July 2018

ATTENTION: ALL NJDOT CONSTRUCTION CONTRACTORS, SUBCONTRACTORS & PROFESSIONAL SERVICE FIRMS

SUBJECT: ANNUAL EEO AND DBE AFFIRMATIVE ACTION PLANS

The New Jersey Department of Transportation ("Department") requires prime contractors, subcontractors, professional service firms & others working on NJDOT projects, or projects funded through NJDOT, to submit an annual Equal Employment Opportunity (EEO) Affirmative Action Plan for review and approval by New Jersey Department of Transportation's Division of Civil Rights/Affirmative Action. Upon approval of this plan, you will receive a letter from the New Jersey Department of Transportation, Division of Civil Rights/Affirmative Action, indicating the time frame for which your plan has been approved. Your plan must be approved on an annual basis. You are only required to submit the plan approval letter to each RE on every project you are performing work, prior to beginning your firm's work on the project.

The Department requires that prime contractors also submit and receive approval of an annual Disadvantaged Business Enterprise (DBE) Affirmative Action Plan. If you choose to combine these two plans into one, you must present your EEO and DBE efforts in separate sections (i.e., your DBE Affirmative Action efforts must be clearly defined, separate, and apart from your EEO Affirmative Action efforts.)

The Department has developed guidelines for use in developing these plans. However firms are strongly encouraged to consult with and seek guidance from an attorney regarding the development, implementation and distribution of their plans. Copies of these guidelines are available by contacting the Division of Civil Rights/Affirmative Action.

If you have any questions or need further clarification on the above required plans, please contact Mr. Jeffrey Overton, Manager of Contractor Compliance at 609-530-3888.

Sincerely,

Linda Legge, Executive Director
Division of Civil Rights and Affirmative Action

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The contract and be completed prior to the completion of the contract. Contractors must include such implement and attainable goals with specific dates in each area of underutilization. The goal

6. The utilization of goals and timetables to improve the utilization of minorities and females in those

5. A detailed assessment of the company’s current EEO situation which includes the findings of the

4. Statement of the problem goals:

3. Name of company officer who is designated EEO/AA Liaison Officer and a full description of

2. Written equal employment policy statement and affirmative action commitment which must be

1. The cover page must include name and address of company, the specific contract number to

THE AFFIRMATIVE ACTION PLAN

Projected workforce analysis

Current workforce analysis

Each submission must contain the following elements in order to be accepted for review:

CONTENT ANALYSIS

to have more emphasis on affirmative action in those particular deficient areas.

This guide is meant only to highlight some of the most critical information that needs to be included each

especially designed to meet the needs of the authorizing company. Each affirmative action plan must, therefore, be

Affirmative action plans are outlines for actions to be taken by individual contractors to address

NEW JERSEY DEPARTMENT OF TRANSPORTATION

GUIDELINE FOR CONTRACTOR'S EEO AFFIRMATIVE ACTION PLAN
a summary of its prior year affirmative action program result chart. Any goals that were not attained by job group the Contractor must address in its new plan.

7. Statement that every manager and supervisor is accountable and responsible for helping to meet the goals and reaffirmation of the contractors EEO policy in all personnel action.

8. Policy/procedure needs to address each of the following specific areas:
   - Utilization of training programs;
   - Recruitment & hiring, Applicant flow;
   - Transfers, promotion & retentions;
   - Training and testing;
   - Layoff and recall procedures;
   - Leave policies;
   - Termination and grievance procedures;
   - Sexual harassment.

9. The grievance procedure must be stated, step by step, with reference to outside agencies that can be contacted for further assistance should the employee not be satisfied by the internal remedy of the company.

10. Reaffirmation of the contractors EEO policy in all personnel actions.

11. Detail of formal internal and external dissemination of contractors policy.

12. Establishment of responsibilities by position title for implementation of each aspect of contractors’ affirmative action plan.

13. Development of execution of action-oriented programs designed to eliminate problems and further designed to attain established goals and objectives.

14. Describe the design and implementation of internal audit and reporting systems to measure the effectiveness of the total program.

15. The affirmative action plan must indicate that it will be reviewed annually by the company EEO Officer and Chief Executive.


17. Notification to unions of obligation and intent to recruit if they fail to provide workers to meet program goals.

18. Establish a list of minority and female recruitment sources and provide sources and community organization with information when employment opportunities are available. Maintain a record of responses from these organizations.

19. Maintain an up to date file of the names, addresses and phone numbers of minority and female applicants, the recruitment source and the action taken.
30. Firms must prepare a formal written affirmative action program if they have a contract or subcontract.

Results to OCCP: the annual VETS-100 report. Attempt to select veterans and disabled candidates and report the
29. List job openings with the Veterans’ representative at your local Employment Service and submit

For people covered under the Act:
28. Review employment practices to determine whether they provide the required affirmative action
detailed records of all such accommodations.
27. Make reasonable job accommodations to the manual and physical limitations of workers. Keep

Disability Persons or Covered Veterans.
26. Review all manual and physical job requirements to be sure that they do not screen out qualified
workers, qualified for the job, and do not screen out qualified disabled persons or covered veterans.
25. Review all personal procedures to ensure that they provide for proper consideration of a
reasonable job accommodation(s) to disabled applicants and employees.

Encourage them to take advantage of the affirmative action program. Consider and provide
24. Invite disabled and covered veteran employees and applicants to identify themselves and
unfemale veterans.
23. Include the Standard Executive Order 11446 EO class in every subrecipient of purchase order

MANDATORY REQUIREMENTS FOR FEDERAL CONTRACTORS

Post a Plan and EO Policy on bulletin boards.

The start of their work on the contract at least once a year.

By reviewing policy with all management personnel and minority and female employees.
Within thirty days receiving assistance from unions and training programs.

22. Include in affirmative action plan provisions to disseminate EO policy by:

Programs in the area: specifically for minority and females.
21. Develop and/or participate in on-the-job training opportunities, internships and apprenticeships.

Females.
20. Immediately notify the Director’s Office of Federal Contract Compliance Program when the union

includes the contractor as a collective bargaining agreement with has not reported minorities or