Office of Executive Inspector General

for the Agencies of the Illinois Governor

Ethics | Integrity | Illinois

EEO/AA Policy and Plan
Fiscal Year 2015

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SECTION ONE

EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION PROGRAM
FY2015 Certification

AGENCY: Office of Executive Inspector General for the Agencies of the Illinois Governor

ADDRESS: 69 West Washington Street, Suite 3400, Chicago, Illinois 60602

TELEPHONE NUMBER: (312) 814-5600

CHIEF EXECUTIVE OFFICER: Ricardo Meza, Executive Inspector General

EEO OFFICER: Wendy L. Washington, Director of Human Resources

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

9/2/14

Signature Executive Inspector General: Ricardo Meza Date

8.29.2014

Signature EEO Officer: Wendy L. Washington Date

OFFICE OF EXECUTIVE INSPECTOR GENERAL
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

Equal Employment Opportunity/Affirmative Action Policy Statement

As the Executive Inspector General, I will ensure all decisions regarding recruitment, hiring, training, promotion, layoff, and awarding of benefits at the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) are made without regard to race, color, religion, creed, sex, sexual orientation, national origin/ancestry, citizenship status, disability, age, marital status, order of protection status, arrest record, pregnancy, arrest record, military status, including veteran status, and unfavorable discharge from military service. I am committed to maintaining a workplace that is free from bias, prejudice, and harassment; increasing minority and female representation at all levels of responsibility; and to actively providing reasonable accommodation to those individuals having a physical or mental disability.

Furthermore, I will enforce the Equal Employment Opportunity/Affirmative Action Policy and Plan, as well as the Discrimination Complaint Policy, and the Sexual Harassment Policy. Acts of discrimination, harassment and unlawful retaliation against employees who invoke their rights under these policies or applicable state and federal employment laws will not be tolerated. Finally, I require and expect the support and commitment of all OEIG employees, including but not limited to, all executive, managerial and supervisory staff in implementing the OEIG's EEO/AA Policy and Plan.

Ricardo Meza
Executive Inspector General

OFFICE OF EXECUTIVE INSPECTOR GENERAL
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

AGENCY PROFILE

MISSION

The Office of Executive Inspector General (OEIG) is an independent executive branch state agency, which ensures accountability in state government, the state public universities, and the four regional transit boards. The OEIG's primary function is to investigate allegations of misconduct and to report its findings and make related recommendations to affected public agencies and officials. In addition to its investigative function, the OEIG is responsible for promoting and coordinating the state's ethics initiatives for agencies under its jurisdiction.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROBLEMS AND NEEDS

There are several factors that could adversely impact the OEIG's efforts to address underutilization in its workforce. First, the largest segment of our workforce consists of investigators. In our experience, despite recruitment efforts targeting organizations that work with people with disabilities, job postings have not elicited large numbers of applications from this group. Second, as an agency exempt from the State Personnel Code and Personnel Rules, our employees are "at-will" and thus job candidates may choose not to seek employment with the OEIG because they perceive our positions as being less secure than other public employment.

IDENTIFICATION OF INDIVIDUAL DESIGNATED AS RESPONSIBLE TO THE CHIEF EXECUTIVE OFFICER FOR EEO/AA FUNCTIONS

The Executive Inspector General (EIG) has named the following individual as the EEO/AA Officer:

Wendy L. Washington
Director of Human Resources
69 West Washington Street, Suite 3400
Chicago, IL 60602
Telephone: (312) 814-5716
Facsimile: (312) 814-3860
TTY/TTD: (888) 261-2734

DUTIES OF EEO OFFICER

The EEO Officer reports directly to the EIG on matters of equal employment and affirmative action, and shall be responsible for setting such rules and regulations as are necessary for the satisfactory administration of the official responsibilities of the office.

The EEO Officer shall ensure that the OEIG complies with procedures and requirements of the Illinois Department of Human Rights (IDHR) regulations related to equal employment opportunities and affirmative action.

Further responsibilities are as follows:

1. Develop the agency's affirmative action plan, goals, and objectives. Assist in identifying and solving EEO problems. Advise management of developments in the EEO field.

2. Design and implement internal audits and reporting system for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained.

3. Serve as liaison between the agency and EEO enforcement authorities; and minorities, women, and disability organizations.

4. Assist in the evaluation of employees and job applicants so that minorities, women, and people with disabilities are given equal employment opportunity.

5. Confer with managers, supervisors, and employees to assure that the agency's EEO policies are observed; advise managers and supervisors if employment practices comply with the Act.

6. Report to the IDHR all internal and external complaints of discrimination against the agency.

7. Assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations.

8. At request of the EIG, direct agency staff in taking appropriate action to correct discriminatory practices identified by the IDHR and report to the Chief Executive Officer on the progress of actions.

9. In conjunction with the filing of quarterly reports, submit recommendations to the EIG and the IDHR for improvements to the agency's Affirmative Action Plan.

10. Notify the EIG and the IDHR when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or people with disabilities.

11. Report on and/or analyze layoff reports, reorganization reports, hiring and promotion monitors and exit questionnaires, when applicable.

12. Evaluate tests, employment policies and practices and report to the EIG any such policies, practices, and evaluation mechanisms that have adverse impact on minorities, women, and people with disabilities. EEO Officer will also assist in the recruitment of minorities, women, and people with disabilities.

13. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to, race, color, religion, creed, sex, sexual orientation, national origin/ancestry, age, order of protection status, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status, and disability.

OFFICE OF EXECUTIVE INSPECTOR GENERAL
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

EEO Organizational Chart

OFFICE OF EXECUTIVE INSPECTOR GENERAL
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

METHODS OF DISSEMINATING THE OEIG'S EEO/AA PLAN

Internal

Information regarding the OEIG's EEO Policy is set forth in the Personnel Manual and available online for employees. Each employee is required to acknowledge in writing his or her receipt of the Personnel Manual. Information about the EEO/AA Plan and posters informing employees of their rights under state and federal laws have been placed on bulletin boards at each OEIG office. Managers and supervisors will be provided copies of the EIG's Statement, the OEIG EEO Policy, and the FY 2015 EEO/AA Plan. Managers and supervisors have been informed and will be reminded of their responsibilities under applicable EEO laws. Employees will be advised that the FY 2015 EEO/AA Plan is available for review and posted on website.

External

Electronic and/or paper copies will be provided, as statutorily required, to the Illinois State Library Acquisitions Division, Illinois Document Division. In addition, copies of the Plan will be available for review by members of the public, all state and federal regulatory agencies, and all recruitment sources.

SECTION TWO

Summary of Workforce Analysis by Region

Agency: Office of Executive Inspector General

Grand Total

Reporting Period: 4/1/2014 - 6/30/2014

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	7	2	1		1					5	4		1					28.57%	71.43%	71.43%		28.57%				
Professionals	24	13	9	1	2	1				11	5	3	2	1				54.17%	45.83%	58.33%	16.67%	16.67%	8.33%			
Technicians	27	19	16	1	1	1				8	6	1	1					70.37%	29.63%	81.48%	7.41%	7.41%	3.70%			
Protective Service																										
Para-professionals	4	1				1				3	1	1	1					25.00%	75.00%	25.00%	25.00%	25.00%	25.00%			
Office / Clerical	13	2	2							11	3	7	1					15.38%	84.62%	38.46%	53.85%	7.69%				
Skilled Craft																										
Service / Maintenance																										
TOTAL	75	37	28	2	4	3				38	19	12	6	1				49.33%	50.67%	62.67%	18.67%	13.33%	5.33%			

Grand Total Employees:

Males: 37 49.33%

Females: 38 50.67%

Total Minorities: 28 37.33%

White: 47 62.67%

Black/African American: 14 18.67%

Hispanic/Latino: 10 13.33%

Asian: 4 5.33%

AI/AN:

NHOPI:

Disabled:

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

DHR-9 (Rev. Feb. 2012)

Workforce Analysis by Region

Agency Office of Executive Inspector General

Region 1

Reporting Period: 4/1/2014 - 6/30/2014

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	6	2	1		1					4	4							33.33%	66.67%	83.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%
Professionals	20	11	7	1	2	1				9	3	3	2	1				55.00%	45.00%	50.00%	20.00%	20.00%	10.00%	0.00%	0.00%	0.00%
Technicians	20	16	13	1	1	1				4	3		1					80.00%	20.00%	80.00%	5.00%	10.00%	5.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	4	1				1				3	1	1	1					25.00%	75.00%	25.00%	25.00%	25.00%	25.00%	0.00%	0.00%	0.00%
Office / Clerical	11	2	2							9	2	6	1					18.18%	81.82%	36.36%	54.55%	9.09%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	61	32	23	2	4	3	0	0	0	29	13	10	5	1	0	0	0	52.46%	47.54%	59.02%	19.67%	14.75%	6.56%	0.00%	0.00%	0.00%

Grand Total Employees for Region 1: Males: 32 52.46% Females: 29 47.54% Total Minorities: 25 40.98%

White 36 59.02% Black/African American 12 19.67% Hispanic/Latino: 9 14.75% Asian: 4 6.56% AI/AN: 0 0.00% NHOPI: 0 0.00% Disabled: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

DHR-b (Rev Feb 2012)

Workforce Analysis by Region

Agency Office of Executive Inspector General

Region 7

Reporting Period: 4/1/2014 - 6/30/2014

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	1	0								1			1					0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Professionals	4	2	2							2	2							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	7	3	3							4	3	1						42.86%	57.14%	85.71%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	2	0								2	1	1						0.00%	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	14	5	5	0	0	0	0	0	0	9	6	2	1	0	0	0	0	35.71%	64.29%	78.57%	14.29%	7.14%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 7: Males: 5 35.71% Females: 9 64.29% Total Minorities: 3 21.43%

White: 11 78.57% Black/African American 2 14.29% Hispanic/Latino: 1 7.14% Asian: 0 0.00% AI/AN: 0 0.00% NHOPI: 0 0.00% Disabled: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

DHR-6 (Rev. Feb 2012)

Summary of Workforce Transactions Report
by EEO Category

Agency: Office of Executive Inspector General

Reporting Period: 4/1/2014 - 6/30/2014

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							FEMALES								PERCENTAGES								
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	6	3	3							3	2			1				50.00%	50.00%	83.33%			16.67%			
Promotions																										
Intra-Agency Transfers																										
Suspensions																										
Separations	3	1	1							2	1			1				33.33%	66.67%	66.67%			33.33%			
Discharges																										
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 NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

DrdH-10 (Rev Feb 2012)

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General
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.	812,600	445,000	54.76%	100	54.76	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	20	4	20.00%	0	0.00	Agency Workforce.
				100	43.81	Availability Percent.

AGENCY: Office of Executive Inspector General
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.	812,600	86,754	10.68%	100	10.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	20	1	5.00%	0	0.00	Agency Workforce.
				100	8.54	Availability Percent.

AGENCY: Office of Executive Inspector General
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.	812,600	54,670	6.73%	100	6.73	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	20	2	10.00%	0	0.00	Agency Workforce.
				100	5.38	Availability Percent.

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General
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.	812,600	87,200	10.73%	100	10.73	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	20	1	5.00%	0	0.00	Agency Workforce.
				100	8.58	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA 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.	812,600	450	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	20	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

AGENCY: Office of Executive Inspector General
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.	812,600	155	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	20	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

DHR-5-AAP (Rev. Feb. 2012)

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General
Category: Technicians

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.	98,720	52,480	53.16%	100	53.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	15	12	80.00%	0	0.00	Agency Workforce.
				100	42.53	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Technicians

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.	98,720	15,680	15.88%	100	15.88	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	15	7	46.67%	0	0.00	Agency Workforce.
				100	12.71	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Technicians

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.	98,720	10,030	10.16%	100	10.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	15	2	13.33%	0	0.00	Agency Workforce.
				100	8.13	Availability Percent.

DHR 5-AAP (Rev Feb 2012)

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General
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.	98,720	13,610	13.79%	100	13.79	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	15	1	6.67%	0	0.00	Agency Workforce.
				100	11.03	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA 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.	98,720	123	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	15	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

AGENCY: Office of Executive Inspector General
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.	98,720	15	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	15	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent

DHR 5-AAP (Rev Feb 2012)

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General
Category: Office and Clerical

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.	1,115,755	688,800	61.73%	100	61.73	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	49.39	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Office and Clerical

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.	1,115,755	168,445	15.10%	100	15.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	12.08	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Office and Clerical

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.	1,115,755	176,275	15.80%	100	15.80	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	12.64	Availability Percent.

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General
Category: Office and Clerical

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.	1,115,755	56,890	5.10%	100	5.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	4.08	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Office and Clerical

Affirmative Action Group:
AMERICAN INDIAN and ALASKA 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.	1,115,755	960	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: Office of Executive Inspector General
Category: Office and Clerical

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.	1,115,755	315	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent

DHR-S-AAP (Rev Feb 2012)

Utilization Analysis

Agency: Office of the Executive Inspector General
Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	20	20	0	4	11	0	0
Availability Percent	0.00	43.81	40.83	0.00	0.00	49.39	0.00	0.00
Number Needed for Parity	0	8	8	0	0	5	0	0
Number of Affirmative Action Group Members Already Employed	4	9	4	0	3	9	0	0
Underutilization			4					

Agency: Office of the Executive Inspector General
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	20	20	0	4	11	0	0
Availability Percent	0.00	8.54	12.71	0.00	0.00	12.08	0.00	0.00
Number Needed for Parity	0	1	2	0	0	1	0	0
Number of Affirmative Action Group Members Already Employed	0	4	1	0	1	6	0	0
Underutilization			1					

DHR 8-AAP (Rev Feb 2012)

Utilization Analysis

Agency: Office of the Executive Inspector General
Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	20	20	0	4	11	0	0
Availability Percent	0.00	5.85	8.13	0.00	0.00	12.64	0.00	0.00
Number Needed for Parity	0	1	1	0	0	1	0	0
Number of Affirmative Action Group Members Already Employed	1	4	2	0	1	1	0	0

Underutilization

Agency: Office of the Executive Inspector General
Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	20	20	0	4	11	0	0
Availability Percent	0.00	8.58	11.03	0.00	0.00	4.08	0.00	0.00
Number Needed for Parity	0	1	2	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	2	1	0	1	0	0	0

Underutilization 1

Utilization Analysis

Agency: Office of the Executive Inspector General
Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	20	20	0	4	11	0	0
Availability Percent	0.00	0.04	0.10	0.00	0.00	0.07	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

Agency: Office of the Executive Inspector General
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	20	20	0	4	11	0	0
Availability Percent	0.00	0.02	0.01	0.00	0.00	0.02	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: Office of Executive Inspector General

Fiscal Year: 2015

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1																								
2													4	1		1								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	4	1	0	1	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Office and Clerical						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 4

Total underutilization for Black or African American: 1

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 1

Total underutilization for American Indian and Alaska 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 and Alaska Native NHOPI= Native Hawaiian or Other Pacific Islander

DHR 11-AAP (Rev. Feb. 2012)

SECTION THREE

OFFICE OF EXECUTIVE INSPECTOR GENERAL
PERFORMANCE MEASURE BACKGROUND INFORMATION

Based upon statistical data, at the beginning of FY 2015, the OEIG shows underutilization in Region One of four Women Technicians, one Asian Technician, one African-American Technician, and in all regions three Persons with Disabilities. The OEIG does note that overall the Office exceeds parity in several other categories.

The OEIG is an Equal Opportunity Employer. The OEIG plans to address its underutilization by ensuring that there are no barriers to employment or promotional opportunities, and by seeking qualified applicants from minority, disabled, and women's advocacy groups. However, the OEIG will not base any employment action solely on the basis of statistical data.

OFFICE OF EXECUTIVE INSPECTOR GENERAL

NUMERIC GOALS

1. Area to be addressed: Underutilization of 4 Women in the Technician job category in Region 1.

Goal: Eliminate underutilization of 4 Women.

Objective/Output: As vacancies occur, hire/promote from the underutilized category.

Action Plan:

1. Increase the number of women applicants in the Technician job category. The EEO Officer will identify and target specific recruitment sources/forums directed at women. The OEIG will disseminate vacancy announcements to various educational and community organizations that represent or advocate for the employment of women.

Target Date: As needed during the fiscal year.

2. The EEO Officer will review recruitment strategies and recruiting relationships with organizations to promote the employment of women.

Target Date: As needed during the fiscal year.

3. The OEIG will interview qualified applicants for vacancies and will hire the most qualified candidate with an understanding of the desire for a diverse workplace.

Target Date: As needed during the fiscal year.

Monitoring: Quarterly report to IDHR of vacancies and personnel transactions. Review of hires/promotions by EEO Officer.

OFFICE OF EXECUTIVE INSPECTOR GENERAL

NUMERIC GOALS

2. Area to be addressed: Underutilization of 1 Asian in the Technician job category in Region 1.

Goal: Eliminate underutilization of 1 Asian.

Objective/Output: As vacancies occur, hire/promote from the underutilized category.

Action Plan:

1. Increase the number of Asian applicants in the Technician job category. The EEO Officer will identify and target specific recruitment sources/forums directed at Asians. The OEIG will disseminate vacancy announcements to various educational and community organizations that represent or advocate for the employment of Asians.

Target Date: As needed during the fiscal year.

2. The EEO Officer will review recruitment strategies and recruiting relationships with organizations to promote the employment of Asians.

Target Date: As needed during the fiscal year.

3. The OEIG will interview qualified applicants for vacancies and will hire the most qualified candidate with an understanding of the desire for a diverse workplace.

Target Date: As needed during the fiscal year.

Monitoring: Quarterly report to IDHR of vacancies and personnel transactions. Review of hires/promotions by EEO Officer.

OFFICE OF EXECUTIVE INSPECTOR GENERAL

NUMERIC GOALS

3. Area to be addressed: Underutilization of 1 African-American in the Technician job category in Region 1.

Goal: Eliminate underutilization of 1 African-American.

Objective/Output: As vacancies occur, hire/promote from the underutilized category.

Action Plan:

1. Increase the number of African-American applicants in theTechnician job category. The EEO Officer will identify and target specific recruitment sources/forums directed at African-Americans. The OEIG will disseminate vacancy announcements to various educational and community organizations that represent or advocate for the employment of African-Americans.

Target Date: As needed during the fiscal year.

2. The EEO Officer will review recruitment strategies and recruiting relationships with organizations to promote the employment of African-Americans.

Target Date: As needed during the fiscal year.

3. The OEIG will interview qualified applicants for vacancies and will hire the most qualified candidate with an understanding of the desire for a diverse workplace.

Target Date: As needed during the fiscal year.

Monitoring: Quarterly report to IDHR of vacancies and personnel transactions. Review of hires/promotions by EEO Officer.

OFFICE OF EXECUTIVE INSPECTOR GENERAL

PROGRAM GOAL

Goal:	To ensure that employees know the definition of sexual and other types of harassment.
Objective/Output:	Provide training for employees to ensure that employees are aware of their rights and methods for filing a complaint.
Action Plan:	1. The EEO Officer will identify appropriate training programs including videos or computer-based training. Target Date: Ongoing as needed throughout the fiscal year. 2. Provide training/information to OEIG employees. Target Date: Ongoing as needed throughout the fiscal year.
Monitoring:	Certificates of completion and internal records will document training development. Employees will be provided sufficient advance notice of mandatory training. Attendance/compliance with training will be recorded and maintained as part of each employee's personnel file.

OFFICE OF EXECUTIVE INSPECTOR GENERAL

PROGRAM GOAL

Goal:	Increase the EEO Officer's knowledge of affirmative action, employee relations, sexual and other types of harassment, employment laws, regulations, and policies.
Objective/Output:	Provide external training to ensure that the EEO Officer is knowledgeable of all relevant state and federal laws, regulations, policies, and best practices.
Action Plan:	1. The EEO Officer will attend training seminars in the areas described above. Target Date: Ongoing as needed throughout the fiscal year.
Monitoring:	Certificate of completion and internal records will document training development. Copies will be maintained as part of the EEO Officer's personnel file.

SECTION FOUR

OFFICE OF EXECUTIVE INSPECTOR GENERAL

Equal Employment Opportunity and Discrimination Complaint Procedure

A. Purpose:

In accordance with the EEO Policy set forth in the EEO/AA Plan, this Office affirms its commitment to a policy of equal employment opportunity for everyone through the implementation of an EEO complaint investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. The establishment of this EEO complaint investigation procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination, which will reduce the backlog, delay, and expense of a prolonged formal investigation.

It is the responsibility of the EEO Officer to conduct and advise management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. The ultimate goal is to ensure that the OEIG is in compliance with EEO laws and to take swift action where appropriate.

The use of the EEO complaint investigation procedure, set forth below, does not preclude the rights of an employee to file a charge directly with the IDHR or the Equal Employment Opportunity Commission (EEOC). The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures:

The Discrimination Complaint Form (hereinafter, the Form) shall be used to gather the pertinent information of the complaint or alleged discrimination. A copy of the Form can be found at the end of this section. (Forms are also available online for employees and upon request from the EEO Officer.) The Form must be submitted to the EEO Officer for the investigation to be initiated.

1. Scope and Timeliness

Unless of a continuing nature, all complaint forms must be received by the EEO Officer within 30 working days of the date of alleged discrimination. The scope of the investigation shall be restricted to the specific allegations cited on the Form.

2. Intake Screening

Immediately upon receipt of the Form, the EEO Officer shall review its contents to determine the initial timeliness, validity, and thoroughness of the information submitted.

The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint for investigation. The complainant shall be notified if additional information or documentation is needed to support the charge.

3. Investigation

Within ten working days of the acceptance of the complaint, the EEO Officer shall initiate a thorough investigation of the allegations of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff, and witnesses to the alleged discriminatory employment practice. The investigation shall be completed within 45 working days after receipt of the complaint.

4. Withdrawal of the Complaint

The complainant may withdraw the complaint, or any part of the complaint allegations, during the investigation through a written request for withdrawal by the complainant to the EEO Officer. The request must be signed by the complainant and include an attestation that the withdrawal was not based on threat or coercion.

5. Resolution During Investigation

If, during the investigation of the complaint, a resolution is reached between the appropriate supervisory person and the complainant, the resolution shall be obtained in writing with the approval of the EIG before the complaint shall be considered resolved by the EEO Officer.

6. Dismissal of Complaint

If, after an analysis of the merits of the complaint, there is a lack of substantial evidence that discrimination has occurred, the complainant shall be notified in writing within 20 working days after acceptance of the complaint of the findings and informed of the right to appeal the findings to the EIG.

7. Findings and Recommendations

If, however at the conclusion of the investigation, there exists reasonable cause to believe that discrimination may have occurred, the EEO Officer shall submit a written notice to the EIG or designee with the findings and recommendations to resolve the complaint. The recommendations can include appropriate discipline of any employee who violated the policies of the office, up to and including discharge. Within five working days, conciliation efforts shall be initiated, and the EEO Officer shall participate to seek an equitable resolution of the complaint.

C. Conciliation Efforts:

The EEO Officer shall conduct and coordinate conciliation efforts by conferring 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.

If the complaint cannot be satisfactorily resolved at this level within five working days, the EEO Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reason why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed resolution shall be forwarded to the EIG or designee for final review, approval, or other determination. The EIG or designee shall make known to the EEO Officer the official position of the OEIG within five working days of receipt of the EEO Officer's written report.

DISCRIMINATION COMPLAINT PROCESS

To initiate an internal charge of discrimination with the OEIG, the Form shall be filed with the EEO Officer within 30 days after an alleged violation.

Each employee also has the right to file a formal charge with the IDHR within 180 days of the alleged violation and the EEOC within 300 days of the alleged violation.

STATE OF ILLINOIS
Illinois Department of Human Rights

IDHR
222 South College – Room 101
Springfield, Illinois 62704
(217) 785-5100
TTY 866-740-3953

IDHR
James R. Thompson Center
100 West Randolph Street-Suite 10-100
Chicago, IL 60601
(312) 814-6200
TTY 866-740-3953

FEDERAL
U.S. Equal Employment Opportunity Commission

EEOC
500 West Madison – Suite 2000
Chicago, Illinois 60661
(800) 669-4000
TTY (312) 869-8001

EEOC
1222 Spruce Street, Room 8-100
St. Louis, Missouri 63103
(800) 669-4000
TTY (800) 669-6820

Please return the completed Form with copies of supporting documentation to the OEIG EEO Officer.

Internal complaints before the OEIG and formal charges before the IDHR or EEOC may be pursued independently.

OFFICE OF EXECUTIVE INSPECTOR GENERAL
DISCRIMINATION COMPLAINT FORM

To Agency EEO Officer

1. Name_____ Telephone_____

   Home Address_____

2. Are you currently employed by the agency? Yes____ No____

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

   Job Title_____ Status_____ Unit_____

   Location_____ Telephone_____ Length in Title_____

4. Date of the alleged discriminatory practice:_____

5. Basis of the alleged discriminatory practice: Race____ Sex____ Religion____ Age____

   Disability____ National Origin____ Ancestry____ Marital Status____ Military Status____

   Retaliation____ Sexual Orientation____ Sexual Harassment____ Other_____

6. The discrimination occurred in connection with: Interview____ Hiring Selection____ Promotion____

   Disciplinary Action____ Compensation____ Transfer____ Lay Off____ Training Opportunity____

   Other (specify)_____

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

   _____

   (Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone number(s) of whom you believe discriminated against you.

   _____

   Name Title Location Phone Number

   _____

   Name Title Location Phone Number

9. Please supply evidence to document the basis for the discriminatory practice you are claiming, as indicated in your response to number five.

   I have attached supporting evidence: Yes____ No____ If yes, describe attachments_____

   _____

   (Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the complaint process procedure or with any public or private organization? Yes____ No____ If yes, please explain indicating the outcome of the efforts: ____

    _____

    (Continue on additional sheets, if necessary)

_____ _____

COMPLAINTANT SIGNATURE AND DATE FILED EEO OFFICER SIGNATURE AND DATE RECEIVED

SECTION FIVE

Labor Force Analysis for People with Disabilities

Agency: Office of Executive Inspector General

Fiscal Year: 2015

Total Employees:	75
Percent of People with Disabilities in Illinois Labor Force:	4.95%
Labor Force Number:	3
Number of Employees with Disabilities in Agency:	0
Underutilization or Parity:	3

DHR 34-AAP (Rev. June 2013)

OFFICE OF EXECUTIVE INSPECTOR GENERAL

NUMERIC GOAL FOR PERSONS WITH DISABILITIES

1. Area to be addressed: Underutilization of 3 disabled persons at the OEIG.

Goal: Eliminate underutilization of 3 disabled persons.

Objective/Output: As vacancies occur, seek to hire qualified disabled persons.

Action Plan:

1. The EEO Officer will review recruitment strategies and recruiting relationships with organizations designed to promote the employment of the disabled. The OEIG will disseminate vacancy announcements to various educational and community organizations that represent or advocate for the employment of the disabled.

   Target Date: As vacancies occurs

   The EEO Officer will identify and target specific recruitment sources/forums directed at the disabled. Such organizations include: the Illinois Department of Human Services, Illinois Department of Central Management Services, and community organizations.

   Target Date: As vacancies occurs

2. The OEIG will interview qualified disabled applicants for vacancies, and will hire the most qualified disabled candidates with an understanding of the desire for a diverse workplace.

   Target Date: As vacancies occurs

Monitoring: Quarterly report to IDHR of vacancies and personnel transactions. Review of hires/promotions by EEO Officer.

REASONABLE ACCOMMODATION POLICY

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

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

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

Signature of Agency's Chief Executive Officer

9/2/14
Date

Office of Executive Inspector General
Accommodation Request Procedures for Employees

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

1. The employee shall submit a completed reasonable accommodation request form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.

2. Once received, the EEO/AA Officer shall review the request form for completeness shall determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.

3. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee (RAC) comprised of the Chief of Staff, General Counsel, Division Head, and Director of Human Resources within ten (10) working days of receipt of the accommodation request. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Executive Inspector General (EIG) within five (5) working days of the Committee's review for the EIG's approval or denial.

4. The EIG shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.

5. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the Division Head.

6. If the EIG approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.

7. Reconsideration: If an employee wishes to ask the EIG to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the EIG within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation.

After a complete review of the matter, a decision shall be made and the employee shall be notified. The EIG's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.

8. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.

9. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.

Revised 8/2014

Office of Executive Inspector General
Reasonable Accommodation Request for Employees

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

Name	Job Title	Division	Telephone Number

Functional Limitations

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

- Purchase or modification of equipment or devices_____
- Job restructuring or task modification_____
- Provision of reader, sign language interpreter or personal assistant_____
- Structural modification to work site or facility_____
- Modification of work schedule or leave policy_____
- Modification of examinations, training materials or personal assistant _____
- Reassignment to vacant position_____
- Other_____

Narrative Explanation

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

_____

_____

Employee's Signature	Date

RAC Recommendation ☐ Grant ☐ Deny Date _____
(RAC's initials _____) Return for _____
Executive Inspector General's Final Action ☐ Grant ☐ Deny Date _____
(EIG's initials _____) Return for_____

Office of Executive Inspector General
Accommodation Request Procedures for Applicants

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

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

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.

2. Applicants shall submit accommodation requests to the Director of Human Resources. The Director of Human Resources should provide the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the Director of Human Resources and retain the original for him or herself.

3. A response to the request will be provided to the applicant within five days following receipt of the request by the Director of Human Resources.

4. If it is within the bounds of the authority of the Director of Human Resources to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.

5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.

6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.

Revised 8/2014

Office of Executive Inspector General
Reasonable Accommodation Request for Applicants

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

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

Type of Accommodation Needed

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

_____

Narrative Explanation

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

Applicant's Signature:	Date:

Agency Action

Director of Human Resources Determination ☐ Grant ☐ Deny
Remarks (If denied, provide explanation)_____

_____

Final Agency Approval

Signature:	Date:

OFFICE OF EXECUTIVE INSPECTOR GENERAL

Affirmative Action for Employing People with Disabilities

I. Recruitment Procedure:

The Office of Executive Inspector General (OEIG) will attempt to attract disabled applicants as part of its total recruitment activities.

II. Physical Barriers:

The OEIG is not aware of any physical barriers at either the Chicago or Springfield offices. Both are fully serviced by elevators.

III. Application Process Procedures:

A. A review of employment criteria will be conducted to assure there is no disparate impact upon employing disabled individuals.

B. As new positions and employment criteria are established to screen applicants for these positions, physical and mental standards shall be reviewed for disparate impact before they are put into place. No standard that tends to screen out a group of disabled persons will be used unless it is a bona-fide occupational qualification. Standards used by a physician in medically screening applicants are to be considered part of the employment criteria, and will be reviewed for disparate impact.

IV. Employment Criteria:

The OEIG will review its employment criteria and identify the essential duties of each position. The reason for joining these two activities is that disabled applicants should not be evaluated for employment according to their ability to perform non-essential job duties.

Therefore, the employment criteria connected to non-essential job duties should be waived when these duties can be reassigned to accommodate a disabled employee.

V. Pre-Employment Inquiries:

The agency will not pose any pre-employment inquiry regarding a disability. Under the Illinois Department of Human Rights/Human Rights Commission's Interpretive Rules on Disability Discrimination in Employment, no question about an applicant's disability should be posed by an agency, unless the question is job-related. Personnel conducting interviews will be informed of the agency's standards on pre-employment inquiries.

VI. Employment Training:

Tests that screen out any group of disabled people will not be used, unless the test is job-related and there is no alternative test that could be used that does not have an adverse impact. Disabled persons required to submit to employment testing will be accommodated in accordance with the ADA.

VII. Physical Accessibility for Employment:

A. The OEIG will provide reasonable accommodation to both applicants and employees.

B. The OEIG will identify and modify various portions of its facilities to accommodate the needs of disabled employees, once they have been identified and fiscal considerations do not present an "undue hardship." All areas of department facilities, such as rest rooms, water fountains, and other portions of the facility that are available to employees, will be made accessible.

VIII. Evacuation Needs of Disabled Employees:

Evacuation of disabled employees in the event of an emergency will be a priority. Provisions will be made to notify disabled employees of an emergency (if the agency has deaf employees). Assistance will be provided to employees with disabilities who have identified such a need. This may entail assigning an employee to help the disabled employee during an emergency.

IX. ADA Coordinator:

The ADA Coordinator for the OEIG is:

Wendy L. Washington, Director of Human Resources
69 West Washington, Suite 3400
Chicago, Illinois 60602
312-814-5716 (O)
312-814-3860 (F)
TTY/TDD (888) 261-2734

SECTION SIX

APPLICABLE EEO LAWS

CIVIL RIGHTS ACT OF 1964, as amended

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

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

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

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

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

REHABILITATION ACT OF 1973

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

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

EQUAL PAY ACT OF 1963

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

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

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

FAMILY MEDICAL LEAVE ACT of 1993, as amended

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, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints 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 or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

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

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

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

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

USERRA protects the 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 NONDISCRIMINATION ACT OF 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family 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 MONITOR

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

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

Women: _____ Black or African American: _____ Hispanic or Latino: _____

Asian: _____ American Indian or Alaskan Native: _____

Native Hawaiian or Other Pacific Islander: _____ Disabled: _____

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

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

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

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

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

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

6. Was the position posted? Yes ▼

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

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

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

_____ EEO/AA Officer _____ Date

I approve of this hire

_____ Chief Executive Officer _____ Date

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

DHR-19 (Rev. June 2014)

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
City / County: _____ Position Number: _____
IDHR Region / (Facility): _____ E-Par Number: _____
EEO Job Category: _____ Bid Number: _____
Title of Job to be filled: _____ Date of Promotion: _____

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

Women: _____ Black or African American: _____ Hispanic or Latino: _____

Asian: _____ American Indian or Alaskan Native: _____

Native Hawaiian or Other Pacific Islander: _____ Disabled*: _____

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

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

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

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

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

6. Was the position posted? No ▼

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

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

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

_____ EEO/AA Officer _____ Date

I approve of this hire

_____ Chief Executive Officer _____ Date

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

DHR-20 (Rev. June 2014)

***For EEO Monitoring purposes.**

OFFICE OF EXECUTIVE INSPECTOR GENERAL

EXIT QUESTIONNAIRE

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

Name _____ Sex: Male_____ Female_____ Age: _____

Disability_____ Race_____ Hispanic: Yes____ No____

Date of Employment _____ Separation Date_____

Position Title _____

Starting Salary _____Current Salary _____

Who was your immediate supervisor? _____

Reason for leaving: _____

_____

Would you want to work here again? Yes _____ No _____

Explain: _____

_____

Same Position? Yes ____ No _____ Explain: _____

_____

Same Supervisor? Yes ____ No_____ Explain: _____

_____

Do you feel the working conditions were satisfactory?

Yes _____ No _____ Explain: _____

_____

_____

_____

_____

Do you have any suggestions for improving employee morale? _____

_____

_____

Were you satisfied with the pay you received for the work performed and with promotions? Yes_____ No_____

Explain: _____

_____

Did you receive bilingual pay? If so, do you feel it was an appropriate amount? _____

_____

Were you satisfied with the supervision and were you trained properly?

Yes_____ No_____ Explain: _____

_____

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

_____

_____

Did you receive any equal employment opportunity / affirmative action orientation? Yes_____ No_____

Explain: _____

_____

During your employment did you request an accommodation based on your disability? Yes____ No____ N/A____
If yes, please explain:

_____

_____

_____

Did you personally experience any discrimination while working in your position?

Yes _____ No _____ Explain: _____

_____

Are you aware of instances where others have been discriminated against?

Yes _____ No_____ Explain: _____

_____

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

_____

_____

_____

_____

Additional comments / concerns: _____

_____

_____

_____

_____

_____

_____

_____

_____

Employee Signature _____ Date _____

Rev. 08-14