



**Office of Executive Inspector General
for the Agencies of the Illinois Governor**

E t h i c s | I n t e g r i t y | I l l i n o i s

**EEO/AA Policy and Plan
Fiscal Year 2013**

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SECTION ONE

EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION PROGRAM
FY2013 Certification

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

ADDRESS: 32 West Randolph Street, Suite 1900, Chicago, Illinois 60601

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.



Signature Executive Inspector General: Ricardo Meza 9/19/12 Date



Signature EEO Officer: Wendy L. Washington 9.19.2012 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, disability, age, marital status, order of protection status, military 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 provide 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 and all 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.

A handwritten signature in black ink, appearing to read "Ricardo Meza".

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, all employees are "at-will" and may not seek employment within our agency due to the lack of job security (e.g. collective bargaining rights) typically associated with state 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
32 West Randolph Street, Suite 1900
Chicago, IL 60601
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.

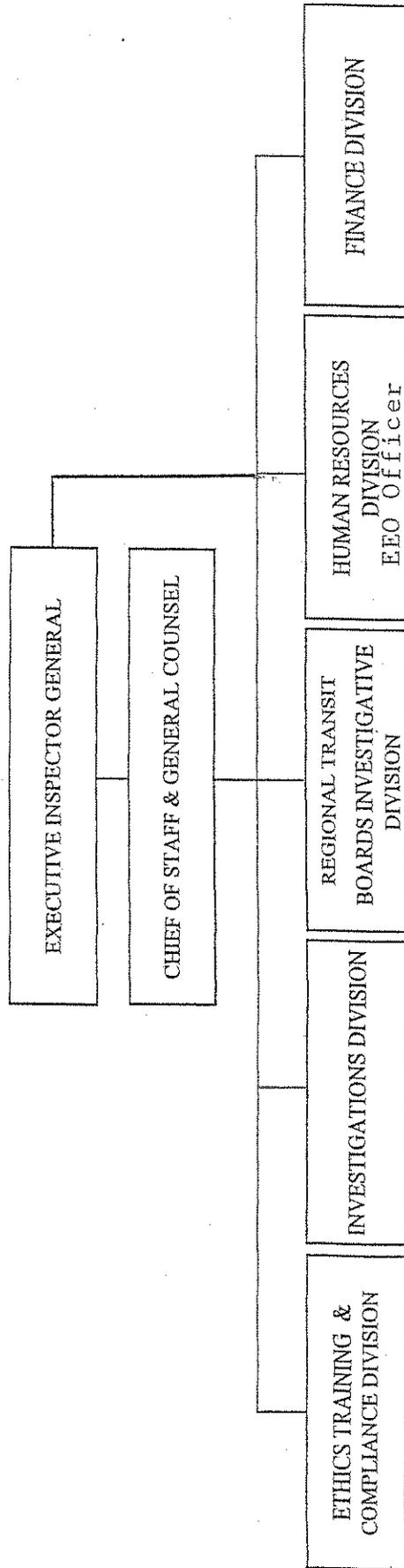
Further responsibilities are as follows:

1. Develop the agency's affirmative action plan, goals and objectives. Assist in identifying and solving EEO programs. 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. Regularly 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. Direct agency staff in taking appropriate action to correct discriminatory practices identified by the IDHR and report to the EIG 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.
12. Evaluate tests, employment policies and practices and report to the EIG any such policies, practices or 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, military status, including veteran status, unfavorable discharge from military service, citizenship status and disability.

Office of Executive Inspector General

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 have been provided copies of the OEIG's Statement, the OEIG EEO Policy and will be provided a copy of the FY13 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 FY13 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

Reporting Period: 04/01/2012 - 06/30/2012

Region: **Grand Total**

EEO Category	MALES										FEMALES										PERCENTAGES			
	Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	8	4	0	0	0	0	0	4	2	2	0	0	0	0	50.0%	50.0%	75.0%	25.0%	0.0%	0.0%	0.0%	0.0%		
Professionals	20	8	7	1	0	0	0	12	9	2	1	0	0	0	40.0%	60.0%	80.0%	15.0%	5.0%	0.0%	0.0%	0.0%		
Technicians	23	13	8	3	1	1	0	10	8	1	0	1	0	0	56.5%	43.5%	69.6%	17.4%	4.3%	8.7%	0.0%	0.0%		
Protective Service	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%	0.0%	0.0%		
Para-professionals	4	1	0	0	1	0	0	3	1	1	1	0	0	0	25.0%	75.0%	25.0%	25.0%	25.0%	25.0%	0.0%	0.0%		
Office / Clerical	10	1	1	0	0	0	0	9	2	6	1	0	0	0	10.0%	90.0%	30.0%	60.0%	10.0%	0.0%	0.0%	0.0%		
Skilled Craft	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%	0.0%	0.0%		
Service / Maintenance	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%	0.0%	0.0%		
TOTAL	65	27	20	4	1	2	0	38	22	12	3	1	0	0	41.5%	58.5%	64.6%	24.6%	6.2%	4.6%	0.0%	0.0%		

Grand Total Employees for All Regions:	Males: 27	Females: 38	Total Minorities: 23
	41.5%	58.5%	35.4%
White: 42	Afr Am: 16	Hispanic: 4	Asian: 3
64.6%	24.6%	6.2%	4.6%
			Nat Am: 0
			Disabled: 0
			0.0%

W=White AA=African American H=Hispanic A=Asian NA=Native American D=Disabled

Workforce Analysis by Region

Agency: Office of Executive Inspector General

Reporting Period: 04/01/2012 - 06/30/2012

Region: 1

EEO Category	PERCENTAGES															
	MALES							FEMALES								
	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D
Grand Total	7	3	0	0	0	0	0	0	4	2	2	0	0	0	0	0
Officials / Administrators	14	5	1	0	0	0	0	0	8	5	2	1	0	0	0	0
Professionals	17	6	3	1	1	0	0	0	6	5	0	0	1	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	4	1	0	0	1	0	0	0	3	1	1	1	0	0	0	0
Para-professionals	8	1	0	0	0	0	0	0	7	1	5	1	0	0	0	0
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	50	22	15	4	1	2	0	0	28	14	10	3	1	0	0	0

Grand Total Employees for Region 1:	Males: 22	44.00%	Females: 28	56.00%	Total Minorities: 21	42.00%
White: 29	B/AA: 14	28.00%	H/L: 4	8.00%	Asian: 3	6.00%
58.00%					NH OPI: 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 and Alaska Native NH OPI=Native Hawaiian or Other Pacific Islander D=Disabled

Summary of Workforce Transactions Report by EEO Category

Agency: Office of Executive Inspector General

Reporting Period: 04/01/2012 - 06/30/2012

EEO Category: GRAND TOTAL

Transaction	Grand Total		MALES					FEMALES					PERCENTAGES								
	Total	D	W	AA	H	A	NA	D	W	AA	H	A	NA	D	W	AA	H	A	NA	D	
New Hires	1	0	1	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Promotions	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%	0.0%
Intra-Agency Transfers	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%	0.0%
Suspensions	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%	0.0%
Separations	3	2	2	0	0	0	0	0	1	0	0	0	0	0	66.7%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%
Discharges	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%	0.0%
Lay Off	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%	0.0%
Demotions	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%	0.0%
Reductions	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%	0.0%
Reinstatements	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%	0.0%
Reemployment	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%	0.0%
Upward Reallocations	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%	0.0%
Downward Reallocations	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%	0.0%

W=White AA=African American HH=Hispanic A=Asians NA=Native American D=Disabled

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Professionals

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.	810,380	427,909	52.80%	9500%	50.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	21	9	42.86%	500%	2.14	Agency Workforce.
				100	41.84	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Professionals

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.	810,380	90,595	11.18%	95	10.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	21	4	19.05%	5	0.95	Agency Workforce.
				100	9.26	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Professionals

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.	810,380	42,270	5.22%	95	4.96	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	21	2	9.52%	5	0.48	Agency Workforce.
				100	4.35	Availability Percent.

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Professionals

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.	810,380	71,638	8.84%	95	8.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	21	3	14.29%	5	0.71	Agency Workforce.
				<u>100</u>	<u>7.29</u>	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA 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.	810,380	794	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	21	0	0.00%		0.00	Agency Workforce.
				<u>100</u>	<u>0.08</u>	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Professionals

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.	810,380	0	0.00%	100	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	21	0	0.00%		0.00	Agency Workforce.
				<u>100</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General (FY 2013)
 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.	75,095	43,082	57.37%	95	54.50	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	10	83.33%	5	4.17	Agency Workforce.
				100	46.93	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 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.	75,095	14,318	19.07%	95	18.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	6	50.00%	5	2.50	Agency Workforce.
				100	16.49	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 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.	75,095	5,892	7.85%	95	7.45	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	2	16.67%	5	0.83	Agency Workforce.
				100	6.63	Availability Percent.

Availability Percent Worksheet

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Technicians

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.	75,095	7,358	9.80%	95	9.31	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	1	8.33%	5	0.42	Agency Workforce.
				100	7.78	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA 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.	75,095	62	0.08%	100	0.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%		0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: Office of Executive Inspector General (FY 2013)
 Category: Technicians

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.	75,095	0	0.00%	100	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%		0.00	Agency Workforce.
				100	0.00	Availability Percent.

Utilization Analysis

Agency: Office of 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	7	14	17	0	4	8	0	0
Availability Percent	0.00	41.84	46.93	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	5	7	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	4	8	6	0	3	7	0	0
Underutilization			1					

Agency: Office of 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	7	14	17	0	4	8	0	0
Availability Percent	0.00	9.26	16.49	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	2	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	3	3	0	1	5	0	0
Underutilization								

Utilization Analysis

Agency: Office of 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	7	14	17	0	4	8	0	0
Availability Percent	0.00	4.35	6.63	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	1	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	1	0	1	1	0	0

Underutilization

Agency: Office of 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	7	14	17	0	4	8	0	0
Availability Percent	0.00	7.29	7.78	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	1	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	2	0	1	0	0	0

Underutilization

1

Utilization Analysis

Agency: Office of 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	7	14	17	0	4	8	0	0
Availability Percent	0.00	0.08	0.07	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

Agency: Office of 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	7	14	17	0	4	8	0	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: Office of Executive Inspector General

Fiscal Year: FY 2013

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

Region	Paraprofessionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance					
	Women	B/AA	H/L	A	A/IAN	NHOPI	Women	B/AA	H/L	A	A/IAN	NHOPI	Women	B/AA	H/L	A	A/IAN	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

Total underutilization for Women: 1

Total underutilization for Black or African American: 0

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 A/IAN = 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 2013 the OEIG shows underutilization in all regions of one Woman, one Asian, and one Person with Disabilities. The category of underutilization is as follows: One Woman in the Technician category and one Asian in the Professional category.

During FY 2012, the OEIG was able to eliminate the underutilization of two Women in the Technician category and address the underutilization of one of the two Persons with Disabilities. The OEIG does note that overall the Office exceeds parity in several other categories.

The OEIG is an Equal Opportunity Employer and strives to maintain a harmonious work environment. The OEIG plans to address its underutilization by ensuring that there are no barriers to employment or promotional opportunities, and by seeking out 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 1 Woman in the Technician job category in Region 1.

Goal: Eliminate underutilization of 1 Woman.

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 traditionally cater to Women.

Target Date: As needed during the fiscal year.

2. The EEO Officer will meet with Senior Management to review recruitment strategies and evaluate recruiting relationships with organizations designed 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 Professional 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 Professional 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 traditionally cater to Women.

Target Date: As needed during the fiscal year.

2. The EEO Officer will meet with Senior Management to review recruitment strategies and evaluate recruiting relationships with organizations designed 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

PROGRAMMATIC GOAL

Goal/Outcome: - Training: Increase awareness regarding EEO, ADA, retaliation, sexual harassment and employment laws, regulations and policies.

Objective/Output: Provide in-service or external training for all employees to ensure that they are aware of all relevant laws and the methods for filing a complaint of discrimination.

Action Plan: 1. The EEO Officer will work with Senior Management to identify appropriate training programs in the areas described.

Target Date: Ongoing as needed throughout the fiscal year.

2. Provide training to OEIG employees.

Target Date: Ongoing as needed throughout the fiscal year.

Monitoring: Certificates of completion and internal records will document training development and 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

PROGRAMMATIC GOAL

- Goal/Outcome: - Training: Increase the EEO Officer's knowledge of affirmative action, employee relations, 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 and policies and the best practices in human resources.
- 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 above, 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 right 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. The Form must be submitted to the EEO Officer for the investigation to be initiated. Forms are available online for employees and upon request from the EEO Officer.

1. Scope and Timeliness

Unless of a continuing nature, all 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.

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 employee 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.

IDHR
222 South College – Room 101A
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

OR

EEOC
500 West Madison – Suite 2000
Chicago, Illinois 60661
(312) 869-8220
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

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)

COMPLAINANT 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: 2013

Total Employees: 65

Percent of People with
Disabilities in Illinois Labor
Force: 4.40%

Labor Force Number: 2

Number of Employees with
Disabilities in Agency: 1

Underutilization or Parity: 1

OFFICE OF EXECUTIVE INSPECTOR GENERAL

NUMERIC GOAL FOR PERSONS WITH DISABILITIES

1.

Area to be addressed: Underutilization of 1 disabled person at OEIG.

Goal: Eliminate underutilization of 1 disabled person.

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

Action Plan: 1. The EEO Officer will meet with Senior Management to review recruitment strategies and evaluate 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 traditionally cater to the disabled.

Target Date: As a vacancy occurs

2. 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 a vacancy occurs

3. 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 a vacancy occurs

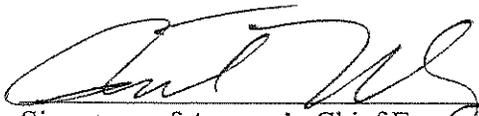
Monitoring: Quarterly report to IDHR of vacancies and personnel transactions.
Review of hires/promotions by EEO officer.

REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act of 1990 as amended 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

9/19/12

Date

Accommodation Request Procedures for Employees

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

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



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

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

Name	Job Title	Division	Telephone Number
Functional Limitations			

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

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

Narrative Explanation

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

Employee's Signature	Date
----------------------	------

RAC Recommendation Grant Deny Date _____
 (RAC's initials _____) Return for _____

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

Remarks _____

Accommodation Request Procedures for Applicants

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

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

Procedures:

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



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

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

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

Type of Accommodation Needed

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

Narrative Explanation

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

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's 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 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
32 West Randolph, Suite 1900
Chicago, Illinois 60601
312-814-5716 (O)
312-814-3860 (F)
TTY/TDD (888) 261-2734

SECTION
SIX

APPLICABLE EEO LAWS

Equal Pay Act of 1963, as amended

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 standards of "equal pay for equal work" set forth in this Act for determining what is lawful discrimination in compensation are applicable to Title VII of the Civil Rights Act of 1964. This Act applies to all State employment security agencies and to some ETA program contractors. This Act is enforced by EEOC; regulations for implementing this Act are 29 CFR 800.

Civil Rights Act of 1964, as amended.

Title VI:

This Act prohibits discrimination on the basis of race, color, or national origin in federally assisted programs and includes all employment and training programs, whether contractual or grants-in-aid.

Title VII:

This Act makes it unlawful for an employer to refuse to hire, discharge, or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of an individual's race, color, religion, sex or national origin. 42 U.S.C. §2000e-2(a). Sexual harassment is a form of unlawful sex discrimination, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Equal Employment Opportunity Act of 1972

This Act amends the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity 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 rights to an individual to take a complaint directly to a court of law.

Age Discrimination in Employment Act of 1967 (ADEA)

While the U.S. Supreme Court has ruled that age discrimination is “constitutionally permissible” under the equal protection clause of the Constitution as long as there is a “rational basis” for such discrimination, 427 U.S. 307 (1976), the ADEA makes it unlawful for an employer “to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual’s age.” 29 U.S.C. §623 (a) (1).

Rehabilitation Act of 1973

This Act sets the standards for promoting, expanding and assisting in employment opportunity for the disabled in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified disabled individuals. Although other Federal agencies, such as the Department of Health and Education have certain responsibilities for the program, Section 503 refers a claimant who alleges to have been discriminated against under a Federal grant administered by the Labor Department may file complaints with the Assistant Secretary for Administration and Management, DOL, under Section 504 of the Act. Regulations for implementing the Act are 29 CFR 32 and 41 CFR 60-741.

Americans with Disabilities Act (ADA) of 1990, as amended

The ADA was enacted “to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities” and specifically targets discrimination in employment (Title I) and public accommodations (Title II). 42 U.S.C. §12101 (b) (1).

Civil Rights Act of 1991

This Act’s principal thrust is to reverse the effect of a number of Supreme Court decisions handed down from 1989-1991 which were perceived to have unduly narrowed the rights of individuals to protect themselves from employment discrimination. The Act provides remedies for recovery of compensatory and punitive damages in cases of intentional employment discrimination is now allowed and claims in which such damages are sought may be heard by a jury.

This Act also provides that federal civil rights laws should be broadly construed to effectuate the purpose of such laws to eliminate discrimination and provide effective remedies and that the granting of remedies in one law should not be construed to limit in other laws.

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 and up to 26 weeks to care for a “qualified member” of the Armed Forces. 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.

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

- to care for the employee’s child after birth, or a placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter or parent, who has a serious health condition;
- for a serious health condition that makes the employee unable to perform the employee’s job; or
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

The Act was amended, to provide eligible employees working for covered employers two important new leave rights related to military service:

- **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 26 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.
- **New 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.

Illinois Human Rights Act (IHRA)

The IHRA prohibits discrimination against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, military status or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, order of protection

status, and the availability of public accommodations. It provides Equal Employment Opportunity and Affirmative Action as the policies of the State to eliminate the effects of past discrimination in the internal affairs of State Government and in its relations with the public.

The State Lawsuit Immunity Act (745 ILCS 5/1.5)

Effective January 1, 2004, this law was amended to waive certain immunities recently afforded the states by federal decisions pertaining to the Age Discrimination in Employment Act, the Fair Labor Standards Act, the Family and Medical Leave Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act. The amendment restores State of Illinois employees with the right to bring private causes of action against the State of Illinois under these laws.

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) are authorized to investigate and resolve complaints of USERRA violations.

The Genetic Information Nondiscrimination Act of 2008

This Act prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

**SECTION
SEVEN**

HIRING MONITOR

Name of Agency _____
 IDHR Region _____
 EEO Job Category _____
 Title of Job to be filled _____

Candidate's Name _____
 Pay Grade _____
 Position Number _____
 Date of Hire _____

1. Is this EEO Category underutilized? Yes No If yes, by which of the following:
 Women _____ Black or African American _____ Hispanic or Latino _____ Asian _____
 American Indian and Alaska Native _____ Native Hawaiian or Other Pacific Islander _____ Disabled _____

2. Indicate: Race of person selected _____ Sex of person selected _____
 Disability, if any _____ Veteran or non-Veteran _____

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

_____ were Women	_____ invited	_____ interviewed	_____ selected
_____ were Black or African American	_____ invited	_____ interviewed	_____ selected
_____ were Hispanic or Latino	_____ invited	_____ interviewed	_____ selected
_____ were Asian	_____ invited	_____ interviewed	_____ selected
_____ were American Indian and Alaska Native	_____ invited	_____ interviewed	_____ selected
_____ were Native Hawaiian and Other Pacific Islanders	_____ invited	_____ interviewed	_____ selected
_____ were Disabled	_____ invited	_____ interviewed	_____ selected
_____ were Unidentified	_____ invited	_____ interviewed	_____ selected
_____ were Veterans	_____ invited	_____ interviewed	_____ selected

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 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 concur / do not concur with this hire. Remarks on reverse side.

 EEO/AA Officer Date _____ 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. Feb 2012)

PROMOTION MONITOR

Name of Agency _____
 IDHR Region _____
 EEO Job Category _____
 Title of Job to be filled _____

Candidate's Name _____
 Pay Grade _____
 Position Number _____
 Date of Promotion _____

1. Is this EEO Category underutilized? Yes No If yes, by which of the following:
 Women _____ Black or African American _____ Hispanic or Latino _____ Asian _____
 American Indian and Alaska Native _____ Native Hawaiian or Other Pacific Islander _____ Disabled* _____

2. Indicate the race and sex of the person promoted: _____

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

_____ were Women	_____ invited	_____ interviewed	_____ selected
_____ were Black or African American	_____ invited	_____ interviewed	_____ selected
_____ were Hispanic or Latino	_____ invited	_____ interviewed	_____ selected
_____ were Asian	_____ invited	_____ interviewed	_____ selected
_____ were American Indian and Alaska Native	_____ invited	_____ interviewed	_____ selected
_____ were Native Hawaiian and Other Pacific Islanders	_____ invited	_____ interviewed	_____ selected
_____ were Disabled	_____ invited	_____ interviewed	_____ selected
_____ were Unidentified	_____ invited	_____ interviewed	_____ selected
_____ were Veterans	_____ invited	_____ interviewed	_____ selected

4. Did it change the employee's EEO Job Category? Yes No

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? Yes 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 concur / do not concur with this promotion. Remarks on reverse side.

 EEO/AA Officer Date _____ Date _____
 I approve of this promotion.

 Chief Executive Officer _____ Date _____

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]
 DHR-20 (Rev. Feb 2012)

***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: _____

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

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

Explain: _____

Same Position? Yes _____ No _____ Explain: _____

Same Supervisor? Yes _____ No _____ Explain: _____

Do you feel the working conditions were satisfactory?

Yes _____ No _____ Explain: _____

Do you have any suggestions for improving employee morale? _____

Were you satisfied 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 _____