



**ILLINOIS TOLLWAY**  
2700 Ogden Avenue, Downers Grove, IL 60515  
(630) 241-6800 • [illinoistollway.com](http://illinoistollway.com)

# Affirmative Action Plan

Fiscal Year 2023  
(July 1, 2022 – June 30, 2023)

Dorothy Abreu  
Chairman & Chief Executive Officer

Sharon Ferguson  
EEO/AA/ADA Officer





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## INTRODUCTION

The Illinois Human Rights Act [Section 2-105 (B) (1)] authorizes the Department of Human Rights to issue guidelines [Title 56, Subpart H, Section 2520.760 (e)] for development and implementation of affirmative action plans by state executive agencies and to approve such plans [Title 56, Subpart H, Section 2520.760 (b)]. These guidelines apply to the state executive departments, boards, commissions, and instrumentalities of Illinois state government.

An affirmative action plan is a detailed, results-oriented, set of procedures arising from an in-depth review of all aspects of the agency's employment process, which may impact equal employment opportunities for women, minorities, and people with disabilities.

Each fiscal year, state executive agencies affirmative action plans must adhere to the format, content and procedures outlined herein. Each affirmative action plan will be evaluated based on these guidelines.

This *Technical Assistance Guide* outlines and explains the components of the plans and sets forth the criteria for affirmative action performance. The State Agency Liaison Unit is responsible for monitoring and implementing these guidelines.

The *Technical Assistance Guide* and forms for the quarterly reports, as well as other EEO/AA forms, can be accessed on the Department's [State Agency Liaison Unit](#) webpage.

## AFFIRMATIVE ACTION PLAN CHECKLIST

### **Section One**

- [EEO/AA Certification Form](#)
- EEO/AA Policy Statement of the Chief Executive Officer [**Chief Executive Officer's Signature**]
- 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**

- Internal Workforce Analysis:
  - Workforce Analysis (DHR-9)
  - Workforce Transactions Summary (DHR-10) total for previous fiscal year
- Availability Analysis
  - Availability Percent Worksheet (DHR-5 AAP)
  - Utilization Analysis (DHR-8 AAP)
  - Underutilization Summary by Region (DHR-11)

### **Section Three**

- Numerical and Program Goals
  - Timetables
  - Responsible Persons
  - Monitoring Procedures

### **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](#) [**Chief Executive Officer's Signature**]
  - 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 Evacuation Procedures

### **Section Six**

- Applicable EEO Laws: Any Federal law that mandates the agency to adhere to additional EEO/AA requirements.

### **Section Seven**

- Hiring Monitor (DHR-19)
- Promotion Monitor (DHR-20)
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# **SECTION ONE**



**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM CERTIFICATION**

AGENCY: The Illinois State Toll Highway Authority (Tollway)  
ADDRESS: 2700 Ogden Avenue, Downers Grove, IL 60515  
TELEPHONE: (630) 241-6800  
TTY / NEXTALK (630) 241-7302  
CHAIRMAN & CEO: Dorothy Abreu  
EEO/AA/ADA OFFICER: Sharon Ferguson

This is to certify that the attached document represents the Equal Employment Opportunity/ Affirmative Action Plan of The Illinois State Toll Highway Authority.

   
\_\_\_\_\_  
Chairman & Chief Executive Officer Date

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

## **Policy Statement**

The Illinois Tollway affirms its commitment to the full realization of affirmative action and equal opportunity in its employment practices.

It is the policy of the Tollway to create a favorable work environment in which all employees, regardless of race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, unfavorable discharge from military service, arrest record, or citizenship status, can enjoy equal opportunities in their employment relationship. In an effort to maintain equal employment opportunities, the Tollway has recognized the need to adopt, implement, and periodically evaluate the Affirmative Action Plan which consists of specific action measures to be taken in order to achieve its goals.

The Tollway has developed, and maintains, a comprehensive Affirmative Action Plan covering all elements of its personnel policies and practices. Discriminatory employment barriers shall be removed when and where they are found to exist in order to enable all individuals to qualify for employment opportunities on an equal basis. All levels of management staff are committed to carrying out the requirements of the Affirmative Action Plan and creating a work environment free from discriminatory harassment and unlawful discrimination.

### **The Tollway's Equal Employment policy requires that:**

1. Decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits must be made without regard to the following bases; including but not limited to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, unfavorable discharge from military service, arrest record, or citizenship status.
2. A commitment to undertaking affirmative action to correct the underutilization of minorities and females in all levels of employment.
3. The agency is committed to implementing sexual harassment and other harassment policies and programs.
4. The agency is committed to undertaking affirmative action to increase the number of persons with disabilities in the agency as a whole.
5. The support and commitment is expected of all executive, managerial and supervisory staff in implementing the agency's Affirmative Action Plan.
6. The agency is committed to advancing a culture of diversity, equity, inclusion, and accessibility by creating and maintaining an environment in which individual differences are valued, diverse viewpoints are considered, and contributions of all the agency's workforce are recognized; and instituting programs that recognize the value of diverse voices.

7. The agency is committed to meaningful action to institute the principles of diversity, equity, inclusion, and accessibility through identifying and addressing bias, discrimination, and microaggressions when they occur.
8. The agency is committed to diversity, equity, inclusion, and accessibility through a thorough consideration of equitable implications of all policies, procedures, and practices as they are created and perennially reviewed.
9. Any employee or job applicant who feels that he or she has been subjected to unlawful discrimination or harassment by employees, officers, or agents of the Tollway is requested to report the incident or complaint directly to his or her direct supervisor or the EEO/AA/ADA Officer who will investigate and attempt to resolve the matter. Retaliation for filing a complaint will not be tolerated. Anyone found to have retaliated against a complainant will be subject to discipline up to and including discharge.

The Tollway has taken active steps in creating an aggressive program to eliminate and prohibit discriminatory harassment of any kind, including sexual harassment. The policy regarding zero tolerance has been widely communicated within the Tollway and to prospective employees. Sexual Harassment training is ongoing for managers, supervisors and staff. Complaints of sexual harassment are addressed swiftly and effectively.

As Executive Director, I am committed to undertaking affirmative action in order to correct any underutilization of minorities, females or individuals with disabilities that exist within the Tollway in all levels of employment.



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Dorothy Abreu  
Chairman & Chief Executive Officer



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Sharon Ferguson  
EEO/AA/ADA Officer

10/19/2022

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Date

## AGENCY PROFILE

### MISSION STATEMENT

The Illinois Tollway is dedicated to providing and promoting a safe and efficient system of highways while ensuring the highest possible level of customer service.

The Illinois Tollway maintains and operates 294 miles of roadways in 12 counties in Northern Illinois, including the Reagan Memorial Tollway (I-88), the Veterans Memorial Tollway (I-355), the Jane Addams Memorial Tollway (I-90), the Tri-State Tollway (I-94/I-294/I-80) and the Illinois Route 390 Tollway. The Tollway has more than 100 facilities supporting its 24/7 operations including maintenance garages, communications towers, oases, toll plazas and a central administration building.

In 2023, the Illinois Tollway will complete the twelfth year of its 15-year, \$14 billion capital program, *Move Illinois: The Illinois Tollway Driving the Future*. By delivering infrastructure improvements on schedule and within budget, the Tollway's investments are creating new opportunities for economic development and improving regional mobility for communities throughout the 12 counties it serves.

*Move Illinois* is addressing the needs of the existing Tollway system, as well as:

- Rebuilding and widening the Jane Addams Memorial Tollway (I-90) as a state-of-the-art corridor, integrating transit and delivering the region's first SmartRoad
- Constructing a new interchange to connect the Tri-State Tollway (I-294) to I-57
- Building new, all-electronic tollways – the Illinois Route 390 Tollway and the I-490 Tollway – as part of the Elgin O'Hare Western Access Project
- Reconstructing the Central Tri-State Tollway (I-294) to relieve congestion, accommodate future growth and increase reliability

Through 2022, more than \$10 billion is anticipated to be obligated by the Illinois Tollway for capital needs since the *Move Illinois* Program began in 2012, with more than \$2.5 billion of that total committed to small, diverse and veteran-owned firms. In addition, the capital program is projected to create as many as 120,000 permanent jobs and is linking economies across the Midwest region. The Illinois Tollway is committed to ensuring that this region remains competitive with other major cities in the U.S. and around the world and unlocking the economic potential of the region for years to come.

The *Move Illinois* Program is funded by bonds and toll revenue generated through a toll rate increase for passenger vehicles in 2012 and annual increases for commercial vehicles which began in 2015.

The Illinois Tollway staff of more than 1,100 employees is responsible for the maintenance and operations of the Tollway system's five roadways, including collecting,

processing and auditing more than \$1.5 billion in revenue. For 2022, Illinois Tollway budgeted operating revenues and investment income totaled \$1,459 million, including \$1,447 million in tolls and evasion recovery collected from an estimated 1.5 million motorists per day. Other revenue sources include concession revenue from the oases, investment income, rental income from towers and fiber optic lines and other miscellaneous receipts.

The Illinois Tollway is a user-fee system that receives no state or federal dollars to support the operation and maintenance of the Tollway system. The Tollway depends on toll revenues and proceeds from the issuance of revenue bonds for the expansion, reconstruction and improvement of the Tollway system.

The Illinois Tollway's headquarters are located in Downers Grove, Illinois. All administrative, engineering, financial, telecommunications, electronic data processing, Illinois State Police District 15 and legal services are performed at this location.

#### **Identification and Duties of EEO/AA/ADA Officer**

Sharon Ferguson, EEO/AA/ADA Officer

The Illinois Tollway

2700 Ogden Avenue

Downers Grove, IL 60515

630/241-6800, extension 1010

TTY 630/241-6898

#### **Responsibilities:**

The EEO/AA/ADA Officer has responsibility for planning, evaluating, reporting and documenting all phases of the Affirmative Action Plan. The EEO/AA/ADA Officer is responsible for developing and managing the investigative process for complaints of discrimination or harassment. The EEO/AA/ADA Officer processes complaints of discrimination or harassment made by employees against the Illinois Tollway, reviews, receives, investigates and makes recommendations for remedial action when deemed appropriate, prepares all correspondence and reports, and establishes a total working file. The EEO/AA/ADA Officer is responsible for reviewing all accommodation requests made pursuant to the Americans with Disabilities Act (ADA). The EEO Office is also responsible for ensuring all required federal and state posters are current and posted in a visible location at each of its locations.

Additional responsibilities of the EEO/AA/ADA Officer include, but are not limited to:

1. Developing the Tollway's Affirmative Action Plan, goals, and objectives;
2. Assisting in identifying and solving EEO and disability related problems;
3. Designing and implementing internal audits and reporting systems for measuring the effectiveness of agency programs, indicating need for remedial action and the degree to which the Tollway's goals and objectives have been attained;
4. Serving as liaison between the Tollway and EEO enforcement authorities;
5. Serving as liaison between the agency and organizations that advocate on behalf of minorities, women and individuals with disabilities;
6. Informing management of developments in the EEO field;
7. Assisting in the evaluation of employees and job applicants so that minorities, women and persons with disabilities are given equal employment opportunity;
8. Regularly conferring with managers, supervisors and employees to ensure that the Tollway's EEO policies are observed;
9. Advising managers and supervisors if employment practices comply with the Illinois Human Rights Act;
10. Reporting to IDHR all internal and external complaints of discrimination against the agency;
11. Assisting in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of the Administrative Code regulations;
12. At the request of the Executive Director, directing Tollway staff in taking appropriate action to correct discriminatory practices identified by the Department and reporting to the Executive Director on the progress of actions taken;

13. In conjunction with the filing of quarterly reports, submitting recommendations to the Executive Director and the Department for improvements to the agency's Affirmative Action Plan;
14. Immediately notifying the Executive Director and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or people with disabilities;
15. Working with the Department to develop programs for the preparation and promotion of the affirmative action group in question in the event the Tollway is in noncompliance, as described in Section 2520.795,

The EEO/AA/ADA Officer's duties also include:

1. Reporting on and/or analyzing layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
2. Evaluating tests, employment policies and practices and reporting to the Executive Director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women, and people with disabilities. The Tollway's EEO/AA/ADA Officer will also assist in the recruitment of minorities, women and people with disabilities;
3. Providing 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, disability, citizenship status, and disability.
4. Performing other duties as required or assigned.

Ultimate responsibility for implementation will reside with the Executive Director.



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Dorothy Abreu  
Chairman & Chief Executive Officer



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Sharon Ferguson  
EEO/AA/ADA Officer

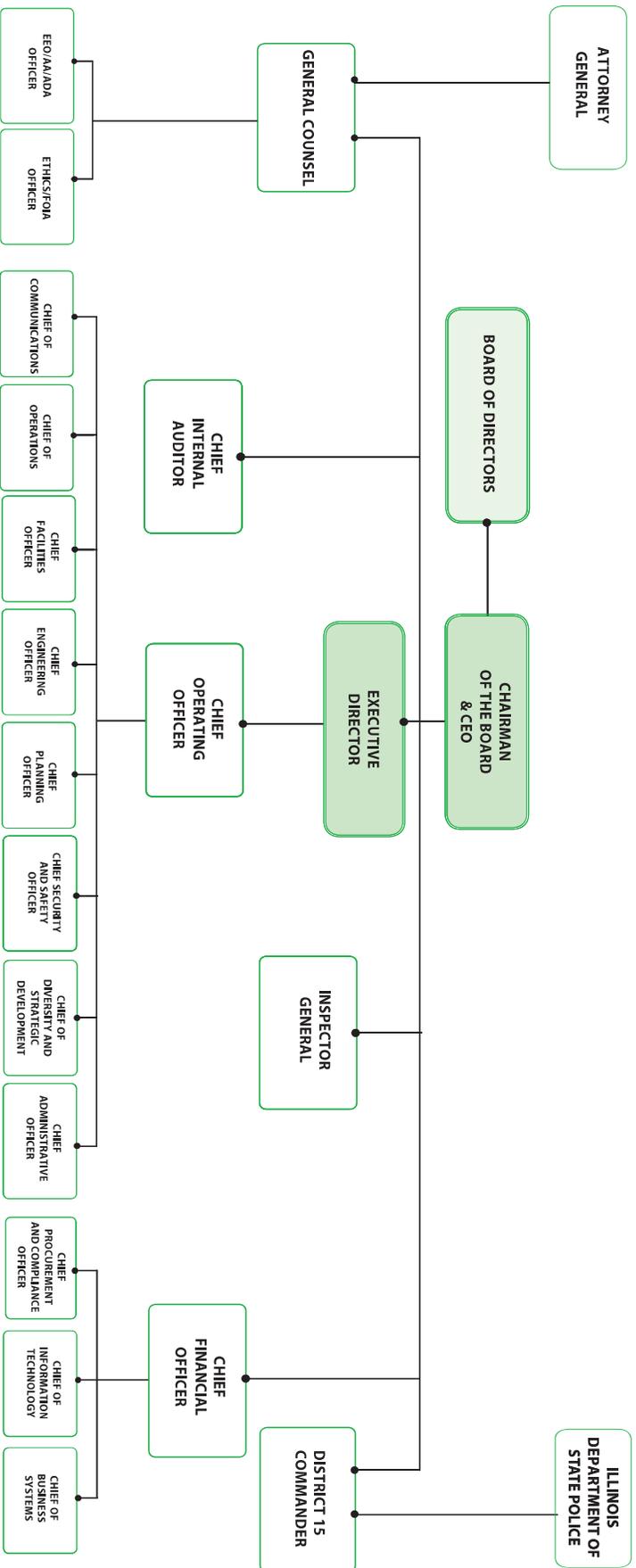
October 19 2022

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Date



## ILLINOIS TOLLWAY TABLE OF ORGANIZATION



## **Methods of Disseminating The Agency's Affirmative Action Policy and Plan**

### **EEO/AA/ADA Policies Are**

1. Displayed on bulletin boards and in other conspicuous locations in the Central Administration building, Central Warehouse, Central Shop, Plazas and Maintenance Buildings;
2. Included in the Personnel Policies and Procedures Manual;
3. Included in brochures and other appropriate publications which discuss hiring practices of the Illinois State Toll Highway Authority;
4. Included in new employee orientation;
5. Posted on the Tollway's website and intranet site.

### **The Affirmative Action Plan Is**

6. Distributed to the Executive Director, Chief Administrative Officer, Chief of HR Administration, Senior Manager of Employee Services and the Inspector General;
7. Available for review by employees and the Board of Directors;
8. Available to all recruitment sources;
9. Submitted to the State Library, to the Illinois State Library Acquisitions Division, Illinois Document Division;
10. Posted on the Tollway's website and intranet site.



# **SECTION TWO**



## **Internal Workforce Analysis**

This section of the Affirmative Action Plan includes a copy of the Workforce Analysis (DHR-9) and Workforce Transaction (DHR-10). Also included is a narrative analyzing each one of the summaries.

The Tollway reviews practices, policies, and procedures to determine whether they adversely affect minorities, women, or people with disabilities. New policies adopted during the year will be examined for their impact on affirmative action group members. Existing practices will also be examined for any ongoing or new effect they may have on affirmative action group members. Data will be analyzed to see whether one group of employees is more adversely affected than another by a particular policy or practice. If there appears to be a statistically significant difference between an affirmative action group and a non-affirmative action group in regards to the implementation of an agency policy or practice, the EEO/AA/ADA Officer will determine an appropriate course of action.

### **Important note about comparing underutilization figures from year to year**

Beginning in fiscal year 2013, the Department of Human Rights modified the way it calculates utilization of minorities, women, and people with disabilities. Computation of the Availability Percent is now based upon a two-factor weighted mathematical formula (instead of the previous nine-factor weighted mathematical formula). Accordingly, the fiscal year 2012 and prior underutilization figures are not comparable to the underutilization figures of fiscal year 2013 and beyond.





# Workforce Analysis by Region

Agency: Illinois State Toll Highway Authority

Reporting Period: April 1, 2022 - June 30, 2022

Region: **3**

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total	W	B/AA	H/L	A	AI/AN	O	PWD	Total	W	B/AA	H/L	A	AI/AN	O	PWD	M	F	W	B/AA	H/L	A	AI/AN	O	PWD					
Officials / Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Technicians	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Administrative Support	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Skilled Craft	22	20	0	2	0	0	0	1	0	0	0	0	0	0	0	100.00%	0.00%	90.91%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	4.55%					
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	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>26</b>	<b>22</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>92.31%</b>	<b>7.69%</b>	<b>92.31%</b>	<b>0.00%</b>	<b>7.69%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3.85%</b>					

<b>Grand Total Employees for Region 3:</b>	<b>Males:</b>	<b>24</b>	<b>92.31%</b>	<b>Females:</b>	<b>2</b>	<b>7.69%</b>	<b>Total Minorities:</b>	<b>2</b>	<b>7.69%</b>	<b>Other:</b>	<b>0</b>	<b>0.00%</b>	<b>PWD:</b>	<b>1</b>	<b>3.85%</b>
	<b>White:</b>	<b>24</b>	<b>92.31%</b>	<b>Black/African American:</b>	<b>0</b>	<b>0.00%</b>	<b>Hispanic/Latino:</b>	<b>2</b>	<b>7.69%</b>	<b>Asian:</b>	<b>0</b>	<b>0.00%</b>	<b>AI/AN:</b>	<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 O=Other PWD=People with Disabilities  
 DHR-9 (Rev. Feb. 2016)

# Summary of Workforce Analysis by Region

Agency: Illinois State Toll Highway Authority

Reporting Period: April 1, 2022 - June 30, 2022

Grand Total

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total	W	B/AA	H/L	A	AI/AN	O	PWD	Total	W	B/AA	H/L	A	AI/AN	O	PWD	M	F	W	B/AA	H/L	A	AI/AN	O	PWD					
Grand Total	1,171	547	97	85	25	2	21	45	398	189	140	40	18	1	16	37	66.01%	33.99%	62.85%	20.24%	10.67%	3.67%	3.16%	7.00%						
Officials / Administrators	29	10	4		2				13	4	8		1				55.17%	44.83%	48.28%	41.38%										
Professionals	161	82	59	6	5	4	1		79	41	25	7	6	1	5		50.93%	49.07%	62.11%	21.12%	8.07%		0.62%	3.11%	3.73%					
Technicians	221	133	101	19	10	3	1	12	88	49	26	11	5	1	7		60.18%	39.82%	67.87%	20.36%	9.50%			0.90%	8.60%					
Protective Service																														
Para-professionals																														
Administrative Support	325	114	58	25	15	11	6	11	211	91	79	21	6	14	25		35.08%	64.92%	45.85%	32.00%	11.08%			6.15%	11.08%					
Skilled Craft	384	382	286	32	51	2	10	17	2	2							99.48%	0.52%	75.00%	8.33%	13.28%		0.52%	2.60%	4.43%					
Service / Maintenance	51	46	33	8	3	2	4		5	2	2	1					90.20%	9.80%	68.63%	19.61%	7.84%		3.92%	7.84%						
<b>TOTAL</b>	<b>1,171</b>	<b>547</b>	<b>97</b>	<b>85</b>	<b>25</b>	<b>2</b>	<b>21</b>	<b>45</b>	<b>398</b>	<b>189</b>	<b>140</b>	<b>40</b>	<b>18</b>	<b>1</b>	<b>16</b>	<b>37</b>	<b>66.01%</b>	<b>33.99%</b>	<b>62.85%</b>	<b>20.24%</b>	<b>10.67%</b>	<b>3.67%</b>	<b>3.16%</b>	<b>7.00%</b>						

**Grand Total Employees:**

Males: 773 66.01%  
 Females: 398 33.99%

White: 736 62.85%  
 Black/African American: 237 20.24%  
 Hispanic/Latino: 125 10.67%  
 Asian: 43 3.67%  
 AI/AN: 3 0.26%  
 Other: 37 3.16%  
 PWD: 82 7.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native O=Other PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

NOTE: Professional - 1 female identifies as W & B/AA; 1 female identifies as A & AI; 1 male identifies as A&O.

Technicians - 1 female identifies as B/AA&W; 1 female identifies as W&B/AA; 1 female identifies as W&A; 1 female identifies as B/AA&H.

Administrative Support - 1 male identifies as H&W, Skilled Craft - 1 male identifies as H&A.

## TRANSACTIONS DEFINITIONS

The following definitions were used for purposes of preparing this report:

**New Hire:** This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems.

**Promotion:** These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

**Intra-Agency Transfer:** These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities and salary range, in another division, section or other unit.

**Suspension:** These transactions involve a temporary removal from payroll for disciplinary reasons.

**Separation:** These transactions involve an employee who voluntarily leaves state service.

**Discharge:** This occurs when an employee is terminated for cause.

**Lay Off:** These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

**Demotion:** These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

**Reduction:** These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

**Reinstatement:** These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

**Reemployment:** These transactions occur when the certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

**Upward Reallocation:** These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

**Downward Reallocation:** These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.

## Workforce Transactions Report by EEO Category

Agency: Illinois State Toll Highway Authority

Reporting Period: July 1, 2021 - June 30, 2022

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	MALES													FEMALES													PERCENTAGES																		
	Grand Total						MALES						FEMALES						M			F			W			B/AA			H/L			A			AI AN			O			PWD		
	Total	W	B/AA	H/L	A	AI AN	O	PWD	Total	W	B/AA	H/L	A	AI AN	O	PWD	Total	W	B/AA	H/L	A	AI AN	O	PWD	Total	W	B/AA	H/L	A	AI AN	O	PWD	Total	W	B/AA	H/L	A	AI AN	O	PWD					
New Hires	1	0						1	1							1	1							0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Promotions	1	0						1		1						0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Intra-Agency Transfers	2	2	1					0								0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	50.00%	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%	0.00%	0.00%	0.00%	0.00%		
Suspensions	0	0						0								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%	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%		
Separations	3	3	1		2			0								0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	33.33%	0.00%	0.00%	66.67%	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%		
Discharges	2	0						2		2						0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Lay Off	0	0						0								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%	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%		
Demotions	0	0						0								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%	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%		
Reductions	0	0						0								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%	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%		
Reinstatements	0	0						0								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%	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%		
Reemployment	0	0						0								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%	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%		
Upward Reallocations	0	0						0								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%	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%		
Downward Reallocations	0	0						0								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%	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%		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native O=Other PWD=People with Disabilities











**Summary of Workforce Transactions Report  
by EEO Category**

**Agency:** Illinois State Toll Highway Authority

**Reporting Period:** July 1, 2021 - June 30, 2022

**EEO Category:** GRAND TOTAL

Transaction	MALES													FEMALES													PERCENTAGES																								
	Total			W			B/AA			H/L			A			AI AN O			PWD			Total			W			B/AA			H/L			A			AI AN O			PWD											
New Hires	106	70		53	9	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	36	15	13	6	4	4	4	4	4	4	4	4	4	4	4	4	4	4	64.15%	20.75%	12.26%	4.72%	0.94%	0.94%	0.94%	0.94%	0.94%			
Promotions	35	15		14		1																20	11	5	3															71.43%	14.29%	11.43%				5.71%			5.71%		
Intra-Agency Transfers	65	49		32	11	5				1	2											16	12	3	1															67.69%	21.54%	9.23%				1.54%			4.62%		
Suspensions	56	36		23	3	9	1			1	1											20	8	7	4															55.36%	17.86%	23.21%	1.79%			1.79%			7.14%		
Separations	96	70		48	11	6	3	2	1	5	1											26	16	8	2															66.67%	19.79%	8.33%	3.13%	2.08%	2.08%	1.04%	2.08%	2.08%	9.38%		
Discharges	22	12		9	1	1				1												10	3	6	1															54.55%	31.82%	9.09%				4.55%					
Lay Off																																																			
Demotions																																																			
Reductions																																																			
Reinstatements																																																			
Reemployment																																																			
Upward Reallocations																																																			
Downward Reallocations																																																			

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native O=Other PWD=People with Disabilities  
 NOTE: New Hire - 1 male identifies as W&AI, 1 male as H&A, 1 female as W&A, 1 female as W&H, Promotions - 1 female identifies as W&B, Separations - 1 male identifies as W&AI.

## AVAILABILITY ANALYSIS - EXTERNAL WORKFORCE

### BACKGROUND

Historically, ethnic minorities, females, and people with disabilities have been denied equal employment opportunities. Consequently, the federal and state government have made a commitment to address this problem through the establishment of affirmative action guidelines. The ultimate goal is to ensure all citizens have equal access to employment.

The methodology set forth in the availability analysis process is to ensure that ethnic minorities, females, and people with disabilities are fairly represented in the workforce.

Beginning in fiscal year 2013, the Department of Human Rights modified the way it calculates utilization of minorities, women, and people with disabilities. Computation of the Availability Percent is now based upon a two-factor weighted mathematical formula (instead of the previous nine-factor weighted mathematical formula). Accordingly, the fiscal year 2012 and prior underutilization figures are not comparable to the underutilization figures of fiscal year 2013 and beyond.

### PROCESS

The availability analysis provides a numerical measure of utilization through an analysis of the internal workforce of each state entity and the availability of affirmative action groups in surrounding labor area(s). Comparison of the availability numbers and the actual number of affirmative action groups currently employed by the agency will indicate whether or not the agency is underutilized. The resulting number becomes the ultimate goal of the agency.

#### Availability Percent Worksheet

The availability percent worksheet (AP) process begins with completion of this AP worksheet and continues with the utilization analysis.

1. Computation of the AP is based upon a two-factor weighted mathematical formula. The AP worksheets have been prepared for each DHR region, and each affirmative action group (Women, Black or African American, Hispanic or Latino, Asian, American Indian and Alaska Native, Native Hawaiian or Other Pacific Islander) and each EEO job category, when there are **ten (10) or more total employees** in that job

category in the region in question (Title 56, Section 2520.APPENDIX A, Part III (a) (1).

2. The worksheet contains the two factors used for calculating AP's. The statistics for one (1) is provided by DHR for all agencies. Factor two (2) is provided by the agency.
  - Factor 1 – Those having requisite skills in the region.
  - Factor 2 – Those promotable, trainable, and transferable in the region.

For purposes of factor two, the Tollway has determined which employees are promotable, trainable, and transferable in the region in question. The Department's rules (Title 56, Section 2520.700) define these terms as follows: "Promotable" means agency employees who within the fiscal year, under standard employment practices, are able to move from one of the EEO job categories to another; "Trainable" means agency employees who within the fiscal year are eligible for participation in established training programs that when completed would allow them to move from one of the EEO job categories to another; "Transferable" means an agency employee eligible for transfer within the fiscal year from one region to another.

Note that in the past, the Department provided a chart showing promotional categories, which reflected typical promotional patterns. This guidance is no longer provided, and each agency shall determine its own promotional patterns for purposes of this analysis. An agency is free to use the promotional categories that it used in the past for this analysis or revise appropriately.

The worksheet has six columns that are identified below:

Column A - the grand total

Column B - the affirmative action group

Column C - Percentage of the grand total

Column D - Value weight is a percentage assigned by the agency. This determination should be based upon employment practices. The agency is free to give factors one and two any value weight from 0% to 100%, with the understanding that the total of this column must equal 100%.

Column E - The weighted factor is the number arrived at by multiplying column C by column D. The sum of the figures in column E is the availability percentage (AP).

Column F - Source of statistics.

## Calculating AP's

The AP is arrived at by performing the calculations steps indicated below. To complete the AP worksheet an EEO Officer will need the following:

- Workforce analysis (DHR-9).
  - Internally developed data for those employees who are promotable, trainable, and transferable.
1. Enter the number for factor two (2) in column A and B. This number comes from your workforce analysis form and reflects the number of employees who are promotable, trainable, and transferable. The percentage that is inserted in column C is determined by the following formula:  $B \div A = C$ .
  2. Enter the value weights in column D. In order to identify appropriate value weights, the Tollway determined whether most candidates for employment come from inside the agency, from other state agencies or from outside of state government. These value weights (percentages) are based on recruitment patterns. Agencies that recruit from the labor force would give a higher value weight (percentage) to factor one; agencies that rely on promotions, transfers, and training programs would give a higher value weight (percentage) to factor two. The sum of the value weight percentages must total 100%. When assigning value weights, the EEO Officer has considered the following:
    - a. When column B or C for a given factor is zero; the value weight must also be zero.
    - b. When a value weight is zero in a particular factor, the other value weights must be adjusted because the total must equal 100%.
    - c. The value weight for each factor should be identical for each affirmative action group within an EEO job category, except where there is a zero factor.
  3. For column E, these percents for factors 1 and 2 are arrived at by the following calculation formula:  $(C \times D = E)$ . The total of column E equals your availability percent (AP). The AP is then multiplied by 80%, pursuant to the Human Rights Act, Section 2-105 (B) (3) (b).

## Calculating Agency Underutilization

The determination of whether an agency is underutilized in any affirmative action group is made by performing the following steps on the availability summary sheet [AS] (DHR-8).

1. Using the figures from the workforce analysis form DHR-9:
  - a. Indicate present number of employees. However, do not calculate utilization for categories that have less than ten (10) total employees because the numbers are too small to yield statistical reliability.
  - b. Number of affirmative action group members already employed.
2. Enter the availability percentage (AP) in line 2, which comes from the AP worksheet (DHR-5) for the appropriate affirmative action group.
3. Multiply the present number of employees by the AP and enter the result in the Number Needed for Parity (line 3). If the result includes a fraction, round down to the closest whole number.
4. Subtract the number of affirmative action group members already employed (line 4) from Number Needed for Parity (line 3). If the number of affirmative action group members already employed is greater than the Number Needed for Parity, parity has been achieved and a "P" for parity, should be entered in line 5. If the result is a positive number, underutilization exists for the affirmative action group and job category. This number represents additional persons needed in the category to eliminate regional underutilization.

## Underutilization Summary by Region

Enter the underutilization figures on the Underutilization Summary form by Department region (DHR-11), which comes from the availability summary (DHR-8) form(s).

## Job Categories considered for Promotions

### **Officials/Administrators**

Professionals

### **Professionals**

Technicians  
Administrative Support

### **Technicians**

Administrative Support  
Skilled Craft  
Service Maintenance

### **Administrative Support**

Technicians

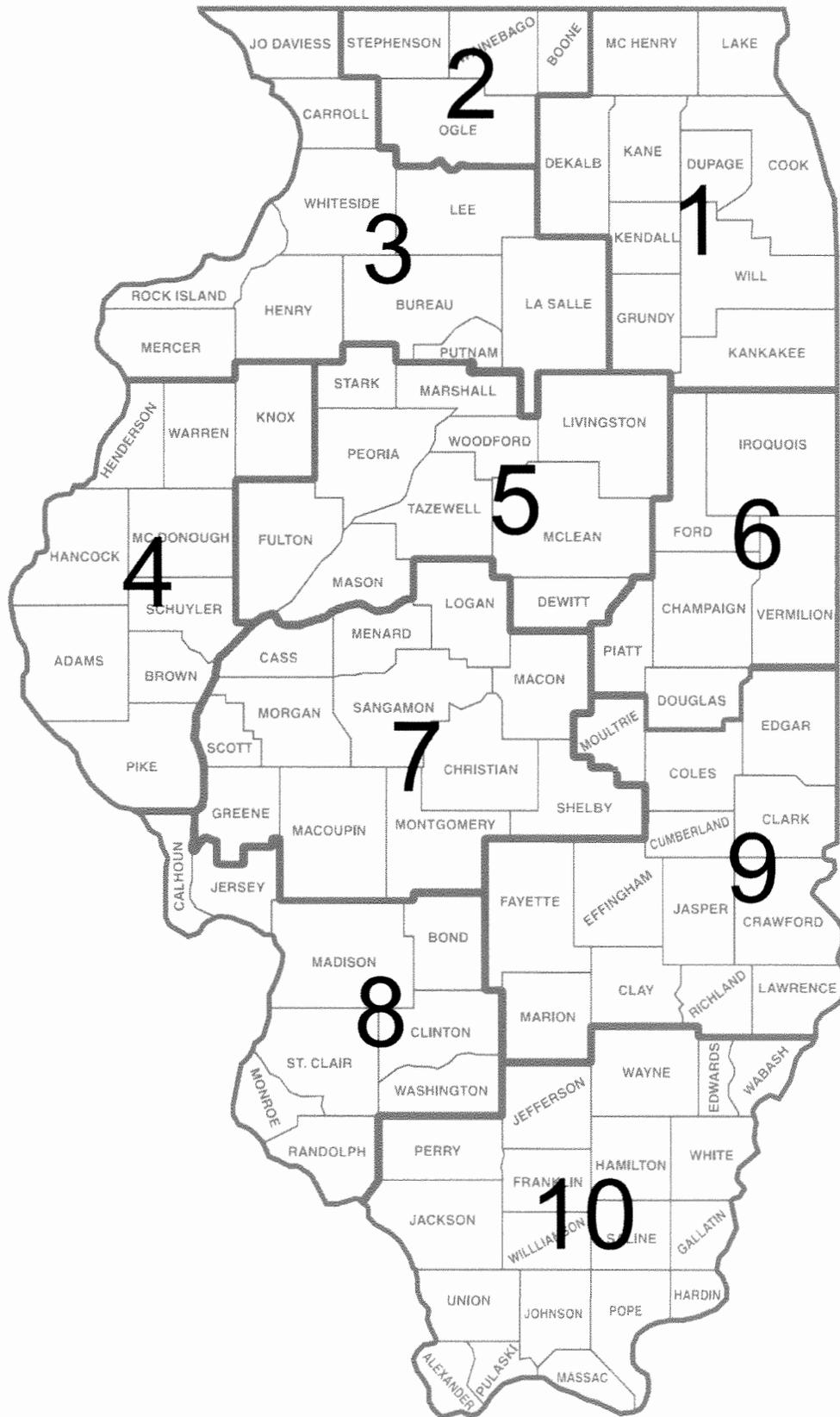
### **Skilled Craft**

None

### **Service/Maintenance**

Administrative Support

# Illinois Department of Human Rights State Regional Map



## Illinois Counties by Region

### REGION 1

Cook  
DeKalb  
DuPage  
Grundy  
Kane  
Kankakee  
Kendall  
Lake  
McHenry  
Will

### REGION 2

Boone  
Ogle  
Stephenson  
Winnebago

### REGION 3

Bureau  
Carroll  
Henry  
Jo Daviess  
LaSalle  
Lee  
Mercer  
Putnam  
Rock Island  
Whiteside

### REGION 4

Adams  
Brown  
Hancock  
Henderson  
Knox  
McDonough  
Pike  
Schuyler  
Warren

### REGION 5

DeWitt  
Fulton  
Livingston  
Marshall  
Mason  
McLean  
Peoria  
Stark  
Tazewell  
Woodford

### REGION 6

Champaign  
Douglas  
Ford  
Iroquois  
Piatt  
Vermilion

### REGION 7

Christian  
Cass  
Greene  
Logan  
Macon  
Macoupin  
Menard  
Morgan  
Montgomery  
Sangamon  
Scott  
Shelby

### REGION 8

Bond  
Calhoun  
Clinton  
Jersey  
Madison  
Monroe  
Randolph  
St. Clair  
Washington

### REGION 9

Clark  
Clay  
Coles  
Crawford  
Cumberland  
Edgar  
Effingham  
Fayette  
Jasper  
Lawrence  
Marion  
Moultrie  
Richland

### REGION 10

Alexander  
Edwards  
Franklin  
Gallatin  
Hamilton  
Hardin  
Jackson  
Jefferson  
Johnson  
Massac  
Perry  
Pope  
Pulaski  
Saline  
Union  
Wabash  
Wayne  
White  
Williamson

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	276,690	42.02%	95	39.92	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	161	79	49.07%	5	2.45	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	33.90	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	56,285	8.55%	95	8.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	161	34	21.12%	5	1.06	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	7.34	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	66,265	10.06%	95	9.56	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	161	13	8.07%	5	0.40	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	7.97	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	48,890	7.42%	95	7.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	161	11	6.83%	5	0.34	Agency Workforce.
				<hr/>	<hr/>	
				100	5.92	Availability Percent

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	784	0.12%	95	0.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	161	1	0.62%	5	0.03	Agency Workforce.
				<hr/>	<hr/>	
				100	0.12	Availability Percent.

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	160	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	161	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	
				100	0.02	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	518,070	55.08%	80	44.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	509	278	54.62%	20	10.92	Agency Workforce.
				<hr/>	100	Availability Percent.
					43.99	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	92,115	9.79%	80	7.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	509	144	28.29%	20	5.66	Agency Workforce.
				<hr/>	100	Availability Percent.
					10.79	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	83,970	8.93%	80	7.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	509	55	10.81%	20	2.16	Agency Workforce.
				<hr/>	100	Availability Percent.
					7.44	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	116,395	12.38%	80	9.90	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	509	25	4.91%	20	0.98	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	8.71	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	923	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	509	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.08	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	244	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	509	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.02	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Technicians

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	330,820	145,985	44.13%	70	30.89	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	659	194	29.44%	30	8.83	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	31.78	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Technicians

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	330,820	47,120	14.24%	70	9.97	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	659	140	21.24%	30	6.37	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	13.07	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Technicians

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	330,820	111,715	33.77%	70	23.64	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	659	85	12.90%	30	3.87	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	22.01	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Technicians

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	330,820	23,405	7.07%	70	4.95	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	659	21	3.19%	30	0.96	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	4.73	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Technicians

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	330,820	342	0.10%	70	0.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	659	2	0.30%	30	0.09	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.13	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Technicians

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	330,820	90	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	659	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.02	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,020,190	631,390	61.89%	90	55.70	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	215	88	40.93%	10	4.09	Agency Workforce.
				<hr/>	100	Availability Percent.
					47.83	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,020,190	145,780	14.29%	90	12.86	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	215	45	20.93%	10	2.09	Agency Workforce.
				<hr/>	100	Availability Percent.
					11.96	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,020,190	192,010	18.82%	90	16.94	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	215	21	9.77%	10	0.98	Agency Workforce.
				<hr/>	100	Availability Percent.
					14.33	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,020,190	56,040	5.49%	90	4.94	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	215	8	3.72%	10	0.37	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	4.25	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,020,190	815	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	215	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.06	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,020,190	319	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	215	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.03	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	271,705	20,475	7.54%	100	7.54	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	6.03	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	271,705	19,440	7.15%	100	7.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	5.72	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	271,705	84,150	30.97%	100	30.97	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	24.78	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	271,705	7,264	2.67%	100	2.67	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.14	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	271,705	234	0.09%	100	0.09	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.07	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	271,705	85	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.03	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Service-Maintenance

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,041,035	429,110	41.22%	85	35.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	294	190	64.63%	15	9.69	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	35.78	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Service-Maintenance

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,041,035	189,020	18.16%	85	15.43	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	294	99	33.67%	15	5.05	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	16.39	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Service-Maintenance

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,041,035	356,850	34.28%	85	29.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	294	34	11.56%	15	1.73	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	24.70	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Service-Maintenance

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,041,035	54,100	5.20%	85	4.42	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	294	17	5.78%	15	0.87	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	4.23	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,041,035	1,279	0.12%	100	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	294	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.10	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Service-Maintenance

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,041,035	169	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	294	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.01	



## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **WOMEN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	29	161	215	0	0	294	315	50
Availability Percent	33.90	43.99	31.78	0.00	0.00	47.83	6.03	35.78
Number Needed for Parity	9	70	68	0	0	140	18	17
Number of Affirmative Action Group Members Already Employed	13	79	88	0	0	190	0	4
Underutilization							<b>18</b>	<b>13</b>

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	29	161	215	0	0	294	315	50
Availability Percent	7.34	10.79	13.07	0.00	0.00	11.96	5.72	16.39
Number Needed for Parity	2	17	28	0	0	35	18	8
Number of Affirmative Action Group Members Already Employed	12	34	45	0	0	99	31	9
Underutilization								

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	29	161	215	0	0	294	315	50
Availability Percent	7.97	7.44	22.01	0.00	0.00	14.33	24.78	24.70
Number Needed for Parity	2	11	47	0	0	42	78	12
Number of Affirmative Action Group Members Already Employed	0	13	21	0	0	34	47	5
Underutilization	<b>2</b>		<b>26</b>			<b>8</b>	<b>31</b>	<b>7</b>

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	29	161	215	0	0	294	315	50
Availability Percent	5.92	8.71	4.73	0.00	0.00	4.25	2.14	4.23
Number Needed for Parity	1	14	10	0	0	12	6	2
Number of Affirmative Action Group Members Already Employed	3	11	8	0	0	17	2	3
Underutilization		<b>3</b>	<b>2</b>				<b>4</b>	

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	29	161	215	0	0	294	315	50
Availability Percent	0.12	0.08	0.13	0.00	0.00	0.06	0.07	0.10
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	2	0

Underutilization

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	29	161	215	0	0	294	315	50
Availability Percent	0.02	0.02	0.02	0.00	0.00	0.03	0.03	0.01
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	5	2	0	0	16	9	0

Underutilization

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**WOMEN**  
 Region: 2  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,665	29,250	68.56%	100	68.56	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>54.85</u>	Availability Percent.

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,665	2,909	6.82%	100	6.82	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.45</u>	Availability Percent.

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,665	4,335	10.16%	100	10.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>8.13</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**ASIAN**  
 Region: 2  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	42,665	845	1.98%	100	1.98	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100    1.58	Availability Percent.

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 2  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	42,665	125	0.29%	100	0.29	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100    0.23	Availability Percent.

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Administrative Support

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 2  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	42,665	10	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100    0.02	Availability Percent.



## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **WOMEN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	4	0	0	29	47	1
Availability Percent	32.72	0.00	0.00	0.00	0.00	54.85	6.65	0.00
Number Needed for Parity	0	0	0	0	0	15	3	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	19	2	1
Underutilization							<b>1</b>	

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	4	0	0	29	47	1
Availability Percent	3.32	0.00	0.00	0.00	0.00	5.45	3.05	0.00
Number Needed for Parity	0	0	0	0	0	1	1	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	5	1	0
Underutilization								

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **HISPANIC or LATINO** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	4	0	0	29	47	1
Availability Percent	3.70	3.62	11.63	0.00	0.00	8.13	8.82	13.59
Number Needed for Parity	0	0	0	0	0	2	4	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	2	2	0
Underutilization							<b>2</b>	

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **ASIAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	4	0	0	29	47	1
Availability Percent	1.60	4.13	1.43	0.00	0.00	1.58	1.04	1.18
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	4	0	0	29	47	1
Availability Percent	0.19	0.19	0.04	0.00	0.00	0.23	0.02	0.09
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	4	0	0	29	47	1
Availability Percent	0.02	0.00	0.00	0.00	0.00	0.02	0.00	0.06
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	4	1	0

Underutilization

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**WOMEN**  
 Region: 3  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	16,390	1,324	8.08%	100	8.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%		0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					6.46	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 3  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	16,390	189	1.15%	100	1.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%		0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					0.92	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 3  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	16,390	949	5.79%	100	5.79	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	2	9.09%		0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					4.63	

**Availability Percent Worksheet**

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 3  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	16,390	114	0.70%	100	0.70	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%		0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					0.56	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 3  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	16,390	33	0.20%	100	0.20	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%		0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					0.16	

AGENCY: [Illinois State Toll Highway Authority](#)  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 3  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	16,390	0	0.00%	100	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%		0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					0.00	

# Workforce Analysis by Region

Agency: Illinois State Toll Highway Authority

Reporting Period: April 1, 2022 - June 30, 2022

Region: **3**

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total	W	B/AA	H/L	A	AI/AN	O	PWD	Total	W	B/AA	H/L	A	AI/AN	O	PWD	M	F	W	B/AA	H/L	A	AI/AN	O	PWD					
Officials / Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Technicians	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Administrative Support	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Skilled Craft	22	20	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0.00%	0.00%	90.91%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	4.55%				
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	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>26</b>	<b>22</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>92.31%</b>	<b>7.69%</b>	<b>92.31%</b>	<b>0.00%</b>	<b>7.69%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3.85%</b>					

<b>Grand Total Employees for Region 3:</b>	<b>Males:</b>	<b>24</b>	<b>92.31%</b>	<b>Females:</b>	<b>2</b>	<b>7.69%</b>	<b>Total Minorities:</b>	<b>2</b>	<b>7.69%</b>	<b>Other:</b>	<b>0</b>	<b>0.00%</b>	<b>PWD:</b>	<b>1</b>	<b>3.85%</b>
White:	24	Black/African American:	0	Hispanic/Latino:	2	Asian:	0	AI/AN:	0	Other:	0	PWD:	1	3.85%	
92.31%	0.00%	7.69%	0.00%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native O=Other PWD=People with Disabilities  
 DHR-9 (Rev. Feb. 2016)

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **WOMEN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	2	0	0	2	22	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	6.46	0.00
Number Needed for Parity	0	0	0	0	0	0	1	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	2	0	0
Underutilization							<b>1</b>	

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	2	0	0	2	22	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.92	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **HISPANIC or LATINO** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	2	0	0	2	22	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.63	0.00
Number Needed for Parity	0	0	0	0	0	0	1	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	2	0

Underutilization

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **ASIAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	2	0	0	2	22	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.56	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	2	0	0	2	22	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.16	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Illinois State Toll Highway Authority  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	2	0	0	2	22	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# Underutilization Summary by Region

Name of Agency: Illinois State Toll Highway Authority

Fiscal Year: 2023

Region	Officials and Administrators				Professionals				Technicians				Protective Service Workers								
	Women	B/AA	H/L	A	NHOPI	Women	B/AA	H/L	A	NHOPI	Women	B/AA	H/L	A	NHOPI	Women	B/AA	H/L	A	NHOPI	
1			2						3				26	2							
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
Total	0	0	2	0	0	0	0	0	3	0	0	0	26	2	0	0	0	0	0	0	0

Region	Paraprofessionals				Administrative Support				Skilled Craft Workers				Service-Maintenance							
	Women	B/AA	H/L	A	NHOPI	Women	B/AA	H/L	A	NHOPI	Women	B/AA	H/L	A	NHOPI	Women	B/AA	H/L	A	NHOPI
1								8			18		31	4		13		7		
2											1		2							
3											1									
4																				
5																				
6																				
7																				
8																				
9																				
10																				
Total	0	0	0	0	0	0	0	8	0	0	20	0	33	4	0	13	0	7	0	0

Total underutilization for Women: 33

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 76

Total underutilization for Asian: 9

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women 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  
 DHR 11-AAP (Rev. Feb. 2016)



# **SECTION THREE**



## Developing Affirmative Action Goals and Timetables

In Section II, an Availability Percentage (AP) was obtained based on an examination of the current workforce relative to the two factor analysis (Option 1). A determination is made as to whether each affirmative action group is at parity or not at parity (underutilized). If the results establish that affirmative action groups are being underutilized, goals are created in an attempt to bring the affirmative action group to parity.

Program goals are developed in conjunction with the Tollway's internal and external workforce analysis, as well as any other additional needs.

IDHR recommends the following when developing a format for goals and timetables:

- The area to be addressed reflects numerical or program concern(s).
- The goal is a broad category, which describes the area to be addressed.
- The objective delineates the specific intention.
- The action items outline in detail which steps are going to be taken to achieve the objective.
- The assignment of responsibility names the individual(s) who is (are) held accountable to the chief executive officer for carrying out the action item.
- The target date for completion is the date that this action item should be completed.
- The monitoring procedure outlines the procedure, whereby; a review is made to determine whether or not the objective is being met per the target date.

## Numerical Goals Region I

**Area to be Addressed:**

Underutilization of individuals of Hispanic/Latino descent in the Officials/Administrators EEO Job Category.

**Goal**

Eliminate underutilization of 2 individuals of Hispanic/Latino descent in the Officials/Administrators EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified individuals of Hispanic/Latino descent into Officials/Administrators positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote individuals of Hispanic and Asian descent into Technical positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region I

**Area to be Addressed:**

Underutilization of individuals of Asian descent in the Professionals EEO Job Category.

**Goal**

Eliminate underutilization of 3 individuals of Asian descent in the Professionals EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified individuals of Asian descent into Professionals positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote individuals of Hispanic and Asian descent into Technical positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region I

**Area to be Addressed:**

Underutilization of individuals of Asian and Hispanic/Latino descent in the Technicians EEO Job Category.

**Goal**

Eliminate underutilization of 2 individuals of Asian descent and 26 individuals of Hispanic/Latino descent in the Technicians EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified individuals of Asian and Hispanic/Latino descent into Technical positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote individuals of Hispanic and Asian descent into Technical positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region I

**Area to be Addressed:**

Underutilization of individuals of Hispanic/Latino descent in the Administrative Support EEO Job Category.

**Goal**

Eliminate underutilization of 8 individuals of Hispanic/Latino descent in the Administrative Support EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified individuals of Hispanic/Latino descent into Administrative Support positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote individuals of Hispanic/Latino descent into Administrative Support positions within legal and collective bargaining parameters	Chief Executive Officer Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region I

### Area to be Addressed:

Underutilization of Women and individuals of Hispanic/Latino descent in the Service-Maintenance EEO Job Category.

### Goal

Eliminate underutilization of 13 Women and 7 Hispanic/Latino individuals in the Service-Maintenance EEO Job Category.

### Objective

Our objective is to reduce the underutilization by hiring/promoting qualified Women and individuals of Hispanic/Latino descent into Service-Maintenance positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote women and Hispanics/Latinos into Service-Maintenance positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region I

**Area to be Addressed:**

Underutilization of Women and individuals of Hispanic/Latino and Asian descent in the Skilled Craft EEO Job Category.

**Goal**

Eliminate underutilization of 18 Women, 31 Hispanic/Latino individuals, and 4 Asian individuals in the Skilled Craft EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified Women and individuals of Hispanic/Latino and Asian descent into Skilled Craft positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote Women and individuals of Hispanic/Latino and Asian descent into Skilled Craft positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region II

**Area to be Addressed:**

Underutilization of Women and individuals of Hispanic/Latino descent in the Skilled Craft EEO Job Category.

**Goal**

Eliminate underutilization of 1 Woman and 2 individuals of Hispanic/Latino descent in the Skilled Craft EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified Women and individuals of Hispanic/Latino descent into Skilled Craft positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote individuals of Hispanic and Asian descent into Technical positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Numerical Goals Region III

**Area to be Addressed:**

Underutilization of Women in the Skilled Craft EEO Job Category.

**Goal**

Eliminate underutilization of 1 Woman in the Skilled Craft EEO Job Category.

**Objective**

Our objective is to reduce the underutilization by hiring/promoting qualified Women into Skilled Craft positions as vacancies occur and as Rutan and collective bargaining agreements allow.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Expand pool of recruitment sources	Chief of HR Administration	Ongoing	IDHR Quarterly Report
2. Notify recruitment sources of vacancies	Chief of HR Administration	Ongoing	IDHR Quarterly Report
3. Scrutinize the selection process to ensure no EEO groups are adversely impacted by selection procedures such as written tests and interviews	EEO/AA/ADA Officer	Ongoing	EEO/AA Quarterly Presentations to Chief Executive Officer
4. Hire or promote individuals of Hispanic and Asian descent into Technical positions within legal and collective bargaining parameters	Chief Executive Officer  Chief Administrative Officer	Ongoing	EEO/AA Review of Hiring and Promotion Monitors

## Program Goals

### I. Area to be Addressed:

The Tollway would like to increase knowledge of and accessibility to employment opportunities and encourage qualified women, minorities, and individuals with disabilities to apply for open positions.

#### Goal:

Work with community and advocacy organizations, universities and trade schools, the media, social media, and other groups to increase awareness of employment opportunities at the Tollway and enhance the diversity of our applicant pool for vacant positions.

#### Objective:

To increase the representation of qualified minorities, women and individuals with disabilities as applicants for positions within the Tollway as vacancies occur.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Identify, obtain membership of and network with advocacy and professional organizations	Chief of HR Administration  Talent Acquisition Specialist	Ongoing	IDHR Quarterly Report
2. Attend meetings and/or conferences sponsored by advocacy and professional organizations	Chief of HR Administration  Talent Acquisition Specialist	Ongoing	IDHR Quarterly Report
3. Identify appropriate recruitment sources	Chief of HR Administration  Talent Acquisition Specialist	Ongoing	IDHR Quarterly Report

**Program Goals (continued)**

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
4. Advertise open positions in targeted media sources, when appropriate	Chief of HR Administration Talent Acquisition Specialist	As appropriate	IDHR Quarterly Report
5. Participate in job fairs that make special effort to include target populations	Chief of HR Administration Talent Acquisition Specialist	Quarterly	IDHR Quarterly Report
6. Advertise open positions on the Tollway's website and disseminate via internal and external outreach e-blasts	Chief of HR Administration Talent Acquisition Specialist	Quarterly	IDHR Quarterly Report

**Program Goals (continued)**

**II. Area to be addressed:**

The Tollway has required diversity training in the forms of Harassment and Discrimination Prevention Training and Sexual Harassment Prevention Training in fiscal year 2022. The Tollway intends to provide Eliminating Bias Training to managers and interview panelists in fiscal year 2023.

The EEO/AA/ADA Office, continued to provide ADA accommodations and work with supervisors and managers through the ADA process during fiscal year 2022. The Tollway will continue to do so in fiscal year 2023.

**Goal:**

Provide Harassment and Discrimination Prevention Training, Sexual Harassment Prevention Training to all employees, and Eliminating Bias Training to managers and all interview panelists.

**Objective:**

To reduce issues that result in EEO complaints, increase management’s appreciation of a diverse work environment, increase management’s sensitivity to diversity related matters and understanding of communication appropriate for the workplace, among others.

To build on the success of the FY 2023 ADA Program which will enable the Tollway to maintain compliance with the ADA guidelines and provide a workplace which fosters equal employment opportunities.

Action Item	Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1. Research and select Eliminating Bias training and identify training schedule	Chief of HR Administration  Talent Acquisition Specialist	Ongoing	EEO/AA and Administration update meetings with Chief Executive Officer
2. Provide Harassment, Discrimination, and Sexual Harassment Prevention Training to all employees	Ethics & FOIA Officer	Ongoing	IDHR Quarterly Report
3. Evaluate effectiveness of the trainings and make a plan for improvements	EEO/AA/ADA Officer	Ongoing	EEO/AA update meetings with Chief Executive Officer

**Program Goals (continued)**

**III. Area To Be Addressed**

For agency employees to understand diversity, equity, inclusion, and accessibility (DEIA).

**Goal:**

To ensure that employees understand diversity, equity, inclusion, and accessibility and that the agency continues to be a place that welcomes diverse perspectives, experiences, and approaches to foster a stronger, smarter, and more informed agency.

**OBJECTIVE:**

To provide training and a greater understanding for employees concerning diversity, equity, inclusion, and accessibility.

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<b>Action Item</b>	<b>Assignment of Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
1. Introduction to DEIA training	HR Administration	Ongoing	Memo about meeting
2. Develop and discuss training module	HR Administration	Ongoing	Memo about meeting
3. Present DEIA training for executive staff / supervisors / managers	HR Administration	Ongoing	Training agenda
4. Schedule dates for all employees	HR Administration	Ongoing	Memo regarding availability; records documenting training efforts



# **SECTION FOUR**



## **Equal Employment Opportunity Complaint Investigation Procedure**

### **A. Purpose**

In accordance with the signed Policy Statement of the Executive Director, the Tollway 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 Tollway that the establishment of this EEO Complaint Investigation Procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination or harassment at the lowest organizational level, reducing the backlog, delay and expense of a prolonged investigation by an outside agency.

To that end, supervisors and managers are responsible for the resolution of valid complaints of discrimination or harassment within their organizational level. The EEO/AA/ADA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. If deemed appropriate, the EEO/AA/ADA Officer will take charge of the investigation process.

The use of this EEO Complaint Investigation Procedure does not preclude the right of an employee to file a charge directly with the Department of Human Rights or the Equal Employment Opportunity Commission or any other appropriate government agency. The filing of any complaint of alleged discrimination or harassment may not be used as a basis for future retaliation adversely affecting the rights of any employee.

### **B. Procedures**

The EEO Discrimination Complaint Form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination or harassment submitted to the EEO/AA/ADA Officer for investigation. All employees and applicants for employment have the right and are encouraged to immediately report suspected violations of the Tollway's Policy on Harassment and Discrimination.

#### **1. Filing a Complaint**

In order to facilitate a prompt, thorough and impartial investigation, all complainants are encouraged to submit an EEO Discrimination/Harassment Complaint Form. Complaint forms are to be completed in a timely manner. If a complaint form is not timely received, the EEO Office will notify the Complainant that if the requested information is not received within the following week the complaint will be deemed withdrawn. An investigation may be conducted whether or not the form is completed.

## 2. Intake-Screening

During the initial intake of a complaint, the EEO Officer or authorized designee will obtain information regarding the nature and scope of the complaint and determine if interim corrective measures are necessary to prevent continued violations of Tollway policies and procedures and/or to protect the health or safety of any relevant parties. The EEO Officer will conduct an assessment to determine whether the EEO Office should pursue an investigation of the complaint, or refer the matter to the Tollway's Office of the Inspector General, the Department of Administration, or the Executive Office, or resolve the matter in some other appropriate manner.

## 3. Investigation

As soon as possible, the EEO Office shall initiate a thorough investigation of the allegations(s) of discrimination, harassment, or retaliation cited in the complaint. Whenever possible, and subject to the resources of the EEO Office and the availability of parties and witnesses, the investigation shall be concluded within ninety (90) working days after the investigation has been opened. Complex or large-scale investigations may require longer periods of time to investigate.

## 4. Withdrawal of the Written Complaint

The complaint, or any part of the allegation, may be withdrawn by the employee during the investigation of the complaint upon receipt by the EEO/AA/ADA Officer of a written request for withdrawal unless the EEO/AA/ADA Officer determines that the particular circumstances warrant pursuit of the investigation.

## 5. Final Report and Recommendation

Upon completion of the investigation, the EEO Officer, or his or her designee, shall prepare an EEO Report and Recommendation either dismissing the complaint or shall submit a report to the Executive Director with the findings and recommendations to resolve the complaint.

## **C. Conciliation Efforts**

When appropriate, the EEO/AA/ADA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a resolution. 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.

## **D. External Complaint Procedures**

An employee who files an internal complaint through the Tollway's EEO/AA/ADA Officer also has the right to simultaneously file such complaint with the Department of Human Rights within three hundred (300) days of the alleged violation or the Equal Employment Opportunity within three hundred (300) days, or any other appropriate government agency. Filing an external complaint will not stop the Tollway EEO investigation process.

### **Illinois Department of Human Rights**

#### **Chicago:**

555 West Monroe Street, 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
TTY (866) 740-3953

#### **Springfield:**

524 S. 2nd Street, Suite 3000  
Springfield, IL 62701  
(217)785-5100  
TTY (866)740-3953

[IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:  
Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)  
Website: [www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment)]

### **Equal Employment Opportunity Commission**

#### **Chicago:**

JCK Federal Building  
230 South Dearborn Street  
Suite 1866 (Enforcement, State and Local & Hearings)  
Chicago, Illinois 60604  
(312)872-9744  
TTY (866)740-3953  
Fax 312-558-1260  
[www.eeoc.gov](http://www.eeoc.gov)

#### **St. Louis:**

Robert A. Young Federal Building  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
(314)798-1960  
TTY (800)669-6820  
Fax (314)539-7894

The EEO/AA/ADA Officer, in conjunction with legal counsel, shall represent the Tollway in responding to any charges from the Department of Human Rights or the U.S. Equal Employment Opportunity Commission, or any other appropriate government agency.



# Illinois State Toll Highway Authority EEO Discrimination/Harassment Complaint Form

### Complainant Information

Date(s) of Alleged Discrimination/Harassment	
Name	Job Title
Work Location	Supervisor
Home Address	Phone
Are you currently employed by The Illinois State Toll Highway Authority? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hire Date: _____	

### Complaint Brought Against

Name	Job Title
Work Location	Supervisor

### Basis of Alleged Complaint

Do you feel that your complaint is based on discrimination for any of the following categories?  
 Yes  No  (If yes, please check all that apply)

Age	<input type="checkbox"/>	Disability	<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Race	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Ancestry	<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Pregnancy	<input type="checkbox"/>	Religion	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Arrest Record	<input type="checkbox"/>	Military	<input type="checkbox"/>	Order of Protection	<input type="checkbox"/>	Retaliation	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other please specify:

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### Incident(s) Occurred in Connection with (if applicable) (Please check all that apply)

Disciplinary Action	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Training Opportunity	<input type="checkbox"/>
Hiring/Selection	<input type="checkbox"/>	Suspension Pending	<input type="checkbox"/>	Transfer	<input type="checkbox"/>
Interview	<input type="checkbox"/>	Termination	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other please specify:

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Do you feel that your physical safety is in danger due to the harassment? Yes  No

If yes, contact your local authorities immediately. Please describe:

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Please provide a short description of the event(s) which lead you to file your claim:

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Are there any witnesses that may be contacted to support your claim? If so, please list them below (include contact information if available):

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Do you have any evidence or documentation to support your allegations? Yes  No

If yes, attach copies of documentation to this form and describe the attachment(s). (Keep your originals):

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Do you believe other documentation exists to support your allegation(s) that is not in your possession? If so, please describe what documents would support your allegation(s).

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I have read the above information and attachment(s). The statements contained therein are true and correct to the best of my knowledge and belief.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form in a confidential manner to:

Attention: Sharon Ferguson  
EEO/AA/ADA Officer  
Illinois State Toll Highway Authority  
2700 W. Ogden Avenue  
Downers Grove, IL 60515  
P: 630-241-6800 ext. 1015 F:  
630-795-7910 [Sferguson@getipass.com](mailto:Sferguson@getipass.com)

Rev. 09-19



# **SECTION FIVE**



## **AFFIRMATIVE ACTION FOR EMPLOYING PEOPLE WITH DISABILITIES**

This section of the Affirmative Action Plan concerns people with disabilities.

Although the plan as a whole covers all affirmative action groups, this part addresses policies and practices that are only applicable to people with disabilities.

The EEO/AA/ADA Officer conducted an analysis to determine whether people with disabilities are employed in number consistent with their representation in the labor force.

The Labor Force Analysis for People with Disabilities form (DHR-34-AAP) was used to conduct this analysis:

- The total number of employees for the Tollway is entered on line 1.
- The percent of people with disabilities in Illinois (5.10%) is provided by DHR on line 2.
- For line three, labor force number, the total employees are multiplied by people with disabilities in the Illinois labor force as provided by the Department of Human Rights (5.10%).
- The labor force number is compared to the number of employees with disabilities in the Tollway. The number of employees with disabilities in the Tollway is subtracted from the labor force number. If a positive number results, the Tollway is underutilized by that many people with disabilities.
- Where the number of people with disabilities in the Tollway is equivalent to or greater than the labor force number, the Tollway is at parity and a "P" should be entered on the underutilization/parity line.

This section also contains the Reasonable Accommodation Policy as well as procedures for requesting an accommodation and an Accommodation Request form. Any physical or procedural barriers which would impact people with disabilities are addressed in this section; specifically pre-employment screening, employment criteria and job descriptions and employment testing. Information as to who is the ADA Coordinator and the emergency evacuation procedures are also contained in this Section.

## **TOLLWAY POLICY AND PROCEDURE MANUAL**

### **DISABILITY ACCOMMODATIONS**

#### **1. General Provisions**

The Tollway is committed to complying with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. It is the Tollway’s policy to, without limitation:

- a. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
- b. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files in accordance with HIPAA.
- c. Engage in the interactive process with applicants and employees to select a reasonable and effective accommodation that does not create an undue hardship on the Tollway and provide such accommodation

#### **2. Procedure for Requesting Accommodation**

Employees with disabilities may make requests for reasonable accommodation to the Tollway’s EEO/AA/ADA Officer. Employees who seek an accommodation must complete an ADA request form and supply other documentation required by the EEO/AA/ADA Officer. ADA request forms are available on Crossroads and also from the EEO/AA/ADA Officer. Upon receipt of the accommodation request and supporting documents, the EEO/AA/ADA Officer will assess the limitations resulting from the disability and the potential accommodation(s) the Tollway might provide so that the individual can perform the essential functions of the job. The EEO/AA/ADA Officer will confer with the appropriate management representative(s) to determine whether an accommodation imposes an undue hardship on the Tollway.

The EEO Officer will inform the individual of the Tollway’s decision regarding the accommodation request and/or how the accommodation will be implemented. If the accommodation request is approved, the accommodation must be reassessed periodically to ensure the accommodation remains reasonable, effective, and does not impose an undue hardship on the Tollway. If at any time it is determined that the accommodation does not effectively allow the employee to perform the essential functions of the job, or the individual’s job performance does not meet the Tollway’s standards, the Tollway reserves the right to review the accommodation and withdraw its approval. The Tollway will again engage in an interactive process with the employee to explore alternative reasonable accommodations that enable the employee to perform the essential functions of the job, and do not impose an undue hardship on the Tollway.

# Labor Force Analysis for People with Disabilities

Agency: Illinois State Toll Highway Authority

Fiscal Year: 2023

Total Employees: 1,171

Percent of People with  
Disabilities in Illinois Labor  
Force: 5.10%

Labor Force Number: 59

Number of Employees with  
Disabilities in Agency: 82

Underutilization or Parity: P

### **Underutilization of Individuals with Disabilities**

Pursuant to P.A. 96-0078, an agency with underutilization of people with disabilities shall develop and implement programs to increase the number of qualified employees with disabilities working in the State. The programs shall include provisions to increase the number of people with a disability hired for positions with specific job titles for which they have been assessed and awarded a passing grade. Code agencies must request the Successful Disability Opportunities list for vacancies when there is such a list. Non-Code agencies should develop their own disability recruitment resources.

The Tollway does not have an underutilization of people with disabilities.



Date: October 19, 2022  
TO: All Illinois Tollway Employees  
FROM: Dorothy Abreu  
Chair & Chief Executive Officer  
RE: Statement of Reasonable Accommodation

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In compliance with the American Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois State Toll Highway Authority (Tollway) to reasonably accommodate qualified applicants and employees with disabilities to ensure equal opportunity in the application process, to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment, unless providing such accommodation would impose an undue hardship.

For further information about the Tollways' ADA policies, please contact the EEO/AA/ADA Officer, Sharon Ferguson, x1010, [Sferguson@getipass.com](mailto:Sferguson@getipass.com).

  
\_\_\_\_\_  
Chair & Chief Executive Officer

  
\_\_\_\_\_  
Date

## **Illinois Tollway Procedures For Requesting An Accommodation**

The Tollway strives to comply with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. It is the Tollway’s policy to, without limitation:

- a. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
- b. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- c. Provide applicants and employees with disabilities with reasonable accommodation, unless such an accommodation would create an undue hardship on the Tollway.

### 1. Accommodation Request Procedures for Employees

Employees with disabilities may make requests for reasonable accommodation to the Tollway’s EEO/AA/ADA Officer. Employees who seek an accommodation must complete the documents included in the ADA Request Packet and supply other documentation required unless the need for accommodation is obvious, or unless the employee is unable to comply with this requirement because of his or her disability and needs an accommodation.

ADA Request Packets are available from the EEO/AA/ADA Officer as well as on the Tollway’s Intranet. Upon receipt of the Request Packet and any supporting documents, the EEO/AA/ADA Officer will assess the information submitted and engage in a flexible, interactive process to determine a reasonable and effective accommodation(s) the Tollway could make that would enable the employee to perform the essential functions of the job and/or enjoy the benefits or privileges of employment.

Accommodations may need to be reviewed periodically to make sure they remain effective and do not impose an undue hardship on the Tollway.

If the Tollway denies the request, the employee has the right to file a complaint with the Department of Human Rights or the Equal Employment Opportunity Commission within three hundred (300) days of the alleged violation, or with any other appropriate government agency within their designated timeline.

Illinois Department of Human Rights

#### **CHICAGO**

555 West Monroe Street, 7th Floor  
Chicago, IL 60661  
(312) 814-6200 TTY (866) 740-3953

#### **SPRINGFIELD**

524 S. 2nd Street, Suite 3000  
Springfield, IL 62701  
(217)785-5100 TTY (866)740-3935

## Equal Employment Opportunity

### **CHICAGO**

JCK Federal Building  
230 South Dearborn Street  
Suite 1866 (Enforcement, State and Local  
& Hearings) Suite 2920 (Legal & ADR)  
Chicago, Illinois 60604  
312-872-9777  
Fax 312-558-1200

### **ST. LOUIS**

Robert A. Young Federal Building  
1222 Spruce Street, Room 8-100  
St. Louis Mo, 63103  
(314)798-1960 TTY (800)669-6820  
Fax (314)539-7894  
[www.eeoc.gov](http://www.eeoc.gov)

For more information, please contact the EEO/AA/ADA Officer for the Tollway, Sharon Ferguson x1010, [sferguson@getipass.com](mailto:sferguson@getipass.com).

## 2. Accommodation Request Procedures for Applicants

Job applicants with disabilities may make requests for reasonable accommodation to the Tollway's EEO/AA/ADA Officer. Applicants who seek an accommodation must complete the documents included in the ADA Request Packet and supply other documentation required unless the need for accommodation is obvious or unless the applicant is unable to comply with this requirement because of his or her disability and needs an accommodation.

ADA Request Packets are available from the EEO/AA/ADA Officer as well as on the Tollway's Intranet. Upon receipt of the Request Packet and any supporting documents, the EEO/AA/ADA Officer will assess the information submitted and engage in a flexible, interactive process to determine a reasonable and effective accommodation(s) the Tollway could make that would enable the applicant to have an equal opportunity in the application process.

Applicants may make requests for reasonable accommodation to the Tollway's EEO/AA/ADA Officer at any stage of the employment selection process, including the employment application, examination procedure, or interview process.

Once an individual with a disability has been hired, he or she may request accommodation to the work site, work schedule, or work process that would enable him or her to perform the essential functions of the job.

If the Tollway denies the request, the applicant has the right to file a complaint with the Department of Human Rights or the Equal Employment Opportunity Commission within three hundred (300) days of the alleged violation, or with any other appropriate government agency within their designated timeline.

Illinois Department of Human Rights

**CHICAGO**

555 West Monroe Street, 7th Floor  
Chicago, IL 60661  
(312) 814-6200 TTY (866) 740-3953

**SPRINGFIELD**

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Equal Employment Opportunity Commission

**CHICAGO**

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Chicago, Illinois 60604  
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Robert A. Young Federal Building  
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St. Louis, Mo 63103  
(314)798-1960 TTY (800)669-6820  
Fax (314)539-7894  
[www.eeoc.gov](http://www.eeoc.gov)

For more information, please contact the EEO/AA/ADA Officer for the Tollway, Sharon Ferguson, x1010, [sferguson@getipass.com](mailto:sferguson@getipass.com).



## Illinois State Toll Highway Authority Reasonable Accommodation Request for Employees

Pursuant to the requirement of state and federal laws, a qualified individual with a disability has the right to request a reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to work site, work process or work schedule that would enable a person with a disability to perform a particular job. The Tollway is not required to provide accommodations that would impose an undue hardship. The procedures for accommodation request are in the policy and procedure manual.

Completed forms, along with current medical documentation and signed Medical Release should be submitted to the EEO/AA/ADA Officer by mail to 2700 Ogden Avenue, Downers Grove, IL, 60515, or by fax to 630/795-7910, or via email to [Sferguson@getipass.com](mailto:Sferguson@getipass.com).

Name	Date of Birth
Phone Number	E-Mail Address
Job Title/Work Location	Supervisor

<b>A. Questions to clarify accommodation requested.</b>	
What specific accommodation are you requesting?	
If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?  Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain.
Is your accommodation request time sensitive?  Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain.

<b>B. Questions to document the reason for accommodation request.</b>	
What, if any, job function(s) are you having difficulty performing?	
What limitation is interfering with your ability to perform your job or access any employment benefit?	
Have you had any accommodations in the past for this same limitation?  Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what were they and how effective were they?
If you are requesting a specific accommodation, how will that accommodation assist you?	

**C. Certification**

I hereby certify that the statements made in this accommodation Request are true, correct and complete.

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

\_\_\_\_\_  
Date

Please provide a signed Medical Release as well as a completed Physicians Disability Determination Questionnaire.

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

## Physician's Disability Determination Questionnaire

Employee \_\_\_\_\_ is requesting that the Illinois State Toll Highway Authority (ISTHA), grant an accommodation pursuant to the Americans with Disabilities Act (ADA), 42 U.S.C. 1210, *et seq.*, and/or the Illinois Human Rights Act, 775 ILCS 5, *et seq.* ISTHA requests that you answer the following questions concerning this employee with regard to this request.

**\*CIRCLE ANSWER THAT APPLIES AND USE ADDITIONAL SHEETS IF NECESSARY\***

1. Does the Employee have a condition that is clinically diagnosable? YES NO  
What is the diagnosis? \_\_\_\_\_  
What is the prognosis? \_\_\_\_\_
2. Is this condition permanent? YES NO
3. Does this condition significantly limit or restrict the individual in comparison with the average person? YES NO  
If so, please indicate which life function is substantially limited by the condition (i.e. walking, seeing, speaking, hearing, breathing, other). Please state \_\_\_\_\_
4. Does Employee's condition result from one of the following?  
DISEASE, INJURY, CONGENITAL CONDITION, FUNCTIONAL DISORDER, OTHER \_\_\_\_\_?  
(Circle one) (Specify)
5. Is the employee currently afflicted with this condition? YES NO  
When did the condition first arise? \_\_\_\_\_
6. How much longer do you estimate it will exist? \_\_\_\_\_
7. What activities, if any, does this condition significantly limit or restrict in comparison with the average person?  
\_\_\_\_ lifting (number of pounds)    \_\_\_\_ bending    \_\_\_\_ sitting    \_\_\_\_ walking    \_\_\_\_ concentrating  
\_\_\_\_ sleeping    \_\_\_\_ eating    \_\_\_\_ reasoning    \_\_\_\_ learning    \_\_\_\_ reaching    \_\_\_\_ breathing  
\_\_\_\_ small motor coordination    \_\_\_\_ caring for oneself    \_\_\_\_ ability to control basic bodily functions  
\_\_\_\_ reproduction    \_\_\_\_ other (please explain) \_\_\_\_\_
8. Can the employee safely perform the duties described in the attached job description as written?  
YES NO
9. If not, what accommodation or modification is necessary for safe performance of duties?  
(i.e. breaks to stretch, special chair, etc.?)  
\_\_\_\_\_  
\_\_\_\_\_
10. How long do you estimate the need for the accommodation will continue? \_\_\_\_\_

Physician's Disability Determination Questionnaire (continued)

11. If no modifications that will allow employee to perform duties in attached job description, is leave from work necessary to address the accommodation?

YES NO

12. How long do you estimate the need for the leave will continue? \_\_\_\_\_

13. Date of last office visit. \_\_\_\_\_

I hereby certify that the statements made in this Physician's Disability Determination Questionnaire are true, correct and complete.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Name of Physician

\_\_\_\_\_  
Address

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
City, State

See attached Authorization to Release Medical Records

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

**Completed forms should be submitted to the EEO/AA/ADA Officer by mail to 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email to [Sferguson@getipass.com](mailto:Sferguson@getipass.com).**

# AUTHORIZATION TO RELEASE MEDICAL RECORDS AND INFORMATION

\_\_\_\_\_  
**Treating Physician**

\_\_\_\_\_  
**Clinic/Hospital**

I hereby authorize you to provide medical information and records that relate to the accommodation(s) that I am seeking under the Americans with Disabilities Act, 42 U.S.C. 12101, *et seq.*, and/or the Illinois Human Rights Act, 775 ILCS 5, *et seq.*, to my employer, the Illinois State Toll Highway Authority (the Tollway) and to allow those records to be inspected or copied by a representative of the Tollway, upon his or her request. The representative of my choice is Sharon Ferguson, EEO/AA/ADA Officer.

I further authorize you to disclose complete information, without limitation, to said representative concerning your medical findings and the treatment administered to the undersigned as it relates to the accommodation(s) I am seeking.

I hereby waive on behalf of myself and any persons who may have an interest in the matter, all provisions of law relating to the disclosure of confidential medical information, and I release you personally from any and all legal responsibility or liability that may arise from the acts I have authorized below.

\_\_\_\_\_  
**Employee (Printed Name)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

**Completed forms should be submitted to the EEO/AA/ADA Officer by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at [Sferguson@getipass.com](mailto:Sferguson@getipass.com).**



## Illinois State Toll Highway Authority Reasonable Accommodation Application 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 the 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.

Completed forms, along with current medical documentation and signed Medical Release should be submitted to the Tollway's EEO Officer/ADA Coordinator, Sharon Ferguson, by mail to 2700 Ogden Avenue, Downers Grove, Illinois, by fax to 630/795-7910, or by email to [Sferguson@getipass.com](mailto:Sferguson@getipass.com).

Name	Position(s) Applying for
Phone Number	Email Address
Date of Test or Interview	Functional Limitations

### Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Facility
- Larger Font for any Written Examinations
- Other (indicate type of accommodation needed) \_\_\_\_\_

Have your medical provider complete the Physician's Disability Determination Questionnaire or provide a recent statement about your medical condition and its effect on your ability to proceed through the Tollway's application process.

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

## Physician's Disability Determination Questionnaire

Applicant \_\_\_\_\_ is requesting that the Illinois State Toll Highway Authority (ISTHA), grant an accommodation pursuant to the Americans with Disabilities Act (ADA), 42 U.S.C. 1210, *et seq.*, and/or the Illinois Human Rights Act, 775 ILCS 5, *et seq.* ISTHA requests that you answer the following questions concerning this applicant with regard to this request.

**\*CIRCLE ANSWER THAT APPLIES AND USE ADDITIONAL SHEETS IF NECESSARY\***

1. Does the applicant have a condition that is clinically diagnosable? YES NO  
What is the diagnosis? \_\_\_\_\_  
What is the prognosis? \_\_\_\_\_
  
2. Is this condition permanent? YES NO
  
3. Does this condition significantly limit or restrict the individual in comparison with the average person? YES NO  
If so, please indicate which life function is substantially limited by the condition (i.e. walking, seeing, speaking, hearing, breathing, other). Please state \_\_\_\_\_
  
4. Does applicant's condition result from one of the following?  
DISEASE, INJURY, CONGENITAL CONDITION, FUNCTIONAL DISORDER, OTHER \_\_\_\_\_?  
(Circle one) (Specify)
  
5. Is the applicant currently afflicted with this condition? YES NO  
When did the condition first arise? \_\_\_\_\_
  
6. How much longer do you estimate it will exist? \_\_\_\_\_
  
7. What activities, if any, does this condition significantly limit or restrict in comparison with the average person?  
\_\_\_\_ lifting (number of pounds)    \_\_\_\_ bending    \_\_\_\_ sitting    \_\_\_\_ walking    \_\_\_\_ concentrating  
\_\_\_\_ sleeping    \_\_\_\_ eating    \_\_\_\_ reasoning    \_\_\_\_ learning    \_\_\_\_ reaching    \_\_\_\_ breathing  
\_\_\_\_ small motor coordination    \_\_\_\_ caring for oneself    \_\_\_\_ ability to control basic bodily functions  
\_\_\_\_ reproduction    \_\_\_\_ other (please explain) \_\_\_\_\_
  
8. Can the applicant safely perform the duties described in the attached job description as written?  
YES NO
  
9. If not, what accommodation or modification is necessary for safe performance of duties?  
(i.e. breaks to stretch, special chair, etc.?)  
\_\_\_\_\_  
\_\_\_\_\_
  
10. How long do you estimate the need for the accommodation will continue? \_\_\_\_\_

Physician's Disability Determination Questionnaire (continued)

11. If no modifications that will allow the applicant to perform duties in attached job description, is leave from work necessary to address the accommodation?

YES NO

12. How long do you estimate the need for the leave will continue? \_\_\_\_\_

13. Date of last office visit. \_\_\_\_\_

I hereby certify that the statements made in this Physician's Disability Determination Questionnaire are true, correct and complete.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Name of Physician

\_\_\_\_\_  
Address

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
City, State

See attached Authorization to Release Medical Records

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

**Completed forms should be submitted to the EEO Officer/ADA Coordinator by mail to 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email to [Sferguson@getipass.com](mailto:Sferguson@getipass.com).**

# AUTHORIZATION TO RELEASE MEDICAL RECORDS AND INFORMATION

\_\_\_\_\_  
**Treating Physician**

\_\_\_\_\_  
**Clinic/Hospital**

I hereby authorize you to provide medical information and records that relate to the accommodation(s) that I am seeking under the Americans with Disabilities Act, 42 U.S.C. 12101, *et seq.*, and/or the Illinois Human Rights Act, 775 ILCS 5, *et seq.*, to the Illinois State Toll Highway Authority (the Tollway) and to allow those records to be inspected or copied by a representative of the Tollway, upon his or her request. The representative of my choice is Sharon Ferguson, EEO Officer/ADA Coordinator.

I further authorize you to disclose complete information, without limitation, to said representative concerning your medical findings and the treatment administered to the undersigned as it relates to the accommodation(s) I am seeking.

I hereby waive on behalf of myself and any persons who may have an interest in the matter, all provisions of law relating to the disclosure of confidential medical information, and I release you personally from any and all legal responsibility or liability that may arise from the acts I have authorized below.

\_\_\_\_\_  
**Applicant (Printed Name)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. 2000ff *et seq.*, prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. 29 C.F.R. §1635.8 (b)(1)(i)(B).

**Completed forms should be submitted to the EEO Officer/ADA Coordinator by mail at 2700 Ogden Avenue, Downers Grove, Illinois, by fax at 630/795-7910, or by email at [Sferguson@getipass.com](mailto:Sferguson@getipass.com).**

## **Procedural Barriers**

The Tollway does not engage in any discriminatory employment practices, or any illegal inquiries into an applicant's disability during interviews or work-required medical examinations.

### **A. Pre-employment Screening**

No inquiries eliciting information about an applicant's disability status is allowed during the interview process. Staff members who conduct interviews for the Tollway are required to attend Rutan training and are certified by Central Management Services for Interview and Selection Criteria and Techniques. In addition, Tollway designated interviewers are required to participate in Tollway training workshops which include discussions of the ADA.

Post-offer physical examination is required for certain positions requiring a specified level of physical endurance and agility. In addition, all potential employees must pass a post offer drug screening to secure employment with the Tollway. All applicants are informed that offers are contingent upon the successful completion of examinations. Information regarding an employee's medical condition or history is kept in a confidential file separate from all other employee information. Access to this information is limited to individuals on a need-to-know basis in compliance with ADA guidelines.

### **B. Employment Criteria and Job Description Review**

All employment criteria established by the Tollway is reviewed before positions are filled to ensure applicants with disabilities were granted equal employment opportunities. Employment criteria with a disparate impact on applicants are closely examined and eliminated if such criteria is not job-related. Job descriptions are reviewed before interviews are held to identify essential job duties. In determining whether an applicant is a qualified individual with a disability, the Tollway assesses the applicant's ability to perform essential job duties with a reasonable accommodation. The EEO/AA/ADA Officer reviews all employment criteria and job descriptions prior to the Tollway filling a vacancy and certifies his/her review by initialing and dating the documents.

### **C. Employment Testing**

Several positions within the Tollway require that applicants pass a test in order to successfully gain employment. Testing is routinely reviewed to ensure it is applicable to the position, and that they do not have an adverse impact on persons with disabilities. The Tollway provides reasonable accommodation in conjunction with testing. Fitness for duty testing is conducted when it is job-related and consistent with business necessity. Medical information obtained during this process is maintained in separate medical files and is treated as a confidential medical record.

### **D. Identification of ADA Coordinator**

The person responsible for implementing the Affirmative Action Program, in conjunction with Chief of HR Administration, is as follows:

Sharon Ferguson  
EEO/AA/ADA Officer  
The Illinois State Toll Highway Authority  
2700 Ogden Avenue  
Downers Grove, IL 60515  
(630) 241-6800, ext. 1010  
630-241-7302 TTY  
[sferguson@getipass.com](mailto:sferguson@getipass.com)

## **E. Emergency Evacuation Procedures**

The Tollway has enacted building evacuation plans for the Central Administration Building (CA), warehouse, plazas, and maintenance facilities. Copies of the plan are included.

The Tollway is aware of employees who have voluntarily disclosed a disability and requested additional time and/or assistance in the event of an evacuation and provides companions as appropriate.

## **Physical Barriers**

A Physical Access Audit was conducted for Tollway facilities. As new construction projects or proposed renovations to existing structures are reviewed, ADA accessibility is considered.

The Tollway provides employees and visitors with disabilities access to its services at Central Administration (CA) through accessible routes, accessible parking spaces, curb ramps, entryway ramps, elevators, and accessible facilities. Applicants and visitors with disabilities may make special arrangements in advance by contacting the EEO/AA/ADA Officer.

Each Tollway facility outside of CA has designated accessible parking spaces. The Lincoln Oasis, Belvedere Oasis and Dekalb Oasis are currently the only sites open to the public. Each Oasis has been redeveloped and have ADA accessible entrance doors, washrooms, ramps and designated accessible parking spaces. All Oases have TTY phones.

Plaza 41 Northbound is open to the public and ADA accessible. All other plazas are not open to the public because of security concerns.

# *Emergency Action Plan*

## **Central Administration Building**

FIRE

TAKE SHELTER (TORNADO)

MEDICAL EMERGENCY

HAZARDOUS MATERIAL

BOMB THREAT



All procedures are to be followed during normal working hours, after normal work hours, and on weekends. An employee who may need more information or further explanation about this plan should inquire with the Safety & Training Manager at ext. 4780.



Any changes that you may feel that are pertinent to your location should be forwarded to the Safety & Training Manager.

*This manual has been developed in compliance with OSHA Standard 29 CFR 1910.38*

## **REPORTING A FIRE & BUILDING EVACUATION**

### **I. PURPOSE**

The purpose of this procedure is to delineate actions to report a fire and specify the evacuation guidelines in the event of a fire at the Central Administration Building.

### **II. ACCOUNTABILITIES**

- A. Managers will train all employees on all aspects of the Emergency Action Plan.
- B. Managers will review emergency action plan with all employees annually, when an employees' responsibilities under the plan change, when the plan is changed, and when a new employee is initially assigned to this location.

### **III. REPORTING A FIRE**

- A. **CALL** ext. 5911 **IMMEDIATELY**.
- B. **IF** a fire alarm pull station is available, **ACTIVATE THE ALARM**.
- C. **DO NOT** attempt to extinguish the fire unless trained in the use of firefighting equipment such as a fire extinguisher or fire hose.
- D. **DO NOT** perform rescue or medical duties unless trained to do so.
- E. A **VERBAL WARNING** must be issued over the intercom to inform employees of hazard and the need for evacuation of affected areas.
- F. **PREPARE** to evacuate the building.

### **IV. CENTRAL ADMINISTRATION BUILDING FIRE EVACUATION PLAN**

#### **SOUTH-END EMPLOYEES - Floors 1, 2, 3 Sub-Level / Lower-Level / Front Lobby / Executive Office**

1. Proceed to **SOUTH FIRE STAIRS**.
2. Descend to **LOWER-LEVEL**. Use stairwell exit to **SOUTH PARKING LOT**.
3. Continue walking to **SOUTH END of PARKING LOT** and gather in your designated meeting area.
4. Traffic Coordinators and/or Area Monitors will advise when it is safe to return.
  - **NOTE: SUB-LEVEL employees proceed to SOUTH FIRE STAIRS and ascend to LOWER-LEVEL. Use stairwell exit to SOUTH PARKING LOT.**
  - **NOTE: LOWER-LEVEL employees exit SOUTH ENTRANCE DOORS (near State Police) to SOUTH PARKING LOT.**
  - **NOTE: FRONT LOBBY and patrons exit thru LOBBY ENTRANCE DOORS to SOUTH PARKING LOT.**
    - Patrons are advised against driving away, due to impeding rescue vehicles and equipment.



- **NOTE:** EXECUTIVE OFFICE employees proceed to **SOUTH FIRE STAIRS** and **descend to LOWER-LEVEL**. Use stairwell exit to **SOUTH PARKING LOT**.

**NORTH-END EMPLOYEES - Floors 1, 2, 3  
Hearing Room / Cafeteria**

1. Proceed to **NORTH FIRE STAIRS**.
  2. Floors 2<sup>nd</sup> and 3<sup>rd</sup> descend to 1<sup>st</sup> Floor. Use fire stairwell exit to **NORTH PARKING LOT**.
  3. 1<sup>st</sup> Floor exit **NORTH ENTRANCE DOORS** to **NORTH PARKING LOT**.
  4. Continue walking to **NORTH END of PARKING LOT** and gather in your designated meeting area.
  5. Traffic Coordinators and/or Area Monitors will advise when it is safe to return.
- **NOTE:** HEARING ROOM officers and patrons exit thru **NORTH ENTRANCE DOORS** to **NORTH PARKING LOT**.
    - Stay with the patrons until after the all clear is given and escort them back to your area.
  - **NOTE:** CAFETERIA personnel exit **PATIO DOORS** and proceed to **NORTH PARKING LOT**.

**EMPLOYEES REQUIRING ASSISTANCE  
or  
NEEDING ADDITIONAL TIME TO EVACUATE**

**Employee Requiring Assistance or Needing Additional Time WITHOUT A COMPANION:**

- **UPON NOTICE** (alarm sounding) proceed to nearest **FIRE STAIRS or EXIT**.
- Proceed down the stairs, if you feel comfortable going down with the group. If not, wait in the “Area of Rescue” (located inside of each fire exit door) until the stairway is clear of traffic and then proceed down the stairs at your own pace.
- If for some reason you’re unable to proceed down the stairs, alert an Area Monitor (employee with a radio) and have them advise on the radio of your location. The Area Monitor will wait with you. Fire Department will be notified of your location. The Fire Department’s first priority will be assisting those in the Area of Rescue.

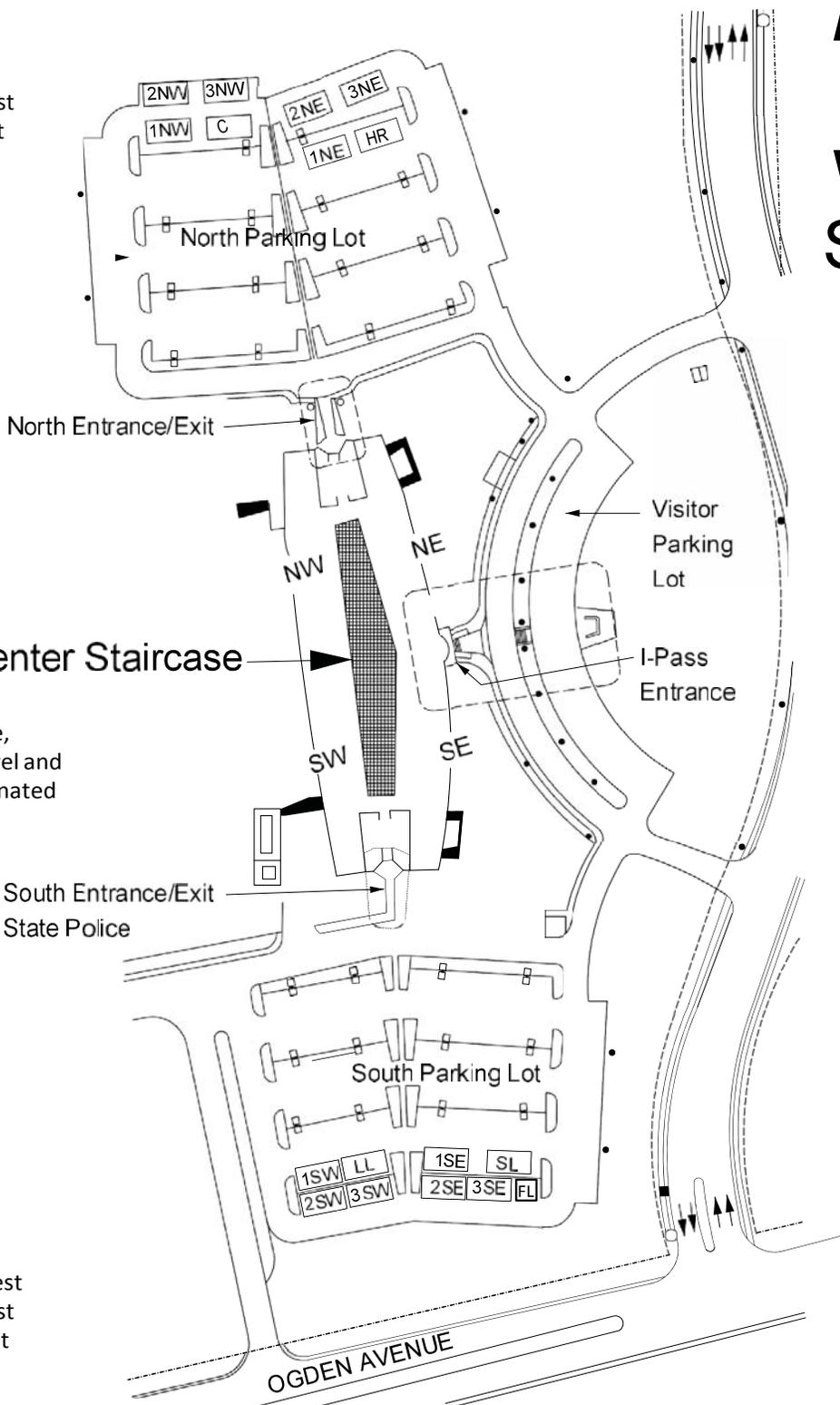
**Employee Requiring Assistance WITH A COMPANION:**

- **UPON NOTICE** (alarm sounding) companion will seek out the employee requiring additional assistance.
- Proceed to nearest **FIRE STAIRS or EXIT** (depending on location in building).
- The companion will stay with the Employee Requiring Assistance at the “Area of Rescue” (located inside of each fire exit door).
- Remain in the “Area of Rescue. Employee’s Requiring Assistance who has been issued radios should advise, via radio, when they are in the secure location.
- Fire Department will be notified of your location. The Fire Department’s first priority will be assisting those in the Area of Rescue.

# Evacuation Meeting Areas



- C = Cafeteria
- HR = Hearing Room
- 1 NE = First floor Northeast
- 1 NW = First floor Northwest
- 2 NW = Second floor Northwest
- 2 NE = Second floor Northeast
- 3 NW = Third floor Northwest
- 3 NE = Third floor Northeast



People North of the staircase, go to designated area in North Parking Lot.

## Center Staircase

People South of the staircase, including Lower level, Sub-level and Front Lobby area go to designated area in South Parking Lot.

- FL = Front Lobby
- LL = Lower Level
- SL = Sub-Level
- 1 SW = First floor Southwest
- 1 SE = First floor Southeast
- 2 SW = Second floor Southwest
- 2 SE = Second floor Southeast
- 3 SW = Third floor Southwest
- 3 SE = Third floor Southeast



## TAKE SHELTER (TORNADO)

### I. PURPOSE

The purpose of this procedure is to specify the actions for seeking safe shelter in the event of a tornado or emergency for personnel located at the Central Administration Building.

### II. ACCOUNTABILITIES

- A. Managers will train all employees on all aspects of the Take Shelter Plan.
- B. Managers will review the Take Shelter Plan with all employees annually, when an employees' responsibilities under the plan change, when the plan is changed, and when a new employee is initially assigned to this location.

### III. SEVERE WEATHER ALERTS

#### *(Floor 1)*

1. Proceed to **South INSIDE Stairs** to the Lower-Level
2. Continue to walk north down the hallway to the atrium; turn left and take **FIRE Stairs** (next to the passenger elevator) to the **Sub-Level**
3. Proceed down the stairs to the **Sub-Level for Take Shelter**

#### *(Floors 2 and 3)*

1. Proceed to **South FIRE Stairs**
2. Descend to **Sub-Level to Take Shelter**
3. **Note: Continue to opposite end of the hallway, so everyone can fit into the Sub-Level**

#### *(Lower-Level)*

1. **Remain** in their areas; State Police move away from the windows

#### Switchboard / Heliport Employees

1. Walk north down the hallway to the lower-level atrium; turn left and take **FIRE Stairs** (next to the passenger elevator) to the **Sub-Level**
2. Proceed down the stairs to the **Sub-Level for Take Shelter**

#### Hearing Room / Front Lobby

1. Hearing room officers and front lobby personnel will advise the public that we are taking shelter for severe weather (tornado).
2. Public is invited to come with us or they must leave the building, front doors will be locked once everyone has left the area.
3. The public must be escorted by Tollway personnel and proceed along the **East Wall** of the 1<sup>st</sup> floor to the **South INSIDE Stairs** and take shelter in **Lower-Level**, near Messenger Services office (*DO NOT enter Dock Area*).
4. Stay with them until after the all clear is given and escort them back to your respective areas.



**Employees Requiring Assistance** (and Companions)

1. Upon notice (*via e-mail, with read notification receipt*) proceed to elevators.
2. Take elevators to the **Sub-Level and Take Shelter** in the **Mechanical /Electrical Office**.
  - Employees on the 2<sup>nd</sup> and 3<sup>rd</sup> floors use the **Freight Elevator**.
  - Employees on the 1<sup>st</sup> floor use the **Passenger Elevator**.

**Note:** Traffic Coordinators and/or Radio Area Monitors will advise (*via radio and/or safety vest wave in the air*) when it is safe to return.

## **MEDICAL EMERGENCY**

### **I. PURPOSE**

The purpose of this procedure is to specify the emergency response protocol for a Medical Emergency (e.g. accident, heart attack, stroke, diabetic emergency) at the Central Administration Building.

In order to recognize everyone's right for privacy, efforts should be made to minimize the injured/ill person's exposure to the public.

### **II. RESPONSIBILITIES**

A. **DIAL** ext. **5911**, **District 15 State Police** desk.

B. **PROVIDE** the following information to the call taker:

- Nature of the injury or illness (e.g. chest pains, diabetic emergency, person passed out, etc.)
- Location of the injured or ill person (e.g. floor, quadrant, etc.)
- Your name.
- Call back extension number (a number that dispatch can call to learn of additional information if required).

C. **REMAIN** on the phone until told to hang up by the dispatcher.

D. **DIAL** ext. **4780** or **4787** and notify the **Safety Department**.

E. **CALM AND REASSURE** the injured or ill person and await the arrival of the Emergency Personnel.

F. **CONTACT** your supervisor and make them aware of the situation.



## **HAZARDOUS MATERIAL SITUATION**

### **I. PURPOSE**

The purpose of this procedure is to delineate actions in the event of a hazardous material situation.

### **II. HAZ-MAT PROTOCOL**

- A. **EVACUATE AREA.**
- B. **ASSEMBLE** - All employees must assemble up-wind of hazardous situation.
- C. **DIAL** ext **5911 IMMEDIATELY** – Wait for directions from the State Police Hazardous Materials Officer.
- D. **DISTRICT 15 STATE POLICE WILL ISSUE ALL FURTHER DIRECTIVES.**
- E. Managers will train all employees on all aspects of the emergency action plan.
- F. Managers will review emergency action plan with all employees annually, when an employees responsibilities under the plan change, when the plan is changed and when a new employee is initially assigned to this location.



## **BOMB THREATS**

### **I. PURPOSE**

The purpose of this procedure is to specify the emergency response protocol for potential bomb threat made to the Central Administration Building and/or its employees.

### **II. RESPONSIBILITIES**

- A. **IF THE THREAT IS BY TELEPHONE** – Try to obtain as much information as possible, i.e.
- i. Where is the bomb?
  - ii. What kind of bomb is it?
  - iii. What does it look like?
  - iv. When will it go off?
  - v. Note the telephone number and name if available.
- B. **When the call is finished. IMMEDIATELY DIAL ext. 5911, District 15 State Police desk.**
- C. **PROVIDE** as much information as possible to the call taker:
- D. **REMAIN** on the phone until told to hang up by the dispatcher.
- E. **CONTACT** your supervisor and make them aware of the situation.
- F. **STATE POLICE, IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR, WILL DETERMINE IF THE BUILDING WILL EVACUATE.**
- G. **IF AN EVACUATION OF THE BUILDING IS CALLED** an announcement will be made over the intercom system.
- 
- A. **IF THE THREAT IS A SUSPICIOUS PACKAGE** –
- a. **IMMEDIATELY DIAL ext. 5911, District 15 State Police desk.**
  - b. **PROVIDE** as much information as possible to the call taker:
  - c. **REMAIN** on the phone until told to hang up by the dispatcher.
  - d. **CONTACT** your supervisor and make them aware of the situation.
  - e. **STATE POLICE, IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR, WILL DETERMINE IF THE BUILDING WILL EVACUATE.**
  - f. **IF AN EVACUATION OF THE BUILDING IS CALLED** an announcement will be made over the intercom system.



**Voluntary Self-Identification of Disability Form  
and Emergency Evacuation Questionnaire**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

**Why are you being asked to complete this form?**

The purpose of this survey is to collect affirmative action statistics and to identify employees needing emergency evacuation/shelter in place assistance. Identifying yourself as an individual with a disability is **voluntary**. Your answer will be maintained confidentially by the EEO/AA/ADA Officer. You may also choose “Skip survey” to acknowledge that you elect not to participate in the disability survey.

Whether or not you choose to participate in the disability survey, all employees (including employees currently working remotely) must complete the bottom portion of the form to indicate whether you need assistance in the event of an emergency evacuation/shelter in place. Your name and location will be shared with the Tollway’s designated safety personnel. For more information, please contact the EEO/AA/ADA Officer at x1010.

**How do you know if you have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn’s Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson’s disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

**Please check one of the boxes below:**

- Yes, I have a disability, or have a history/record of having a disability
- No, I do not have a disability, or a history/record of having a disability
- Skip survey

**Do you need assistance in the event of an emergency evacuation/shelter in place?**

- Yes
- No  
If you indicated “Yes”, you will be contacted for further information.

Please return this form to the EEO/AA/ADA Office.  
Revised July 2022



# **SECTION SIX**



## **APPLICABLE EEO LAWS**

This part sets forth the relevant summaries of federal laws that mandate the Tollway to adhere to additional EEO/AA/ADA requirements.

### **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 employer or unions with 15 or more employees. The designation of “employer” includes the government of the United States, corporation wholly owned by the United States, and State or political subdivisions thereof.

### **Equal Employment Opportunity Act of 1972**

This amends the Civil Rights Act of 1964 which adds gender 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 the EEOC to bring civil action against any organization which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

### **Pregnancy 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 suits 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 (ADEA)**

This Act prohibits arbitrary discrimination against persons age 40 and over with regards to hiring, firing and conditions of employment.

### **Rehabilitation Act of 1973**

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for people with disabilities in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified individuals with disabilities. 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 1963**

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

### **Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008 (ADA)**

Congress enacted the ADA to eliminate discrimination against individuals with disabilities in the areas of employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting and access to public services. 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. The EEOC has issued regulations under this Act.

## Family and Medical Leave Act of 1993

This Act requires 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, for 1,250 hours during the year preceding the start of the leave, and are 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 of 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, daughter or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform his or her 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 Re Employment Rights Act (USERRA)**

USERRA protects the job 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 Non Discrimination Act of 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about 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 members (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.



# **SECTION SEVEN**



### **Hiring and Promotion Monitor**

Section 2520.770 (h) of the Human Rights Rules and Regulations requires agencies to use hiring and promotion monitors whenever personnel transactions occur. As stated in the rules: “No hire or promotion commitment shall be made until the agency EEO Officer or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the agency Chief Executive Officer or designee shall sign and date the monitor, indicating approval. The Department of Central Management Services shall not complete any hire or promotion transaction if it has not received the approved monitor.”

### **Exit Questionnaire**

Each state entity shall provide an exit questionnaire according to Section 2520.770 (i) of the Department’s Rules.

- The employee has the option of completing the form. The EEO/AA Officer may obtain better cooperation in the exit interview process if he or she conducts an oral interview on the last day or encloses a self-addressed envelope marked confidential with the exit questionnaire form.
- The answers are confidential, will not be used against the employee, will not be available for reasons of prospective employment, and will not be made a part of the employee’s personnel file.
- The form will be maintained in a separate file by the EEO Officer for possible review by DHR, or upon occasion, federal authorities.

# HIRING 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 Hire: \_\_\_\_\_

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: \_\_\_\_\_ People with Disabilities \_\_\_\_\_

2. Indicate: Race of person selected:

Sex:  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	_____	_____	_____
People with Disabilities	_____	_____	_____
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:  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: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
 City / County \_\_\_\_\_ Position Number: \_\_\_\_\_  
 IDHR Region / (Facility) \_\_\_\_\_  
 EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized?  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: \_\_\_\_\_ People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of person promoted:

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	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?   
 If yes, from what EEO job Category?

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?

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:  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)]



Date

**VIA CERTIFIED MAIL # 0000 1111 2222 3333 4444**

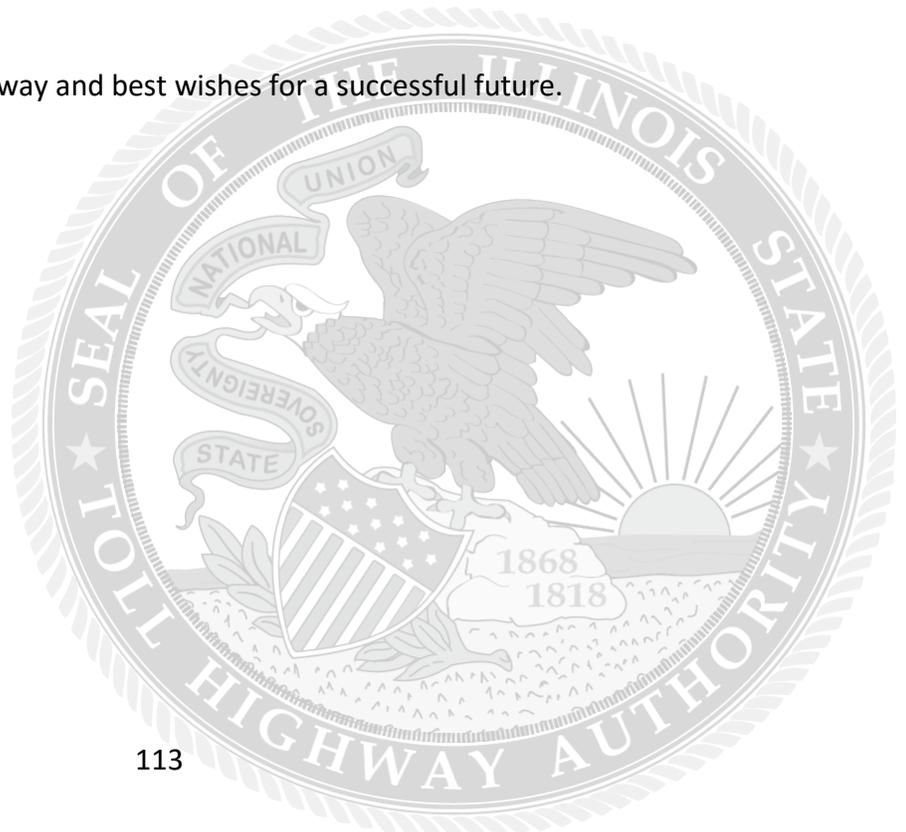
FIRST NAME LAST NAME  
ADDRESS  
CITY, STATE ZIP CODE

Dear FIRST NAME LAST NAME,

Enclosed is an Exit Interview Questionnaire along with an envelope with prepaid postage which you can use to return the survey. This survey is completely voluntary. The Illinois State Toll Highway Authority appreciates your taking the time to fill it out as honestly as possible. We are interested in your feedback to help us better understand the Tollway through the eyes of our employees. Your response is vital to our efforts to monitor the Tollway's workforce, analyze the factors contributing to employee turnover, strive for organizational improvement, and identify employment trends.

Every effort will be made to keep employee responses confidential. Employee comments will be included as part of a general consensus in which the employee will not be identified by name. Completed surveys are not stored in employees' personnel files, nor will they be relied upon when giving employment references.

Thank you for your service to the Tollway and best wishes for a successful future.





# Illinois State Toll Highway Authority

## Exit Interview Questionnaire

This questionnaire is provided to all employees leaving Tollway employment, whether voluntary or involuntary. Your response, which is completely voluntary, will help us monitor the Tollway's workforce, analyze the factors contributing to employee turnover, strive for organizational improvement, and identify employment trends. Please fill out this form as honestly as possible. We will make every effort to maintain the confidentiality of employee responses. Completed surveys are not stored in employees' personnel files, nor will they be relied upon when giving employment references. Please seal the questionnaire in an envelope marked confidential and send it directly to the EEO/AA Office, Attn: Sharon Ferguson.

Name \_\_\_\_\_ Decline to participate \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

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

Race/Ethnicity \_\_\_\_\_ Gender \_\_\_\_\_ Disability? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Leaving (Check all that apply):

- |                         |   |
|-------------------------|---|
| Retirement              | Discharged                                  |
| Another job opportunity | Dissatisfied with type of work              |
| Public sector           | Dissatisfied with compensation              |
| Private sector          | Dissatisfied with work conditions           |
| Relocation              | Dissatisfied with promotional opportunities |
| Resigned                | Dissatisfied with supervisor                |
| Unable to perform job   | Other _____                                 |

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

Please rate your satisfaction with the following using the scale 1-4.

	No	Somewhat	Mostly	Yes
	1	2	3	4
1. Were you satisfied with:				
a. Salary?				
b. Working conditions?				
c. Supervisory personnel?				
d. Staff development and training?				
e. Promotional opportunity?				
f. Disciplinary process?				
g. Communication of information?				
h. Performance evaluation?				
i. Benefits offered to employees?				
J. Distribution of workload?				
k. Procedure of resolving employment disputes/ grievances?				
l. Morale in your department?				
m. Your job overall?				

<p>2. Would you work here again?      Yes                      No</p> <p>If yes:</p> <p style="margin-left: 20px;">a. Same position?</p> <p style="margin-left: 20px;">b. Same supervisor?</p> <p style="margin-left: 20px;">c. Same hours?</p>		<p>3. Do you have a new job?                      Yes                      No</p> <p>If yes:</p> <p style="margin-left: 20px;">a. Did your salary increase?</p> <p style="margin-left: 20px;">b. Type of work _____</p> <p style="margin-left: 20px;">_____</p>
---	--	---

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

If yes:

i. Who discriminated against you? (i.e. Peers, Immediate Supervisory Personnel, Administrative Managers)

\_\_\_\_\_

ii. Discrimination was based on? (Check all that apply)

Race	Color	National Origin or Ancestry	Religion
Sex	Sexual Orientation	Age	Disability
Arrest Record	Marital Status	Military Status	Citizenship Status
Order of Protection Status		Unfavorable discharge from military service	

iii. Did you discuss or give written notice to your supervisor and/or EEO Officer?                      Yes                      No

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

\_\_\_\_\_

---

5. Were you a witness to acts of discrimination against other employees?                      Yes                      No

If yes:

i. Who discriminated against you? (i.e. Peers, Immediate Supervisory Personnel, Administrative Managers)

\_\_\_\_\_

ii. Discrimination was based on? (Check all that apply)

Race	Color	National Origin or Ancestry	Religion
Sex	Sexual Orientation	Age	Disability
Arrest Record	Marital Status	Military Status	Citizenship Status
Order of Protection Status		Unfavorable discharge from military service	

iii. Did you discuss or give written notice to your supervisor and/or EEO Officer?                      Yes                      No

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

\_\_\_\_\_

---

6. What did you like about working at the Tollway? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Do you have any recommendations for improving the Tollway? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p>_____ <b>Employee's Signature</b></p>		<p>_____ <b>Date</b></p>
--	--	------------------------------



# APPENDIX





**SUPPLEMENTAL**

NAME: \_\_\_\_\_ SOCIAL SECURITY (last 4 digits): \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

The Illinois State Toll Highway Authority is an Equal Opportunity Employer and is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. Accordingly, you are being asked to voluntarily respond to this questionnaire by indicating the race(s)/ethnicity(ies) with which you self-identify. Failure to provide this information will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, affirmative action statistics, and Federal and/or State regulations, including those that require the information to be summarized and reported to the Federal and/or State government for civil rights enforcement. When reported, data will not identify any specific individual.

Please indicate the race(s)/ethnicity(ies) that apply to you.

Gender: Male  Female

- White not Hispanic Origin.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African-American.** (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other:** \_\_\_\_\_

\*\*\*Completion of this form is optional\*\*\*

**EMPLOYMENT RECORD**

List and describe your work experience in the last ten (10) years. Attach additional sheets if necessary. List in order, starting with present or most recent experience. Include any relevant volunteer work experience.

Previous applications will not be considered – Complete this form in **DETAIL**.

---

Current (or last) Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Average Number of Hours Worked Per Week: \_\_\_\_\_ Highest Salary: \$ \_\_\_\_\_ Per: Yr./Mo./Wk. \_\_\_\_\_

Dates of Employment: Month  Year  To Month  Year  Total Years

Currently employed: Yes  No  Months

Supervisor's Name: \_\_\_\_\_ Full-Time  Part-Time  Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: \_\_\_\_\_

---

Past Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Average Number of Hours Worked Per Week: \_\_\_\_\_ Highest Salary: \$ \_\_\_\_\_ Per: Yr./Mo./Wk. \_\_\_\_\_

Dates of Employment: Month  Year  To Month  Year  Total Years

Currently employed: Yes  No  Months

Supervisor's Name: \_\_\_\_\_ Full-Time  Part-Time  Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: \_\_\_\_\_

Past Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Average Number of Hours Worked Per Week: \_\_\_\_\_ Highest Salary: \$ \_\_\_\_\_ Per: Yr./Mo./Wk. \_\_\_\_\_

Dates of Employment: Month  Year  To Month  Year  Total Years

Currently employed: Yes  No  Months

Supervisor's Name: \_\_\_\_\_ Full-Time  Part-Time  Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: \_\_\_\_\_

---

Past Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Average Number of Hours Worked Per Week: \_\_\_\_\_ Highest Salary: \$ \_\_\_\_\_ Per: Yr./Mo./Wk. \_\_\_\_\_

Dates of Employment: Month  Year  To Month  Year  Total Years

Currently employed: Yes  No  Months

Supervisor's Name: \_\_\_\_\_ Full-Time  Part-Time  Volunteer

Describe the duties and responsibilities for each title separately:

Reason for Leaving: \_\_\_\_\_

---

**EDUCATION**

High School Graduate? Yes  No  Number of Years Completed?  GED? Yes  No

Last High School attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Attendance Dates: \_\_\_\_\_ to \_\_\_\_\_ Date of Diploma/Certification: \_\_\_\_\_

Name of Colleges or Universities attended (Last school first)	From MM/YYYY	To MM/YYYY	Major Field of Study	Graduated	Type of Degree Earned
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Business, Trade or Correspondence School	From MM/YYYY	To MM/YYYY	Subject Areas Studied	Completed	Certificate Received
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Title of Professional and/or Occupational Licenses	Number	Issuing Authority	Expiration Date

**UNITED STATES MILITARY SERVICE**

Are you a Veteran? Yes  No

Branch: \_\_\_\_\_ Mo/Yr: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rating at discharge or separation: \_\_\_\_\_

**The Illinois State Toll Highway Authority is an equal opportunity employer and will not make an employment decision based on race, color, religion, marital status, national origin or ancestry, disability, unfavorable discharge from military service, age, order of protection status, military status, sex, sexual orientation, citizenship status, or arrest record.**

**CERTIFICATION OF APPLICANT – Read Before Signing**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, false statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein concerning my previous employment and of any pertinent information, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same.

I understand employment is conditioned upon my submission to and satisfactory passage of a medical examination, if required for the position, and background checks.

I understand that as a condition of employment I will be fingerprinted and I agree to take polygraph tests at any time when requested to do so by the Illinois State Toll Highway Authority.

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of pay provisions, be terminated at any time without prior notice and without cause.

I understand that acceptance of an offer of employment does no create a contractual obligation upon the Tollway to continue to employ me in the future.

By checking the box, I am verifying the completeness and accuracy of the registration information and it constitutes a secure electronic signature, pursuant to 5 ILCS 175, Article 10.

Yes  Date: \_\_\_\_\_

1. In case of emergency notify: Name \_\_\_\_\_ Primary Phone No. \_\_\_\_\_

Alternate Phone No. \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ St. \_\_\_\_\_

2. In case of emergency notify: Name \_\_\_\_\_ Primary Phone No. \_\_\_\_\_

Alternate Phone No. \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ St. \_\_\_\_\_

Field of Study	Undergrad Courses	Graduate Courses	Field of Study	Undergrad Courses	Graduate Courses	Field of Study	Undergrad Courses	Graduate Courses
Check ALL that apply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check ALL that apply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check ALL that apply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accounting			Entomology			Mathematics		
Actuarial Science			Environmental Health			Medical Records		
Afro-American Studies			Environmental Science			Medical Technology		
Agriculture			Epidemiology			Medicine		
Agronomy			Finance			Microbiology		
Animal Science			Fire Science			Nursing		
Architecture			Fish Management			Park Management		
Art			Food Service Mgmt.			Pastoral Counseling		
Atmospheric Science			Foreign Language			Pharmacy		
Audiovisual Instruction			Forensic Science			Physics		
Bacteriology			Forestry			Political Science/Govt		
Biochemistry			Geography			Programming		
Biology			Geology			Psychology		
Biostatistics			Genetics			Public Admin		
Botany			Guidance/Counseling			Radio - Television		
Buisness Admin/Mgmt.			Health/Public Health			Recreation		
Cell/Molecular Biology			History			Rehab Counseling/Admin		
Chemistry			Home Economics			Risk Assessment		
Computer Science			Humanities			Secretarial Science		
Conservation			Human Services			Social Work		
Criminal Justice Admin			Hydrology			Sociology		
Criminology			Industrial Arts			Soil Science		
Demography			Industrial Hygiene			Speech and Drama		
Dietetics, Nutrition			Insurance			Statistics		
Divinity/Theology			Journalism			Therapy		
Early Childhood Dev.			Law			Toxicology		
Economics			Law Enforcement			Urban Studies		
Education			Library Science			Wildlife Management		
Engineering			Limnology			Zoology		
Engineering Technology			Mgmt. Info. Systems			Other:		
English			Marketing			Other:		

Comment area to further specify the Category where noted in the previous table.

**UNITED STATES MILITARY SERVICE**

Are you a Veteran? Yes  No

Branch: \_\_\_\_\_ Mo/Yr: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rating at discharge or separation: \_\_\_\_\_

---

The Illinois State Toll Highway Authority is an equal opportunity employer and will not make an employment decision based on race, color, religion, marital status, pregnancy, national origin or ancestry, disability, unfavorable discharge from military service, age, order of protection status, military status, sex, sexual orientation, citizenship status, or arrest record.

Conviction of a Felony or Misdemeanor is not an automatic bar to employment. Each case will be considered on its individual circumstances.

**CERTIFICATION OF APPLICANT – Read Before Signing**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, false statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein concerning my previous employment and of any pertinent information, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same.

I understand employment is conditioned upon my submission to and satisfactory passage of a medical examination, if required for the position, and background checks.

I understand that as a condition of employment I will be fingerprinted and I agree to take polygraph tests at any time when requested to do so by the Illinois State Toll Highway Authority.

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of pay provisions, be terminated at any time without prior notice and without cause.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the Tollway to continue to employ me in the future.

By checking the box, I am verifying the completeness and accuracy of the registration information and it constitutes a secure electronic signature, pursuant to 5 ILCS 175, Article 10.

Yes  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Definitions

**AA- Affirmative Action** - The legal concept mandated under Executive Order 11246 which requires an employer to do more than ensure employment neutrality in recruitment, hiring and promotion of qualified individuals in order to overcome the effects of past systemic exclusion and discrimination.

**AAP- Affirmative Action Plan** - A written document, which encompasses the EEO policy and all the actions necessary to create a non-discriminatory work environment, including the development of numerical goals for established affirmative action groups when underutilization of such groups has been identified.

**Accessibility** - The extent to which a facility is readily approachable and usable by individuals with disabilities

**Adverse Impact** - A theory of employment discrimination (also referred to as disparate impact, disparate effect, adverse effect), which occurs when an employer's policy or practice, neutral on its face and in its application, has a negative effect on the employment opportunities of affirmative action groups.

**Affirmative Action Groups** - For the development of an AAP by a state entity, this refers to Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native, Native Hawaiian or Other Pacific Islander, and People with Disabilities.

**Availability Percent (AP)** - the percentage of affirmative action groups that can reasonably be expected to be available for employment.

**CEO - Chief Executive Officer** - The individual ultimately responsible for the operation of an agency.

**Department, DHR, and IDHR** – Illinois Department of Human Rights.

**Disability** - as used in Section 2-105 (B) of the Act and this Subpart, impairment of long-lasting physical, mental, hearing, cognition, ambulation, self-care, independent living or other functions.

**Disparate Treatment** - A theory of employment discrimination, which occurs when an employer treats, protected class employee differently than non-protected class employees in similar situations.

**Equal Employment Opportunity (EEO)** - EEO is achieved when all terms and conditions of employment and management decisions are consistently based on job related factors, without regard to, including but not limited to, race, color, disability, national origin, age, religion or sex.

**EEO Job Category-** Classes of position titles that are assigned to one of the eight EEO job categories: Officials/Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Administrative Support, Skilled Craft Workers and Service Maintenance.

**Equal Employment Opportunity Commission (EEOC)** - DHR's federal counterpart, which implements the Civil Rights Act of 1964 and other statutes.

**Labor Force** - All persons, 16 years of age or older, who are either employed or unemployed.

**Numerical Goal** - Means the number of members of an affirmative action group, which have been determined to be necessary to bring an agency to parity.

**Parity** - Achieved when availability and utilization are equal.

**Protected Class** -Various groups of people protected under the Human Rights Act.

**Program Goal-** Program goal is an agency's fiscal year strategy to address EEO problem areas or to enhance its affirmative action program through recruitment or training efforts, or other specialized programs.

**Reasonable Accommodation** - is a modification to the work site, work process and/or work schedule to enable a person with a disability to perform essential job duties.

**Region** - The term "region" shall mean a group of adjacent state counties; there are 10 regions within Illinois.

**Underutilization** - The number of additional persons in a particular affirmative action group which is necessary to achieve parity with the availability of that group in the labor force.

**Workforce** - Current number of employees in the agency.

## Definitions of EEO Job Categories

1. **Officials and Administrators** -- Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the Agency's operation, or provide specialized consultation on a regional, district or area basis. **Includes:** *department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.*
2. **Professionals** -- Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. **Includes:** *personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.*
3. **Technicians** -- Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. **Includes:** *computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.*
4. **Protective Service Workers** -- Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. **Includes:** *police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.*
5. **Paraprofessionals** -- Occupations in which workers perform some of the duties of a professional or technician in supportive roles, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. **Includes:** *library assistants, research assistants, medical aids, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.*
6. **Administrative Support (Including Clerical and Sales)** -- Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. **Includes:** *bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.*
7. **Skilled Craft Workers** -- Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience of through apprenticeship or other formal training programs. **Includes:** *mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.*
8. **Service Maintenance** -- Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. **Includes:** *chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers.*