



City of  
**CHAMPAIGN**

**Community Relations Office**  
102 North Neil Street  
Champaign, Illinois 61820  
(217) 403-8830 or (217) 403-8835 (fax)

**Office Use Only**

|                            |              |                                     |  |
|----------------------------|--------------|-------------------------------------|--|
| <b>Requested by:</b>       |              | <b>Date:</b>                        |  |
| <b>Approved by:</b>        |              | <b>Date:</b>                        |  |
| <b>Vendor Number:</b>      | <b>Code:</b> | <b>Entered: CRO</b>                 |  |
|                            |              | <b>FIN</b>                          |  |
| <b>Certificate Number:</b> |              | <b>Certificate Expiration Date:</b> |  |

# AFFIRMATIVE ACTION REPORT FORM

Failure to properly complete and sign this form prior to the execution of a contract with the City, or within 7 days after a request to submit this report, will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid or do business with the City of Champaign.

## Section I. Identification

### 1. Company Name and Address:

\_\_\_\_\_ PLEASE PRINT \_\_\_\_\_

d/b/a:

Chief Executive Officer:

Address:

City/State/Zip:

Telephone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Fax: (     ) \_\_\_\_\_ - \_\_\_\_\_

FEI Number:

Social Security Number:

E-mail Address:

Check one of the following:

Corporation

Partnership

Individual Proprietorship

Limited Liability Corp.

### 2. Name and Address of the Company's Principal Office *(answer only if not the same as above):*

Name:

Address:

City/State/Zip:

### 3. Major activity of your company (product or service):

### 4. Nature of Business:

Contract:

Bid:

Register as a new vendor for future projects.

Other:

## SECTION II. Policies and Practices

| Description of Equal Employment Opportunity (EEO) Policies and Practices |  | YES | NO |
|--|--|-----|----|
| A.   | Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, sex, religion, national origin, age, mental and/or physical disability?   |     |    |
| B.   | Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility.<br>Name: _____ Title: _____<br>Telephone: _____ Fax: _____<br>E-mail _____          |     |    |
| C.   | Has the company developed a written Affirmative Action Plan? <b>Note: a copy of the Affirmative Action Plan must be submitted with this form in order to be considered eligible to do business with the City of Champaign.</b> If you would like technical assistance in developing a plan, please contact the Community Relations Office at (217) 403-8830. |     |    |
| D.   | Has the company developed a written policy statement prohibiting Sexual Harassment? <b>Note: Please attach a copy of the policy statement.</b>   |     |    |
| E.   | If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, mental and/or physical disability, or age?  |     |    |
| F.   | Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?  |     |    |
| G.   | Is your company a minority/women owned business? (Defined as at least 51% owned by individuals who are of the female gender and/or who have origins in one or more of the following groups: African American, Hispanic, Asian American, and Native American.)  |     |    |
| H.   | If you answered "YES" to G, please check all classifications that apply:     ___ African American<br>___ Asian American           ___ Hispanic           ___ Native American     ___ Female  |     |    |
| I.   | If you answered "YES" to G, would you like to be added to our Minority E-mail Group and/or Minority Directory? Please include your e-mail address: _____   |     |    |
| J.   | Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.   |     |    |
| K.   | Is your company certified with IDOT as a DBE firm? (Defined as a small business firm that is owned and controlled by socially and economically disadvantaged individuals.)   |     |    |
| L.   | Does the company have collective bargaining agreements with labor organizations?   |     |    |
| M.   | Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Champaign?   |     |    |

## SECTION III. Employment Information

- a. Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recently payroll period. Be sure to complete all applicable columns.
- b. Job Classifications (see descriptions, next page)
- c. Identify the geographical area(s) from which the company may reasonably recruit employees (Use city, county, Standard Metropolitan Statistical Area, or distance in miles from company location, etc.)
- d. If minorities and females are currently under-represented in your work force, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

| Job Categories            | Overall Totals |     | White (Not of Hispanic Origin) |     | Black or African-American (Not of Hispanic Origin) |     | Hispanic or Latino |     | Asian or Pacific Islander |     | American Indian or Alaskan Native |     |
|---------------------------|----------------|-----|--------------------------------|-----|--|-----|--------------------|-----|---------------------------|-----|-----------------------------------|-----|
|                           | M              | F   | M                              | F   | M  | F   | M                  | F   | M                         | F   | M                                 | F   |
| (A)                       | (B)            | (C) | (D)                            | (E) | (F)  | (G) | (H)                | (I) | (J)                       | (K) | (L)                               | (M) |
| Officials & Mgrs          |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Professionals             |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Technicians               |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Sales Workers             |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Office & Clerical         |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Craft Workers (Skilled)   |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Operatives (Semi-Skilled) |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Laborers (Unskilled)      |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| Service Workers           |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |
| <b>TOTAL</b>              |                |     |                                |     |  |     |                    |     |                           |     |                                   |     |

**M = MALE, Column B is sum of Rows D, F, H, J and L.                      F = FEMALE, Column C is sum of Rows E, G, I, K and M.**  
 Date of above Data: \_\_\_\_\_

## SECTION IV. Certification

The company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City's Affirmative Action Ordinance (Section 12.5-65) and Human Rights Guarantee provision (Section 12.5-64).

|                   |                               |                         |
|-------------------|-------------------------------|-------------------------|
|                   |                               |                         |
| <b>Signature:</b> | <b>Typed Name &amp; Title</b> | <b>Telephone Number</b> |
|                   |                               | <b>Date</b>             |

# DEFINITIONS OF TERMINOLOGY LISTED IN THE WORKFORCE PROFILE TABLE

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race/ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and Managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and Clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft Workers (Skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (Semi-Skilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.

**Laborers (Unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service Workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, car workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.