

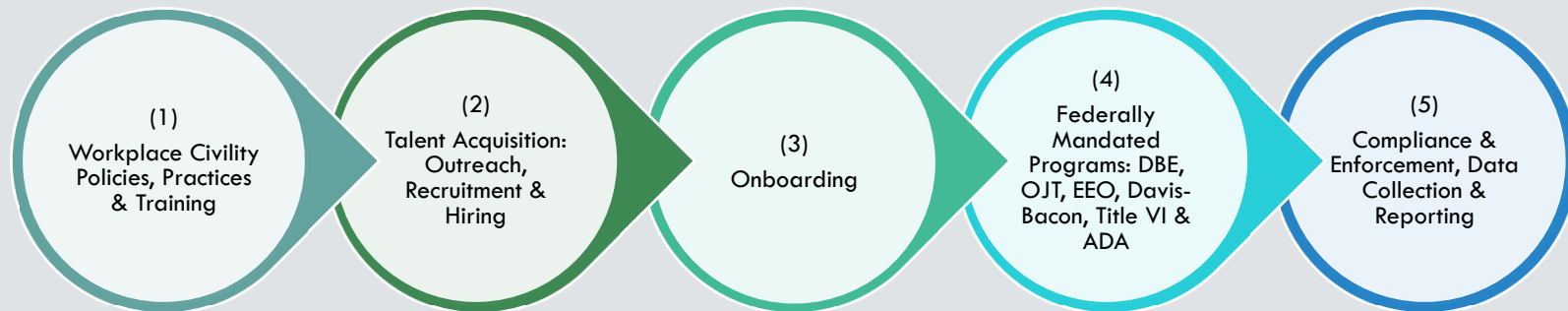
# AOT OFFICE OF CIVIL RIGHTS & LABOR COMPLIANCE

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# OFFICE OF CIVIL RIGHTS & LABOR COMPLIANCE OVERVIEW

- Promoting a Culture of Workplace Respect, Civility & Inclusivity
- Federally Mandated Programs to Ensure Equal Opportunity & Non-Discrimination
- Proactive Approach to All Oversight, Compliance & Enforcement Responsibilities
- Dynamic Partnerships & Collaborations with All Internal & External Stakeholders
- Continuous Improvement, Interactive Training, & User-Friendly Tools & Resources
- Emphasis on Youth Outreach, Training & Employment Initiatives

# PROMOTING A CULTURE OF WORKPLACE RESPECT, CIVILITY & INCLUSIVITY





# DYNAMIC OUTREACH, RECRUITMENT & HIRING PROGRAM

★ Civil Rights supports the Agency's outreach, recruitment, hiring, and onboarding programs using many platforms and venues to promote AOT as an employer of choice and to successfully attract, hire, onboard, and retain a diverse and excellent workforce.

★ During 2018 AOT participated in 87 outreach events, including job fairs, college, high school and tech center events, panel presentations, matchmaker & networking events, and presentations to our referral partners, including VDOL, CDL Schools, CTE Teachers, etc.

★ AOT has taken the lead in youth outreach, training and employment, with numerous school to work participants, including job shadows, CBL students, facilities tours, & mock interviews. In 2018, AOT received DHR approval to hire 16 & 17 year old's as Transportation Intern Maintenance Workers, and we hosted 17 interns during the summer of 2018 in a highly successful pilot project.



AOT employs a Proactive Interview and Hiring Process including the following components:

- Use of Neutral Parties (Civil Rights or HR) on Interview Panels:
- Competency-Based Card Sorts for Position Requirements, Job Specs, Interview Questions, Classification, Candidate Selection
- Mandatory Interviews for eligible candidates in chronically underrepresented job classes (e.g., women & minorities in Maintenance positions)
  - Use of a Hiring Justification and Concurrence Process for Candidate Selection

# COMPREHENSIVE ONBOARDING



## Goals & Outcomes of New Employee Welcome (NEW):

- Provide a Warm Welcome to the Newest Additions to our Workforce
- Retention – Build Trust and Alignment
- Identify Role Models & Resource Ambassadors
- Connect New Employees to Leaders & Managers
- Remove Silos and Encourage Networking
- Introduce/Reinforce Our Strategic Goals & Culture
- Provide Expectations, Ouch Training & Tools for Success

## 2018 NEW Stats:

- 129 NEW Attendees
- 89 Mini-NEW Attendees - Seasonal Temps & Interns

# DISADVANTAGED BUSINESS ENTERPRISE (DBE) & SMALL BUSINESS CERTIFICATION PROGRAMS

Both programs are completely free and all participants receive marketing through online directories and weekly notification of contracting & training opportunities!

The DBE Program is federally mandated by USDOT to encourage participation by firms that are at least 51% owned and controlled by women and minorities. AOT is the lead certifying agency in SOV.

The AOT Small Business Program is a self-certification program to encourage all small businesses to actively participate on AOT contracting & procurement opportunities.

In FY 2018 DBEs were awarded 8.7% of all AOT federally funded contracts, totaling almost \$23 million in DBE prime and subcontract awards & commitments.

There are currently 259 certified DBEs working in a diverse range of work categories, including construction, engineering, environmental consultants, IT, survey, and planning.

AOT collaborates with ACCD, BGS, & other SOV and federal agencies to provide networking, training, & matchmaker events to promote government contracting to all Vermont businesses.

# CONTRACTOR COMPLIANCE/EXTERNAL EEO

Civil Rights provides technical assistance, training & compliance monitoring on all AOT federally funded construction projects to ensure all federal requirements are met.

Construction projects are monitored from design through completion to ensure non-discrimination in the contracting & award process, and equal opportunity for all contractors, sub-contractors and their employees.

Civil Rights participates in pre-construction meetings, conducts site visits, collects demographic data and certified payrolls, and monitors prompt payment from primes to subs.

Civil Rights conducted 46 site visits in 2018. More than 70% of contractors were found in substantial compliance. The balance timely made corrective actions in accordance with our written findings and recommendations.

In March of 2018, Civil Rights delivered EEO, Sexual Harassment, & Civil Rights training to 88 of AOT's highway construction contractors to ensure they understand and meet all FHWA and USDOL requirements.

For the 2018 construction season, AOT contractor workforce consisted of 1,077 employees, comprised of 91.46% male and 8.54% female employees. Minorities comprise 5.1% of our contractor workforce.



# EMPLOYMENT DIVERSITY IN HIGHWAY CONSTRUCTION (EDHC)

Transforming the Vermont Highway Construction Workforce through training, employment & supportive services.

EDHC provided workforce training and support to 88 women & minorities in FY 2018, who entered or advanced careers in Highway Construction. Program components include CDL training, On-the-Job Training, & other skills training subsidies.

Fifteen On-the-Job Trainees (OJTs) received paid training on 15 construction projects in 7 skilled work classifications, including Entry, Intermediate & Advanced Bridge Construction, Carpentry, Field Engineer, Construction Supervisor, Highway Construction, & Traffic Coordinator.

Fifty-seven women & minorities participated in CDL training in FY 2018. Since 1999, we have assisted more than 700 women & minorities to obtain their CDLs, with funding from FHWA.

EDHC provides additional training subsidies year-round for a diverse range of safety and technical skills, including welding, OSHA training, heavy equipment, project supervision, etc.

EDHC participants receive supportive services to remove barriers and build career ladders, including vouchers for safety equipment and tools, career counseling and pre-employment readiness training, steel-toed boots, job referrals, & post-program support.

# DAVIS-BACON & LABOR COMPLIANCE

Civil Rights has primary responsibility for administering and enforcing Davis-Bacon requirements on all AOT federally-funded construction projects.

Civil Rights works in close partnership with AOT's Construction Section, our contractors, & USDOL to ensure the timely collection and review of all certified payrolls.

AOT is tested annually for Davis-Bacon compliance during the A-133 Audit, as well as periodic audits by state and federal regulators.

We provide annual training and year-round technical assistance on Davis-Bacon compliance to our Construction Section, our contractors, and other SOV agencies & departments.

We work closely with our contractors to quickly correct all Davis-Bacon violations and collect pay restitution for underpaid workers. In FY 2018, we collected \$8,593 on behalf of 72 workers.

USDOL expects to issue new Highway Wage Rates in 2019 for the first time in almost a decade, based on a Prevailing Wage Survey conducted in 2017.

# FEDERALLY MANDATED DATA COLLECTION & REPORTING, PROGRAM PLANS & COMPLIANCE REVIEWS

