

# AOT's Office of Civil Rights & Labor Compliance Overview

- Promoting a culture of workplace respect, civility & inclusion through interactive training, interdisciplinary strategies and best practices, and leadership by example.
- Maintaining AOT in full compliance with all federally mandated programs to ensure equal opportunity & non-discrimination, including the Disadvantaged Business Enterprise & Small Business Programs, Internal & External Equal Employment Opportunity, Contractor Compliance, On-the-Job Training, Labor & Wage Compliance, Title VI, and the ADA Program.
- Implementing a proactive approach to all oversight, compliance & enforcement responsibilities, with an emphasis on continuous improvement and user-friendly tools and resources.
- Cultivating dynamic and respectful partnerships & collaborations with all internal & external stakeholders.
- Strong emphasis on youth outreach, training & employment practices grounded in equity, inclusion and fairness.

# Promoting a Culture of Workplace Respect, Civility & Inclusivity: Policies, Practices and Training

- It Takes a Village: The Role of Leadership, Partnerships, and Ambassadors.
- Leadership is Key to Creating a Culture of Inclusivity & Workplace Civility: Elevating the Issues, Setting the Tone & Creating Clear Performance Expectations.
- AOT Mainstreams Civil Rights into All Phases of the Talent Acquisition Pipeline & Employee Development: Outreach, Recruitment, Hiring, Onboarding, & Training
- Ouch Training & the AOT Respectful Workplace Commitment: During 2019, the AOT Office of Civil Rights delivered Workplace Civility, Unconscious Bias and Ouch Training to 1245 Employees.
- Building a Strong Diversity, Equity, & Inclusion Network Across State Government: AOT Serves on a Broad Range of Councils, Task Forces, & Teams to Share Best Practices, Tools, & Resources

# Dynamic Outreach, Recruitment, Hiring & Onboarding Program

- Civil Rights spearheads 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, develop, and retain a diverse and excellent workforce.
- 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; since then we have hosted almost 50 interns, more than a dozen of whom have sought permanent employment with AOT after graduation.
- Pre-pandemic, AOT participated in approximately 100 outreach events annually, 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. During 2020, AOT has moved into the virtual space for career fairs, interviews, onboarding, and training.
- All new hires receive a comprehensive onboarding experience, including an introduction to AOT's Leadership Team, our Resource Ambassadors, and training on Workplace Civility, Unconscious Bias, and Preventing & Addressing Sexual Harassment.

# AOT's Disadvantaged Business Enterprise (DBE) and Small Business Programs

- 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.
- Both programs are completely free, and all participants receive marketing through online directories and weekly notification of contracting & training opportunities!
- Women and minority-owned businesses accounted for almost 14% of all federally-funded Agency contract awards in FY 2020.
- AOT collaborates with ACCD, BGS, & other SOV and federal agencies to provide networking, training, & matchmaker events to promote government contracting to all Vermont businesses.

# Employment Diversity in Highway Construction (EDHC)

- During FY 2020, EDHC provided workforce training and support to 78 women & minorities, who entered or advanced careers in Highway Construction. Program components include CDL training, On-the-Job Training, & other skills training subsidies
- In FY 2020, fourteen On-the-Job Trainees (OJTs) received paid training on 12 construction projects in 7 skilled work classifications, including Entry & Advanced Bridge Construction, Carpentry, Field Engineer, Construction Supervisor, Highway Construction, & Traffic Coordinator.
- Fifty women & minorities participated in CDL training in FY 2020. Since 1999, we have assisted more than 785 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.

# Contractor Compliance and External Equal Employment Opportunity

- 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.
- In February of 2020, Civil Rights delivered two sessions of EEO, Sexual Harassment, & Civil Rights training to AOT's highway construction contractors to ensure they understand and meet all FHWA and USDOL requirements.
- For the 2020 construction season, the AOT contractor workforce consisted of 1,355 employees, comprised of 90.7% male and 9.3% female employees. Minorities comprise 6.3% of our contractor workforce

# 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 2020, we collected \$8,113 on behalf of 58 workers.

# Federally Mandated Data Collection & Reporting, Program Plans & Compliance Reviews

- To maintain AOT in full compliance with all federal & state requirements, Civil Rights does extensive data collection & reporting, and participates in audits, surveys & compliance reviews by USDOT & USDOL.
- In FY 2020, Civil Rights submitted in excess of three dozen mandatory reports, updated program plans & surveys to USDOT and USDOL.
- Mandatory reporting includes demographic data for our internal & external workforces, DBE participation data, Davis-Bacon compliance data, and data on all discrimination complaints and investigations.
- Civil Rights has worked closely with ADS to automate our data collection and reporting systems and to create user-friendly tools for online self-reporting by our contractors.