department of Transportation – Greenfield District** maintains electronic data on employees. Such employee data includes an indication of those employees who are covered under the definitions of a disabled individual, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran. These definitions are intended to be consistent with the definitions found in 41 C.F.R. Sections 60-741 and 60-250. Such persons are identified in two ways:

1. By inviting employees and new hires, should they believe themselves to be covered by this Affirmative Action Plan and wish to be recognized as such, to voluntarily identify themselves to the Agency Affirmative Action staff members (printed invitation immediately follows this page); and
2. By electronically maintaining data regarding those employees of whose disability the Agency has actual knowledge.

The invitation on the following page is provided to employees upon hire, and is posted in a location accessible to Agency staff members. The notice to applicants on the subsequent page is also posted in a location accessible to applicants.

Invitation to Self-Identify: Individuals with Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era, or Other Eligible Veterans

The **Indiana Department of Transportation – Greenfield District** is subject to Section 503 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 2012 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. The Agency develops and maintains an affirmative action plan, with the intent to employ and advance in employment qualified individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

If you are an individual with disabilities, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, and would like to be considered under the Agency's affirmative action plan, please complete this form and submit it to: **Marceta Dietz, Human Resources Director**, mdietz1@indot.in.gov, 317-467-3931. (To obtain a blank copy of this form, please contact Marceta Dietz.) Employees are asked to voluntarily provide this information. An employee who chooses not to provide this information will not be subject to adverse actions by the Agency. The information obtained will be kept in confidence, with only the following exceptions: (a) management and supervisory staff members may be informed, if necessary, in order to ensure proper placement and/or to accommodate a disability that the employee has identified, (b) first aid and/or safety personnel may be informed, if necessary and to the appropriate extent, should an employee with a disability require emergency treatment, and (c) government officials investigating affirmative action plan compliance under the above cited Acts may be informed.

If you are an individual with a disability, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, you may inform **Marceta Dietz, Human Resources Director**, of your request to be considered under the affirmative action plan at this time and/or at any time in the future.

_____ I am an **"Individual with a Disability"**. (1) I have a physical or mental impairment which substantially limits one or more of my major life activities, or (2) I have a record of such impairment. For purposes of this definition, an individual with a disability is substantially limited if s/he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

_____ I am a **"Special Disabled Veteran"**. I am (1) a veteran who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38 U.S.C. to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

_____ I am a **"Vietnam-Era Veteran"**. I either: (1a) served on active duty for a period of more than 180 days; (b) was discharged or released therefrom with other than a dishonorable discharge; and (c) some portion of my active duty occurred either: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (B) between August 5, 1964, and May 7, 1975, in all other cases; **Or** (2) I was discharged or released from active duty for a service-connected disability and some portion of my active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases.

_____ I am an **"Other Eligible Veteran"**. I am a veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

Printed Name

Signature

Date

NOTICE TO APPLICANTS

THE Indiana Department of Transportation –

Greenfield District's

AFFIRMATIVE ACTION PLAN FOR

VETERANS AND PERSONS WITH DISABILITIES

IS AVAILABLE FOR REVIEW TO ANY EMPLOYEE OR

APPLICANT FOR EMPLOYMENT

UPON REQUEST TO: Marceta Dietz, Human Resources

Director, 317-467-3931

DATES AND TIMES FOR REVIEW ARE:

By Appointment

EXCLUDING OFFICIAL STATE HOLIDAYS.

IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES

A. Review of Personnel Processes

41 CFR § 60-250.44(b)

41 CFR § 60-741.44(b)

An ongoing review of employment processes will continue, to ensure consideration of the job qualifications of known disabled, disabled veteran, veteran of the Vietnam era, and other eligible veteran employees and applicants for job vacancies, promotions, and training opportunities, offered or available.

B. Review of Physical and Mental Job Qualifications

41 CFR § 60-250.44(c)

41 CFR § 60-741.44(c)

An ongoing review of physical and mental job qualifications will continue, to ensure that they are job-related and consistent with business needs and safe performance of the job.

C. Reasonable Accommodation to Physical and Mental Limitations

41 CFR § 60-250.44(d)

41 FR § 60-741.44(d)

In considering qualified veterans or disabled employees and/or applicants for employment or advancement, the Agency will review reasonable possibilities for accommodation to their physical and/or mental restrictions. Factors in determining the extent of the Agency's obligations will include business necessity, cost considerations, and safety.

V. HARASSMENT

41 CFR § 60-741.44(e)

41 CFR § 60-250.44(e)

The Agency has developed and implemented procedures to ensure that its employees with disabilities, disabled veterans, veteran of the Vietnam era, and other eligible veterans are not harassed because of their disability or veteran status.

VI. OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY

41 CFR § 60-250.44(f)

41 CFR § 60-741.44(f)

- A. Recruiting efforts at schools will continue to include efforts to reach disabled students, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
- B. Employment advertisements will continue to include a statement that the Agency is an "Equal Opportunity Employer".
- C. The Agency may periodically enlist the assistance of agencies which might be helpful in recruiting qualified disabled and veteran applicants.
- D. When employees' photos are used in consumer, promotional or job advertising, photos of veterans and disabled workers will continue to be included whenever possible.

VII. INTERNAL DISSEMINATION OF POLICY

41 CFR § 60-250.44(g)

41 FR § 60-741.44(g)

The INDOT's EEO/AA policy is available to employees via:

1. **Posted written notice on bulletin boards in District Office** accessible to staff members;

2. A review of the Agency's annual Affirmative Action Plan upon request to the HR office or HR Director;
3. A copy of the Agency's annual Affirmative Action Plan located at the Indiana State Library.

VIII. AUDIT AND REPORTING SYSTEMS

41 CFR § 60-250.44(h)

41 CFR § 60-741.44(h)

The Agency implements an audit and reporting system that:

1. Determines the degree to which Agency objectives are being attained.
2. Indicates the need for remedial action, if any.
3. Ensures that individuals with known disabilities, veterans of the Vietnam era, and other eligible veterans have opportunity to participate in Agency-sponsored educational, training, recreational, and social activities.

IX. RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PROGRAMS

41 CFR § 60-250.44(i)

41 CFR § 60-471.44(i)

The **Indiana Department of Transportation – Greenfield District** recognizes that the success of this Affirmative Action Plan depends upon clearly defined areas of responsibility for implementation, as well as the commitment of all management levels to achieving the goals set out herein. While collective individual participation is essential to achieving the Agency's stated objectives, select staff members are assigned responsibility for ensuring the implementation of this Affirmative Action Plan. General responsibility designations are set forth below:

- A. **Michael Smith**, Greenfield District Deputy Commissioner, has overall responsibility for ensuring that the Affirmative Action Plan is effectively communicated and carried out. **He** insists upon the cooperation and support of all management levels and employees in order to ensure that the Affirmative Action Plan is effectively administered.
- B. **Karn Lucero, Affirmative Action Specialist in State Personnel Department, and Marceta Dietz, Human Resources Director**, are responsible for preparing, updating, and finalizing the annual Affirmative Action Plan. Responsibilities include, but are not necessarily limited to:
 1. Assisting in identifying potential problem areas.
 2. Implementing audit systems which will:
 - a. Determine the degree to which Agency objectives are being achieved.
 - b. Determine the need for remedial action, if any.
 - c. Determine whether known disabled employees, disabled veterans, veterans of the Vietnam era, and other eligible veterans have had opportunity to participate in Agency-sponsored educational, training, recreational, and social activity.
 3. Serving as liaison between this Agency and organizations of and for disabled persons, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
 4. Upon request, arranging for career counseling for known disabled employees, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.
 5. Making periodic audits of employment action patterns within the Agency in order to identify impediments, if any, to attaining the objectives set out herein.
 6. Making periodic physical inspections of facilities in order to ensure technical compliance by checking to see that required EEO posters are properly displayed, that physical facilities are available to employees on a nondiscriminatory basis, and that Agency-sponsored training, recreational, and social activities are open to all employees.

- C. Personnel involved in the selection process are trained to assist in the performance of the responsibilities listed above. They receive training in Equal Employment Opportunity, and their work performance is evaluated partially on the basis of efforts made and results achieved in this area. It is the individual responsibility of supervisors to take appropriate action to prevent the harassment of those who have been placed through affirmative action efforts, as well as all other Agency employees.

X. TRAINING

41 CFR § 60-250.44(j)

41 CFR § 60-741.44(j)

The **State Personnel Department** trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes, to ensure that the commitments in the Agency's Affirmative Action Plan regarding the disabled, disabled veterans, veterans of the Vietnam era, and other eligible veterans are implemented.