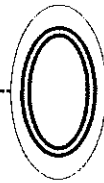


# **Indiana Department of Transportation**

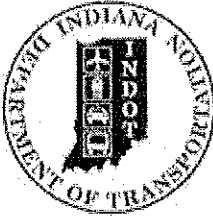
## **LaPorte District**



# **2015 – 2016 Affirmative Action Plan**

# Volume #1

- Agency Affirmative Action Policy Statement
- Affirmative Action Plan for Minorities and Women



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

LaPorte District  
P.O. Box 429  
LaPorte, IN 46352

PHONE: 855-464-6368  
FAX: 219-325-7496

**Michael R. Pence, Governor**  
**Brandy L. Hendrickson,**  
**Commissioner**

## APPOINTING AUTHORITY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY AND ASSIGNMENT OF RESPONSIBILITY

### Indiana Department of Transportation LaPorte District

The State of Indiana's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations, prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy statement applies to recruitment, selection, placement, training, promotion, transfer, rates of pay, and all other terms and conditions of employment. We will continue to comply with the spirit as well as the letter of applicable state and federal law.

Effective July 1, 2014, under Indiana House Enrolled Act (HEA) 1242, it is against public policy of the State of Indiana and a discriminatory practice for an employer to discriminate against a prospective employee on the basis of status as a veteran by refusing to employ an applicant on the basis that they are a veteran of the armed forces of the United States, a member of the Indiana National Guard or a member of a reserve component.

Compliance with this policy statement is the individual responsibility of supervisors, managers, and other staff members whose duties related to employment, status, or tenure of employees. Further, all employees are expected to be aware of this policy statement.

In order to ensure compliance with this policy statement, I hereby designate the following duties related to affirmative action:

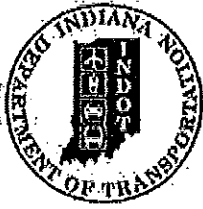
As the Agency's Appointing Authority, I acknowledge that I have overall responsibility for Equal Employment Opportunity at the Indiana Department of Transportation/LaPorte District.

Each manager and supervisor within the Agency/Facility is individually responsible for:

1. Ensuring equal opportunity for employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
2. Including EEO as an operating objective.
3. Recognizing that his/her job performance is evaluated on the basis of his/her equal employment opportunity efforts and results, in addition to other job-related criteria.

For this Agency/Facility, **Kathy Jordan**, Human Resources Director, serves as the Affirmative Action/EEO Contact. Her responsibilities include, but are not limited to:

1. Monitoring Agency/Facility employment actions for compliance with this EEO policy statement.



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**Brandye L. Hendrickson,**  
**Commissioner**

2. Preparing the annual Affirmative Action Plan (or Policy Statement) and periodic AAP Monitoring Reports for the Agency/Facility.
3. Identifying problem areas, if any, and recommending potential solutions to management.
4. Ensuring that EEO policies are communicated to all levels within the Agency/Facility.

In coordination with the State Personnel Department, the individual responsible for human resource functions for the Indiana Department of Transportation/LaPorte District will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, hires, promotions, transfers, demotions, lay-offs, recalls, and terminations.

Should a complaint of discrimination or harassment on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, or any other statutorily protected class occur, such complaint will be promptly and thoroughly investigated and, if appropriate, remedial action will be taken including disciplinary actions up to and including dismissal, depending on findings of fact.

Questions or concerns regarding this policy statement, Equal Employment Opportunity, or Affirmative Action may be directed to **Kathy Jordan**, Human Resources Director, at [kjordan@indot.in.gov](mailto:kjordan@indot.in.gov), 219-325-7454.

\_\_\_\_\_  
Rick Powers, LaPorte District Deputy Commissioner  
Indiana Department of Transportation

12/17/15  
\_\_\_\_\_  
Date

**EXECUTIVE ORDER 11246**

**AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN**

**Indiana Department of Transportation  
LaPorte District  
315 E. Boyd Blvd.  
LaPorte, IN 46350**

**October 1, 2015 –September 30, 2016**

Approved by:



**Rick Powers, LaPorte District Deputy Commissioner**

*12/17/15*  
Date

**EEO/Affirmative Action Contact: : Kathy Jordan, Human Resources  
Director, [kjordan@indot.in.gov](mailto:kjordan@indot.in.gov), 219-325-7454.**

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and Other Eligible Veterans

## VOLUME I

### INTRODUCTION

This Affirmative Action Plan is designed to fulfill **Indiana Department of Transportation/LaPorte District's** equal employment opportunity/affirmative action responsibilities under Executive Order 11246, as amended, and the implementing rules and regulations of the Secretary of Labor and the State of Indiana. A separate Affirmative Action Plan for disabled persons, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is also developed and revisited on an annual basis.

#### **A. Program Terminology**

The terms "utilization analysis," "underutilization," and "problem area," appearing in this Affirmative Action Plan are terms the **Indiana Department of Transportation/LaPorte District** is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although we use the terms in good faith in connection with the Affirmative Action Plan, such usage does not necessarily signify that the **Indiana Department of Transportation/LaPorte District** agrees that these terms are properly applied to any particular factual situation.

The State of Indiana is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, as provided in 41 C.F.R. Section 60-2.16. Accordingly, the term "goal", whenever used in this plan, is expressly NOT intended to allow discrimination against or grant a preference for any applicant or employee.

This Affirmative Action Program is not intended to create any rights in any person or entity.

#### **B. Reliance on EEOC's Guidelines on Affirmative Action**

Although the **Indiana Department of Transportation/LaPorte District** has no reason to believe any violation of Title VII of the 1964 Civil Rights Act has occurred, the agency has developed this Affirmative Action Plan in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, 29 C.F.R. Section 1608.

### **EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY**

The **Indiana Department of Transportation/LaPorte District** is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, reclassification, upgrade, demotion, transfer, reduction of work force, layoff, termination, selection for training, rates of pay or other form of compensation, the use of all facilities, and participation in all Agency-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Agency if/where appropriate.



As part of the Agency's equal employment opportunity efforts, the Agency and the State Personnel Department take steps to ensure that qualified minority group individuals and females are recruited and hired into our work force and considered for promotion as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they are members of a protected group or because they have: (1) filed a complaint; (2) assisted or participated in any investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The importance of this policy is periodically brought to the attention of supervisors. It is the responsibility of each supervisor in the **Indiana Department of Transportation/LaPorte District** to ensure effective implementation of this policy to prevent discrimination in employment. All employees are made aware of this policy during new employee on-boarding or orientation, and are expected to cooperate with its implementation. Violation of this policy is subject to disciplinary action, depending on findings of fact.

Written notice of the **Indiana Department of Transportation/LaPorte District's** policy statement is posted and maintained in an area accessible to Agency staff members.

### **RESPONSIBILITY FOR IMPLEMENTATION**

Within the **Indiana Department of Transportation/LaPorte District's District Deputy Commissioner, Rick Powers**, has overall responsibility and accountability for its equal employment opportunity and affirmative action plan. It is the Agency's objective to ensure adherence to its equal employment opportunity policy and to the affirmative action plan. Each level of supervision has been and will continue to be informed that work performance is evaluated on the basis of a supervisor's individual equal employment opportunity efforts, as well as other performance measures. Actions by supervisory personnel inconsistent with the policy and plan will not be tolerated.

**Kathy Jordan, Human Resources Director** is responsible for:

- a. Developing and implementing reporting systems that:
  - (1) measure the effectiveness of Agency affirmative action programs;
  - (2) indicate the need for remedial action, if any;
  - (3) determine the degree to which the Agency's goals and objectives have been achieved.
- b. Preparing and submitting written Affirmative Action Plans and Affirmative Action Monitoring Reports for the Agency.
- c. Providing affirmative action data to the Agency Director and Agency Human Resources Director on a regular basis, and offering to discuss the information upon request.
- d. Serving as liaison between the Agency and equal employment and/or affirmative action enforcement agencies as appropriate and necessary.
- e. Performing periodic audits to ensure that:
  - (1) EEO posters are properly displayed; and

- (2) All facilities which the Agency maintains for the use and benefit of its employees are in fact accessible to all employees, both in policy and use, and that any facilities such as rest rooms are comparable for both sexes.

**Kathy Jordan, Human Resources Director** is responsible for:

- Ensuring all supervisors are informed and periodically reminded that their individual work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.

**Kathy Jordan, Human Resources Director** is responsible for:

- Assisting management in arriving at solutions to problems related to affirmative action, if any.

**Kathy Jordan, Human Resources Director** is responsible for:

- Developing and implementing internal and external communication methods related to affirmative action.

**Kathy Jordan, Human Resources Director** is responsible for:

- Ensuring that all employees, including Minority and Female employees, are invited and encouraged to participate in all Agency-sponsored educational, training, recreational, and social activities.

The **Indiana Department of Transportation/LaPorte District's supervisors and managers** are responsible for:

- a. Ensuring employees are aware of and follow Agency policies, including the Equal Employment Opportunity / Affirmative Action Policy.
- b. Reviewing the qualifications of employees who apply for vacant positions to ensure that minorities and women are given full opportunities for transfers and promotions.
- c. Recognizing that their work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.
- d. Preventing the harassment of all employees.

## **IDENTIFICATION OF PROBLEM AREAS**

As part of the **Indiana Department of Transportation/LaPorte District's** ongoing affirmative action processes, the Affirmative Action Specialist conducts an analysis of the Agency's workforce to determine whether and where impediments to equal employment opportunity may exist. At a minimum, **Kathy Jordan, Human Resources Director**, evaluates the following:

- 1) The workforce by organizational unit and job group, to determine whether there are problems of minority or female utilization (employment), or minority or female distribution (placement); and
- 2) Employment activity (applicant flow, hires, terminations, promotions, and other employment actions) to determine whether there are selection disparities.

## **DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS**

The proper execution of the following actions are intended to result either in an increase in the Minority / Female utilization in the job group(s) identified (should vacancies occur), or document the Agency's good faith efforts to do so.

- a. **Agency supervisors and managers** are responsible for annually reviewing and updating position descriptions to ensure they accurately reflect essential job functions.
- b. **Agency supervisors and managers** are responsible for providing current position descriptions and qualification standards, to applicable staff members involved in the recruiting, screening, selection, and promotion process.
- c. **Kathy Jordan, Human Resources Director** is responsible for ensuring that the overall selection process is free from bias, thus aiding the attainment of goals and objectives.
- d. **Kathy Jordan, Human Resources Director** is responsible for ensuring that staff members involved in the recruiting / screening processes are carefully selected and trained to prevent discrimination in all employment actions.
- e. **Kathy Jordan, Human Resources Director** is responsible for ensuring that selection procedures do not unlawfully discriminate against women and minorities.
- f. **Kathy Jordan, Human Resources Director** is responsible for ensuring that qualification standards are job-related.

## **DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEMS**

**Kathy Jordan, Human Resources Director**, is responsible for implementing an internal audit and reporting system. She monitors employment actions throughout the plan year and reports on the effectiveness of the EEO policy to the Agency Head and/or the Agency Human Resources Director, making recommendations for improvements, as necessary. The reporting system generates the following reports:

- a. Applicant flow by job group;
- b. Hires by job group;
- c. Promotions/transfers into job groups; and
- d. Involuntary demotions and terminations by job group.

## **COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES**

The does not discriminate on the basis of sex. To this end, the Agency continues to do the following:

### **RECRUITMENT AND ADVERTISING**

- a. The Agency seeks to recruit qualified applicants for all jobs, without regard to race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.
- b. When placed, advertisements include no gender preference. Advertisements end with "Equal Opportunity Employer".

## **PERSONNEL PRACTICES**

- a. Policies and practices apply to every employee on an equal basis, regardless of gender.
- b. Employees have equal opportunity for any job for which they are qualified. Sex is not considered a bona fide occupational qualification for any job within the Agency.
- c. No distinction is made between the sexes in regard to opportunity, wages, hours, benefits or other conditions of employment.
- d. There is no distinction between the employment, treatment, or termination of women or men based on marital status.
- e. The Agency does not deny employment to women or men with young children.
- f. The Agency provides comparable physical facilities for both female and male employees.
- g. The Agency follows federal guidelines relative to employment.
- h. No difference is made between women and men as to retirement age for any particular job.
- i. Both women and men are eligible for all training programs and benefits offered by the Agency.
- j. The Agency has a medical leave policy which treats pregnancy the same as other serious medical conditions, and is valid in light of Title VII of the Civil Rights Act of 1964, as amended, and the Family Medical Leave Act.

## **COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN**

The **Indiana Department of Transportation/LaPorte District** will make reasonable accommodation for the religious observances and practices of employees or prospective employees, except where such accommodation causes undue hardship on the conduct of the Agency's business. The extent of accommodation will be determined by considering business necessity, financial costs and expenses, and potential resulting personnel problems.

In implementing its EEO policy regarding nondiscrimination because of religion or national origin, the Agency does not discriminate against any qualified employee or applicant for employment because of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.

## **REPORT ON PRIOR YEAR'S AAP GOALS**

The results of the 2014 - 2015 Affirmative Action Plan is provided in the three (3) monitoring reports.

# Volume #2

- Workforce Analysis
- Job Group Narrative
- Location of Positions
- Job Groups
- Availability Analyses/Utilization Analyses
- Placement Goal Summary

## Location of Positions

Job Title	Department
*Broad Band Executive	LaPorte District 4
Account Clerk 2	LaPorte District 4
Account Clerk 3	LaPorte District 4
Administrative Assistant 6	Gary Sub LaPorte District 4 LaPorte Flt LaPorte Sub Monticello Sub Rensselaer Sub Technical Services 4
Broad Band Executive	Construction 4 LaPorte District 4 Technical Services 4
Business Systems Cnslt Int	Technical Services 4
Clerical Assistant 3	LaPorte District 4 Technical Services 4 Testing 4
Construction Engineer 3	Construction 2 Construction 4
Construction Engineer 4	Construction 4
Construction Engineer 5	Construction 2 Construction 4
Construction Engineer Trainee	Construction 4
Construction Project Mgr	Construction 4
Engineering Assistant 1	Asset Management Construction 4
Engineering Assistant 4	Capital Program Mgmt 4 Construction 4 Technical Services 4 Testing 4
Engineering Technician Sup 3	Construction 4 Technical Services 4 Testing 4
Equipment Mechanic 2	Gary Sub - Flt LaPorte Sub - Flt Monticello Sub - Flt Plymouth Sub - Flt Rensselaer Sub - Flt Winamac Sub - Flt
Field Investigator 1	Technical Services 4
Geologist 2	Testing 4
Highway Engineer 1	Construction 4 Technical Services 4
Highway Engineer 2	Capital Program Mgmt 4

## Location of Positions

Job Title	Department
Highway Engineer 3	Technical Services 4
Highway Engineer Supv 3	Technical Services 4
Highway Engineer Supv 4	Construction 4 Technical Services 4 Testing 4
Highway Engineer Trainee	Technical Services 4 Testing 4
Highway Mechanic Sup 4	Gary Sub - Flt Rensselaer Sub - Flt Winamac Sub - Flt
Highway Tech Sup 3	Chesterton Unit 5 Crown Point Unit 1 Facilities 4 Freeway Unit 4 Gary Unit 3 Highway Maintenance 4 Hvy Equip/Bridge Mnt 4 LaPorte Unit 1 Logansport Unit 4 Medaryville Unit 1 Michigan City Unit 3 Miller Unit 2 Monticello Unit 1 Plymouth Unit 5 Rensselaer Unit 2 Rochester Unit 2 Roselawn Unit 3 Traffic 4 Wanatah Unit 2 Winamac Unit 1
Highway Technician 1	Chesterton Unit 5 Construction 4 Crown Point Unit 1 Freeway Unit 4 Gary Unit 3 Hvy Equip/Bridge Mnt 4 LaPorte Unit 1 Logansport Unit 4 Medaryville Unit 3 Michigan City Unit 3 Miller Unit 2 Mishawaka Unit 4 Monticello Unit 1
Highway Technician 1	Plymouth Unit 5

## Location of Positions

Job Title	Department
Highway Technician 1	Rensselaer Unit 2 Rochester Unit 2 Roselawn Unit 3 Testing 4 Traffic 4 Wanatah Unit 2 Winamac Unit 1 Winamac Unit 2
Highway Technician 2	Construction 4 Freeway Unit 4 Hvy Equip/Bridge Mnt 4 Monticello Unit 1 Plymouth Unit 5 Roselawn Unit 3 Testing 4 Wanatah Unit 2
Highway Technician 3	Chesterton Unit 5 Crown Point Unit 1 Facilities 4 Freeway Unit 4 Gary Unit 3 Hvy Equip/Bridge Mnt 4 LaPorte Unit 1 Logansport Unit 4 Medaryville Unit 1 Medaryville Unit 3 Michigan City Unit 3 Miller Unit 2 Mishawaka Unit 4 Monticello Unit 1 Plymouth Unit 5 Rensselaer Unit 2 Rochester Unit 2 Roselawn Unit 3 Traffic 2 Traffic 4 Wanatah Unit 2 Winamac Unit 1
Maintenance Repair 2	Facilities 4
Maintenance Repair 3	Facilities 4
Maintenance Sup 1	Highway Maintenance 4
Maintenance Sup 2	Gary Sub LaPorte Sub Traffic 4



## Location of Positions

Job Title	Department
Operations Analyst 1	Technical Services 4
Program Coordinator 3	LaPorte District 4
Program Director 1	Facilities 4 Highway Maintenance 4 Technical Services 4
Program Director 2	Technical Services 4
Program Director E7	LaPorte District 4 LaPorte Flt
Safety Training Consultant 4	LaPorte District 4
Stores Clerk 3	Gary Sub - Flt LaPorte Sub - Flt Rensselaer Sub - Flt Winamac Sub - Flt
Sub District Operations Manage	Gary Sub LaPorte Sub Monticello Sub Plymouth Sub Rensselaer Sub
Traffic Signal Technician 2	Traffic 4
Traffic Signal Technician Sup	Traffic 4

## Workforce Analysis

as of August 1, 2015

Transportation - LaPorte District		Department	Job Title	Job Code	Job Group	FEMALES		MALES		Female Total	Male Total	Grand Total
						B	W	A	B			
Asset Management	Engineering Assistant 1	003AB1	Technicians							1	1	1
	Asset Management Total									1	1	1
Capital Program Mgmt 4	Highway Engineer 2	001DC2	Engineers			1				1		1
	Environmental Manager 2	001LS2	Professionals			1				1		1
	Engineering Assistant 4	001DB4	Technicians							1	1	1
Capital Program Mgmt 4 Total						2				2	1	3
Chesterton Unit 5	Highway Tech Sup 3	009MB3	Officials & Admin								1	1
	Highway Technician 1	004MB1	Technicians							2	2	2
	Highway Technician 3	004MB3	Technicians			1		1		1	7	8
Chesterton Unit 5 Total						1	1	1	10	11	12	
Construction 2	Construction Engineer 3	001DZ3	Engineers							1	1	1
	Construction Engineer 5	001DZ5	Engineers							1	1	1
Construction 2 Total										2	2	2
Construction 4	<b>Broad Band Executive</b>	00EXBB	Officials & Admin			1				1		1
	Highway Engineer Supv 4	006DC4	Officials & Admin							3	3	3
	Highway Engineer 1	001DC1	Engineers							1	1	1
	Construction Engineer 3	001DZ3	Engineers							2	2	2
	Construction Engineer 4	001DZ4	Engineers			3				3	3	6
	Construction Engineer 5	001DZ5	Engineers							2	2	2
	Construction Engineer Trainee	001DZT	Engineers					1		6	7	7
	Construction Project Mgr	001DL3	Engineers							1	1	1
	<b>Engineering Technician Sup 3</b>	008AB3	Officials & Admin			4		1		4	19	21
	Highway Technician 1	004MB1	Technicians			3				1	19	20
Highway Technician 2	004MB2	Technicians			1				1	13	15	
Engineering Assistant 4	001DB4	Technicians			3						3	
Engineering Assistant 1	003AB1	Technicians								1	1	
Construction 4 Total						15	15	1	2	70	76	91
Crown Point Unit 1	Highway Tech Sup 3	009MB3	Officials & Admin								1	1
	Highway Technician 1	004MB1	Technicians							2	2	2
	Highway Technician 3	004MB3	Technicians			2				1	7	8
Crown Point Unit 1 Total						2	2		1	10	11	13
Facilities 4	<b>Program Director 1</b>	002VW1	Professionals								1	1
	Highway Tech Sup 3	009MB3	Officials & Admin							1	1	1
	Highway Technician 3	004MB3	Technicians							1	1	1
	<b>Maintenance Repair 2</b>	004IA2	Skill Craft							1	1	1
	Maintenance Repair 3	004IA3	Skill Craft							1	1	1



### Workforce Analysis

as of August 1, 2015

Transportation - LaPorte District				MALES						FEMALES		Female Total		MALES						Male Total		Grand Total	
Department	Job Title	Job Code	Job Group	B	W	W	A	A	B	H	W	Female Total	AI	A	B	H	W	Male Total	Grand Total				
LaPorte District 4	Account Clerk 3	003JA3	Admin Support		2															2			
LaPorte District 4 Total				1	8					1	3	9						4		13			
LaPorte Flit	Program Director E7	00EUE7	Officials & Admin								1							1		1			
	Administrative Assistant 6	002WN6	Admin Support		1							1								1			
LaPorte Flit Total					1						1	1						1		2			
LaPorte Sub	Sub District Operations Manage	00EWW6	Officials & Admin																	1			
	Maintenance Sup 2	009IC2	Officials & Admin						1											1			
	Administrative Assistant 6	002WN6	Admin Support		1							1								1			
LaPorte Sub Total					1				1			1						2		3			
LaPorte Sub - Flit	Equipment Mechanic 2	004FA2	Skill Craft								6							6		6			
	Stores Clerk 3	003PA3	Admin Support		1							1						6		1			
LaPorte Sub - Flit Total					1						6	1						6		7			
LaPorte Unit 1	Highway Tech Sup 3	009MB3	Officials & Admin								1							1		1			
	Highway Technician 1	004MB1	Technicians								2							2		2			
	Highway Technician 3	004MB3	Technicians		2					1	6	2				1	6	7		9			
LaPorte Unit 1 Total					2					1	9	2				1	9	10		12			
Logansport Unit 4	Highway Tech Sup 3	009MB3	Officials & Admin								1							1		1			
	Highway Technician 1	004MB1	Technicians								2							2		2			
	Highway Technician 3	004MB3	Technicians								8							8		8			
Logansport Unit 4 Total											11							11		11			
Medaryville Unit 1	Highway Tech Sup 3	009MB3	Officials & Admin								1							1		1			
	Highway Technician 3	004MB3	Technicians								2							2		2			
Medaryville Unit 1 Total											3							3		3			
Medaryville Unit 3	Highway Technician 1	004MB1	Technicians								2							2		2			
	Highway Technician 3	004MB3	Technicians								6							6		6			
Medaryville Unit 3 Total											8							8		8			
Michigan City Unit 3	Highway Tech Sup 3	009MB3	Officials & Admin															1		1			
	Highway Technician 1	004MB1	Technicians								1				1			2		2			
	Highway Technician 3	004MB3	Technicians		1				2		5	1						7		8			
Michigan City Unit 3 Total					1				2		7	1			3			10		11			
Miller Unit 2	Highway Tech Sup 3	009MB3	Officials & Admin	1								1								1			
	Highway Technician 1	004MB1	Technicians	1								1						1		2			
	Highway Technician 3	004MB3	Technicians		2				2		3	2						5		7			
Miller Unit 2 Total				2	2				2		4	4						6		10			
Mishawaka Unit 4	Highway Technician 1	004MB1	Technicians		1							1				1		1		2			
	Highway Technician 3	004MB3	Technicians		1						7	1	1					8		9			

### Workforce Analysis

as of August 1, 2015

Transportation - LaPorte District				MALES					FEMALES		MALES					Grand Total
Department	Job Title	Job Code	Job Group	B	W	Total	AI	A	B	H	W	Total	Male Total	Female Total	Grand Total	
Mishawaka Unit 4 Total																
Monticello Sub	Sub District Operations Manage	00EWW6	Officials & Admin				1			1	7	9	1		11	
Monticello Sub - Fit	Administrative Assistant 6	002WN6	Admin Support								1	1			1	
Monticello Sub - Fit Total											1	1			2	
Monticello Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft								4	4			4	
Monticello Sub - Fit Total											4	4			4	
Monticello Unit 1	Highway Tech Sup 3	009MB3	Officials & Admin								1	1			1	
	Highway Technician 1	004MB1	Technicians								2	2			2	
	Highway Technician 2	004MB2	Technicians								1	1			1	
	Highway Technician 3	004MB3	Technicians								7	7			7	
Monticello Unit 1 Total											11	11			11	
Plymouth Sub	Sub District Operations Manage	00EWW6	Officials & Admin								1	1			1	
Plymouth Sub Total											1	1			1	
Plymouth Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft							1	4	5			5	
Plymouth Sub - Fit Total										1	4	5			5	
Plymouth Unit 5	Highway Tech Sup 3	009MB3	Officials & Admin								1	1			1	
	Highway Technician 1	004MB1	Technicians								3	3			3	
	Highway Technician 2	004MB2	Technicians								1	1			1	
	Highway Technician 3	004MB3	Technicians								14	14			14	
Plymouth Unit 5 Total											19	19			19	
Rensselaer Sub - Fit	Highway Mechanic Sup 4	009FA4	Officials & Admin								2	2			2	
Rensselaer Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft								5	5			5	
Rensselaer Sub - Fit Total	Stores Clerk 3	003PA3	Admin Support								1	1			1	
Rensselaer Sub - Fit Total											8	8			8	
Rensselaer Sub	Sub District Operations Manage	00EWW6	Officials & Admin								1	1			1	
Rensselaer Sub Total	Administrative Assistant 6	002WN6	Admin Support								1	1			1	
Rensselaer Sub Total											1	1			2	
Rensselaer Unit 2	Highway Tech Sup 3	009MB3	Officials & Admin								1	1			1	
	Highway Technician 1	004MB1	Technicians								3	3			3	
	Highway Technician 3	004MB3	Technicians								11	11			13	
Rensselaer Unit 2 Total											15	15			17	
Rochester Unit 2	Highway Tech Sup 3	009MB3	Officials & Admin								1	1			1	
	Highway Technician 1	004MB1	Technicians								2	2			2	
	Highway Technician 3	004MB3	Technicians								9	9			9	
Rochester Unit 2 Total											12	12			12	
Roselawn Unit 3	Highway Tech Sup 3	009MB3	Officials & Admin								1	1			1	

## Workforce Analysis

as of August 1, 2015

Transportation - LaPorte District		Department	Job Title	Job Code	Job Group	FEMALES			MALES					Female Total	Male Total	Grand Total
						B	W	Total	AI	A	B	H	W			
Roselawn Unit 3		Highway Technician 1	004MB1	Technicians								3			3	3
		Highway Technician 2	004MB2	Technicians								1			1	1
		Highway Technician 3	004MB3	Technicians								10			10	12
		<b>Roselawn Unit 3 Total</b>										15			15	17
Technical Services 4		<b>Broad Band Executive</b>	00EXBB	Officials & Admin								1			1	1
		Highway Engineer Supv 3	006DC3	Officials & Admin										1	1	1
		Highway Engineer Supv 4	006DC4	Officials & Admin										1	1	1
		Highway Engineer 1	001DC1	Engineers										1	1	1
		Highway Engineer 3	001DC3	Engineers										1	1	1
		Highway Engineer Trainee	001DCT	Engineers										1	1	1
		<b>Program Director 1</b>	002WM1	Professionals										1	1	1
		Program Director 2	002WM2	Professionals										1	1	1
		Operations Analyst 1	001CE1	Professionals										1	1	1
		Business Systems Cnslt Int	001BD2	Admin Support										1	1	1
		<b>Engineering Technician Sup 3</b>	008AB3	Officials & Admin										1	1	1
		Engineering Assistant 4	001DB4	Technicians										3	3	3
		Field Investigator 1	003KB1	Technicians										2	2	4
	Technical Services 4 Total		<b>Administrative Assistant 6</b>	002WN6	Admin Support										1	1
		Clerical Assistant 3	003LD3	Admin Support										1	1	1
														7	7	20
		Highway Engineer Supv 4	006DC4	Officials & Admin										1	1	1
		Highway Engineer Trainee	001DCT	Engineers										1	1	1
		Geologist 2	001IE2	Professionals										1	1	1
		<b>Engineering Technician Sup 3</b>	008AB3	Officials & Admin										3	3	3
		Engineering Assistant 4	001DB4	Technicians										2	2	2
		Highway Technician 1	004MB1	Technicians										1	1	2
		Highway Technician 2	004MB2	Technicians										2	2	4
Testing 4 Total		Clerical Assistant 3	003LD3	Admin Support										1	1	1
														4	5	15
		<b>Traffic 2 Total</b>												1	1	1
Traffic 4		Highway Technician 3	004MB3	Technicians										1	1	1
		<b>Maintenance Sup 2</b>	009IC2	Officials & Admin										1	1	1
		Highway Tech Sup 3	009MB3	Officials & Admin										1	1	1
		Highway Technician 1	004MB1	Technicians										2	2	7
		Highway Technician 3	004MB3	Technicians										1	1	7



## Workforce Analysis

as of August 1, 2015

Transportation - LaPorte District		Job Title	Job Code	Job Group	FEMALES				MALES				Grand Total			
					B	W	Total	A	B	H	W	Total				
Department																
Traffic 4	<i>Traffic Signal Technician Sup</i>		009GE4	Officials & Admin								1	1	1		
	<i>Traffic Signal Technician 2</i>		004GE2	Technicians			1					4	5	6		
<b>Traffic 4 Total</b>					1	2	3					18	20	23		
Wanatah Unit 2	<b>Highway Tech Sup 3</b>		009MB3	Officials & Admin								1	1	1		
	Highway Technician 1		004MB1	Technicians								2	2	2		
	Highway Technician 2		004MB2	Technicians								1	1	1		
	Highway Technician 3		004MB3	Technicians								6	6	6		
<b>Wanatah Unit 2 Total</b>											10	10	10			
Winamac Sub - Fit	<b>Highway Mechanic Sup 4</b>		009FA4	Officials & Admin								1	1	1		
	Equipment Mechanic 2		004FA2	Skill Craft								6	6	6		
	Stores Clerk 3		003PA3	Admin Support			1							1		
<b>Winamac Sub - Fit Total</b>							1				7	7	8			
Winamac Unit 1	<b>Highway Tech Sup 3</b>		009MB3	Officials & Admin								1	1	1		
	Highway Technician 1		004MB1	Technicians								1	1	1		
	Highway Technician 3		004MB3	Technicians						1	5	6	6	6		
<b>Winamac Unit 1 Total</b>										1	7	8	8			
Winamac Unit 2	<i>Highway Technician 1</i>		004MB1	Technicians								1	1	1		
												1	1	1		
<b>Winamac Unit 2 Total</b>											2	1	24	9	353	389
<b>Grand Total</b>							7	62	69	2	1	24	9	353	389	458

\*Appointed outside of the agency.  
 Lines of Progression illustrated by department beginning with the highest position.  
**Bolded positions - Highest position(s) in the line of progression,**  
*Positions in Italics - Positions with no line of progression within the department.*

## Job Group Analysis Narrative

Job Groups are formulated based on a group of jobs/titles having similar content, wage rates and opportunities.

- Similar work content refers to the duties and responsibilities of the job titles which make up the job group.
- Similar rates of pay are reviewed in conjunction with job content.
- Similar opportunities within a job group refers to the ability to take advantage of training opportunities, transfers, promotions, mobility to desirable wage or salary situations and other employment benefits

Job Titles within each job group are listed below:

### Officials and Administrators (1)

Broad Band Executive  
Engineering Technician Sup 3  
Highway Engineer Supv 3  
Highway Engineer Supv 4  
Highway Mechanic Sup 4  
Highway Tech Sup 3  
Maintenance Sup 1  
Maintenance Sup 2  
Program Director E7  
Sub District Operations Manage  
Traffic Signal Technician Sup

### Engineers (2)

Construction Engineer 3  
Construction Engineer 4  
Construction Engineer 5  
Construction Engineer Trainee  
Construction Project Mgr  
Highway Engineer 1  
Highway Engineer 2  
Highway Engineer 3  
Highway Engineer Trainee

### Professionals (3)

Environmental Manager 2  
Environmental Manager 2  
Geologist 2  
Operations Analyst 1  
Program Coordinator 3  
Program Director 1  
Program Director 2  
Safety Training Consultant 4

### Technicians (4)

Engineering Assistant 1  
Engineering Assistant 4  
Field Investigator 1  
Highway Technician 1  
Highway Technician 2  
Highway Technician 3  
Traffic Signal Technician 2

### Administrative Support (5)

Account Clerk 2  
Account Clerk 3  
Administrative Assistant 6  
Clerical Assistant 1  
Clerical Assistant 3  
Stores Clerk 3

### Skill Craft (6)

Equipment Mechanic 2  
Maintenance Repair 2  
Maintenance Repair 3

Revised 8/2015















Job Group #1 Officials & Managers

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS			
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.	Female
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	1.92	4.75	0.00	0.00	0.00	7.02	19.33	0.48%	1.19%	0.00%	0.00%	0.00%	1.76%	4.83%	Some are hired from outside.	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	5.26%	1.32%	0.00%	0.00%	6.58%	9.21%	0.00%	3.95%	0.99%	0.00%	0.00%	4.93%	6.91%	Most are promoted or transferred internally.	Derived from Job Group #1	
This MUST equal 100.0% -->							100%										
FINAL AVAILABILITY (PERCENTAGE)							0.48%	5.13%	0.99%	0.00%	0.00%	0.00%	6.69%	11.74%			

## Utilization Analysis and Placement Goals\*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	YES	0.48%
Black/African Amer.	4	5.26%	NO	N/A
Am. Indian/Al. Native	1	1.32%	NO	N/A
Asian	0	0.00%	NO	N/A
NHOPI	0	0.00%	NO	N/A
Total Minority	5	6.58%	YES	6.69%
Female	7	9.21%	YES	11.74%
Total Employees	76			

\*Goals for "New Hires" during the 2015-2016 plan year for the:

Job Group #2 Engineers

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native			Asian	Native Hawaiian & Other Pacific Islander
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	6.27	1.79	0.75	4.03	0.00	13.97	6.35	5.64%	1.61%	0.68%	3.63%	0.00%	12.57%	5.72%	US Census Bureau, 2006-2010 American Community Survey
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	0.00%	0.00%	3.85%	0.00%	3.85%	23.08%	0.00%	0.00%	0.00%	0.38%	0.00%	0.38%	2.31%	Some are promoted or transferred internally.
This MUST equal 100.0% -->															
<b>FINAL AVAILABILITY (PERCENTAGE)</b>															
								5.64%	1.61%	0.68%	4.01%	0.00%	12.96%	8.02%	

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	5.64%	YES	5.64%
Black/African Amer.	0	0.00%	1.61%	YES	1.61%
Am. Indian/AL Native	0	0.00%	0.68%	YES	0.68%
Asian	1	3.85%	4.01%	YES	4.01%
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	1	3.85%	12.96%	YES	12.96%
Female	6	23.08%	6.35%	NO	N/A
Total Employees	26				

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/LaPorte District



Job Group #3 Professionals

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	5.00	4.24	0.00	2.54	0.00	12.64	59.20	3.75%	3.18%	0.00%	1.91%	0.00%	9.48%	44.40%	Most are hired from outside.	US Census Bureau, 2006-2010 American Community Survey
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	9.09%	0.00%	0.00%	0.00%	9.09%	54.55%	0.00%	2.27%	0.00%	0.00%	0.00%	2.27%	13.64%	Some are promoted or transferred internally.	Derived from Job Group #3
This MUST equal 100.0% -->																
<b>FINAL AVAILABILITY (PERCENTAGE)</b>																
								3.75%	5.45%	0.00%	1.91%	0.00%	11.75%	58.04%		

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	3.75%	YES	3.75%
Black/African Amer.	1	9.09%	4.24%	NO	N/A
Am. Indian/Al. Native	0	0.00%	0.00%	NO	N/A
Asian	0	0.00%	1.91%	YES	1.91%
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	1	9.09%	11.75%	YES	11.75%
Female	6	54.55%	58.04%	YES	58.04%
Total Employees	11				

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/LaPorte District

Job Group #4 Technicians

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS			
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian			Native Hawaiian & Other Pacific Islander	Total Minor.	Female
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	9.15	3.61	0.09	0.75	0.00	14.87	8.31	5.49%	2.17%	0.05%	0.45%	0.00%	8.92%	4.99%	Most are hired from outside.	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	2.40%	7.88%	0.34%	0.00%	0.00%	10.62%	11.30%	0.96%	3.15%	0.14%	0.00%	0.00%	4.25%	4.52%	Some are promoted or transferred internally.	Derived from Job Group #4	
This MUST equal 100.0% -->							100%										
FINAL AVAILABILITY (PERCENTAGE)									6.45%	5.32%	0.19%	0.45%	0.00%	13.17%	9.51%		

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	7	2.40%	6.45%	YES	6.45%
Black/African Amer.	23	7.88%	3.61%	NO	N/A
Am. Indian/AL Native	1	0.34%	0.09%	NO	N/A
Asian	0	0.00%	0.45%	YES	0.45%
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	31	10.62%	13.17%	YES	13.17%
Female	33	11.30%	8.31%	NO	N/A
Total Employees	292				

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/LaPorte District

Job Group #5 Administrative Support

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS			
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native			Asian	Native Hawaiian & Other Pacific Islander	Total Minor.
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	5.06	4.30	0.06	0.67	0.00	10.80	84.54	4.55%	3.87%	0.05%	0.60%	0.00%	9.72%	76.09%	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	5.26%	10.53%	0.00%	0.00%	0.00%	15.79%	84.21%	0.53%	1.05%	0.00%	0.00%	0.00%	1.58%	8.42%	Derived from Job Group #5 internally.	
This MUST equal 100.0% -->							100%									
FINAL AVAILABILITY (PERCENTAGE)									5.08%	4.92%	0.05%	0.60%	0.00%	11.30%	84.51%	

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	1	5.26%	5.06%	NO	N/A
Black/African Amer.	2	10.53%	4.30%	NO	N/A
Am. Indian/Al. Native	0	0.00%	0.05%	YES	0.05%
Asian	0	0.00%	0.60%	YES	0.60%
NHOP	0	0.00%	0.00%	NO	N/A
Total Minority	3	15.79%	10.80%	NO	N/A
Female	16	84.21%	84.51%	YES	84.51%
Total Employees	19				

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/LaPorte District

Job Group #6 Skill Craft

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS				
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native			Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	4.55	4.24	0.76	0.00	0.00	10.81	2.78	4.32%	4.03%	0.72%	0.00%	0.00%	10.27%	2.64%	Most are hired from outside.	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	2.94%	2.94%	0.00%	0.00%	0.00%	5.88%	2.94%	0.15%	0.15%	0.00%	0.00%	0.00%	0.29%	0.15%	Some are promoted or transferred internally.	Derived from Job Group #6	
This MUST equal 100.0% -->							100%	4.47%	4.18%	0.72%	0.00%	0.00%	10.56%	2.79%			
FINAL AVAILABILITY (PERCENTAGE)																	

## Utilization Analysis and Placement Goals\*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	2.94%	4.47%	YES	4.47%
Black/African Amer.	2.94%	4.18%	YES	4.18%
Am. Indian/AI. Native	0.00%	0.72%	YES	0.72%
Asian	0.00%	0.00%	NO	N/A
NHOP1	0.00%	0.00%	NO	N/A
Total Minority	5.88%	10.56%	YES	10.56%
Female	2.94%	2.78%	NO	N/A
Total Employees	34			

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT/LaPorte District



# Volume #3

- State's Workplace Harassment Policy

## WORKPLACE HARASSMENT PREVENTION

### PURPOSE

To establish workplaces where employees are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to ensure employees have procedures available so that alleged violations of this policy can be investigated and addressed.

### SCOPE

This policy applies to all employees under the authority of the Governor and Lieutenant Governor of Indiana. Separately elected officials are encouraged to adopt this or a similar policy concerning workplace harassment.

### STATEMENT OF POLICY

The State of Indiana (hereinafter the State) will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner.

Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated in State Government. The State will not tolerate workplace harassment whether engaged in by fellow employees, supervisors, officers, or by outside clients or other non-employees who conduct business with the State. The State encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

### REFERENCES

Governor's Affirmative Action Statement, April 26, 2005

Americans with Disabilities Act of 1990, as amended – 42 U.S.C. Chapter 126 §12101 et seq. (Pub. L. 101-336) (ADA). IC 22-9-5

Rehabilitation Act of 1973, as amended – 29 U.S.C. §794

Age Discrimination in Employment Act of 1967, as amended – 29 U.S.C. Chapter 14 §621 (Pub. L. 90-202) (ADEA), IC 22-9-2

Title VII of the Civil Rights Act of 1964, as amended – 42 U.S.C. Chapter 21 Subchapter VI §2000e (Pub. L. 88-352) (Title VII)

Pregnancy Discrimination Act – is an amendment to Title VII of the Civil Rights Act of 1964

National Origin Harassment – 29 C.F.R. §1606 et seq.

EFFECTIVE DATE July 1, 2005

Supersedes Sexual Harassment Policy dated Feb 2005

APPROVAL



Debra F. Minott, State Personnel Director

Date June 6, 2005

# Volume #4

- Affirmative Action Plan for the Disabled, Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans



**EXECUTIVE ORDER 11246**  
**AFFIRMATIVE ACTION PLAN FOR THE DISABLED,**  
**DISABLED VETERANS, VETERANS OF THE VIETNAM ERA,**  
**AND OTHER ELIGIBLE VETERANS**

**Indiana Department of Transportation**  
**LaPorte District**  
315 East Boyd Boulevard  
LaPorte, IN 46350

**October 1, 2015 – September 30, 2016**

Approved by:



**Rick Powers, District Deputy Commissioner**

Date

12/17/15

EEO/Affirmative Action Contact:

Kathy Jordan, Human Resources Director, [kjordan@indot.in.gov](mailto:kjordan@indot.in.gov), 219-325-7454.

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## **I. PREFACE**

This Affirmative Action Plan ensures compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and regulations promulgated pursuant thereto (41 C.F.R. Section 60-741), and ensures compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and the regulations promulgated pursuant thereto (41 C.F.R. Section 60-250). These laws require affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era, and other eligible veterans.

A copy of this Affirmative Action Plan is available for inspection by employees and applicants, Monday through Friday, upon request to: **Kathy Jordan, Human Resources Director, 219-325-7454**, by appointment.

## **II. STATEMENT OF AGENCY COMMITMENT**

The **Indiana Department of Transportation-LaPorte District** will not unlawfully discriminate against any employee or applicant who is physically or mentally disabled, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran in regard to any position for which the employee or applicant is qualified. Nondiscriminatory treatment applies to all employment practices, including employment, promotion, demotion, transfer, recruitment, advertising, termination, rates of pay, other forms of compensation, and selection for training.

### **POLICY STATEMENT REGARDING VETERANS 41 C.F.R. § 60-250.44(a)**

The **Indiana Department of Transportation – LaPorte District** will continue to comply with the affirmative action requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Agency will employ and advance without discrimination qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans (defined as any other U.S. veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). Affirmative action includes, but is not limited to, employment, upgrading, transfer, layoff, training opportunities, and rates of pay.

Employees who consider themselves covered by the Act are invited to inform the Agency voluntarily of their status so that the information can be made part of the employment record. Disabled veteran employees are encouraged to inform the Agency of special skills, procedures, or methods by which they can perform work, in order to aid management in recognizing their capabilities and considering them for additional job opportunities.

### **POLICY STATEMENT REGARDING THE DISABLED 41 C.F.R. § 60-741 (a)**

It is the policy of the **Indiana Department of Transportation –LaPorte District** to employ and advance qualified disabled individuals, pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973, as amended. This policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, demotion, layoff, termination, rates of pay, and selection for training.

Supervisors and managers are responsible for carrying out policies and procedures of the Agency in respect to affirmative action for disabled workers. Written notice of this policy is posted and maintained in an area accessible to Agency staff members.

**III. IDENTIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA,  
AND OTHER ELIGIBLE VETERAN EMPLOYEES**

41 CFR § 60-741.23 (c), 60-741.42;

Appendix B to Part 60-741

41 CFR § 60-250.42;

Appendix A to Part 60-250

The **Indiana Department of Transportation –LaPorte District** maintains electronic data on employees. Such employee data includes an indication of those employees who are covered under the definitions of a disabled individual, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran. These definitions are intended to be consistent with the definitions found in 41 C.F.R. Sections 60-741 and 60-250. Such persons are identified in two ways:

1. By inviting employees and new hires, should they believe themselves to be covered by this Affirmative Action Plan and wish to be recognized as such, to voluntarily identify themselves to the Agency Affirmative Action staff members (printed invitation immediately follows this page); and
2. By electronically maintaining data regarding those employees of whose disability the Agency has actual knowledge.

The invitation on the following page is provided to employees upon hire, and is posted in a location accessible to Agency staff members. The notice to applicants on the subsequent page is also posted in a location accessible to applicants.

## **Invitation to Self-Identify: Individuals with Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era, or Other Eligible Veterans**

The **Indiana Department of Transportation – LaPorte District** is subject to Section 503 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 2012 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. The Agency develops and maintains an affirmative action plan, with the intent to employ and advance in employment qualified individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

If you are an individual with disabilities, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, and would like to be considered under the Agency's affirmative action plan, please complete this form and submit it to: **Kathy Jordan, Human Resources Director**, [kjordan@indot.in.gov](mailto:kjordan@indot.in.gov), 219-325-7454. (To obtain a blank copy of this form, please contact **Kathy Jordan**.) Employees are asked to voluntarily provide this information. An employee who chooses not to provide this information will not be subject to adverse actions by the Agency. The information obtained will be kept in confidence, with only the following exceptions: (a) management and supervisory staff members may be informed, if necessary, in order to ensure proper placement and/or to accommodate a disability that the employee has identified, (b) first aid and/or safety personnel may be informed, if necessary and to the appropriate extent, should an employee with a disability require emergency treatment, and (c) government officials investigating affirmative action plan compliance under the above cited Acts may be informed.

If you are an individual with a disability, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, you may inform **Kathy Jordan, Human Resources Director**, of your request to be considered under the affirmative action plan at this time and/or at any time in the future.

\_\_\_\_\_ I am an **"Individual with a Disability"**. (1) I have a physical or mental impairment which substantially limits one or more of my major life activities, or (2) I have a record of such impairment. For purposes of this definition, an individual with a disability is substantially limited if s/he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

\_\_\_\_\_ I am a **"Special Disabled Veteran"**. I am (1) a veteran who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38 U.S.C. to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

\_\_\_\_\_ I am a **"Vietnam-Era Veteran"**. I either: (1a) served on active duty for a period of more than 180 days; (b) was discharged or released therefrom with other than a dishonorable discharge; and (c) some portion of my active duty occurred either: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (B) between August 5, 1964, and May 7, 1975, in all other cases; **Or** (2) I was discharged or released from active duty for a service-connected disability and some portion of my active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases.

\_\_\_\_\_ I am an **"Other Eligible Veteran"**. I am a veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

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Printed Name

Signature

Date

# **NOTICE TO APPLICANTS**

**THE Indiana Department of Transportation –**

**LaPorte District's**

**AFFIRMATIVE ACTION PLAN FOR**

**VETERANS AND PERSONS WITH DISABILITIES**

**IS AVAILABLE FOR REVIEW TO ANY EMPLOYEE OR**

**APPLICANT FOR EMPLOYMENT**

**UPON REQUEST TO: Kathy Jordan, Human Resources**

**Director, [kjordan@indot.in.gov](mailto:kjordan@indot.in.gov), 219-325-7454.**

**DATES AND TIMES FOR REVIEW ARE:**

**By Appointment**

**EXCLUDING OFFICIAL STATE HOLIDAYS.**

#### **IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES**

##### **A. Review of Personnel Processes**

41 CFR § 60-250.44(b)

41 CFR § 60-741.44(b)

An ongoing review of employment processes will continue, to ensure consideration of the job qualifications of known disabled, disabled veteran, veteran of the Vietnam era, and other eligible veteran employees and applicants for job vacancies, promotions, and training opportunities, offered or available.

##### **B. Review of Physical and Mental Job Qualifications**

41 CFR § 60-250.44(c)

41 CFR § 60-741.44(c)

An ongoing review of physical and mental job qualifications will continue, to ensure that they are job-related and consistent with business needs and safe performance of the job.

##### **C. Reasonable Accommodation to Physical and Mental Limitations**

41 CFR § 60-250.44(d)

41 FR § 60-741.44(d)

In considering qualified veterans or disabled employees and/or applicants for employment or advancement, the Agency will review reasonable possibilities for accommodation to their physical and/or mental restrictions. Factors in determining the extent of the Agency's obligations will include business necessity, cost considerations, and safety.

#### **V. HARASSMENT**

41 CFR § 60-741.44(e)

41 CFR § 60-250.44(e)

The Agency has developed and implemented procedures to ensure that its employees with disabilities, disabled veterans, veteran of the Vietnam era, and other eligible veterans are not harassed because of their disability or veteran status.

#### **VI. OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY**

41 CFR § 60-250.44(f)

41 CFR § 60-741.44(f)

- A. Recruiting efforts at schools will continue to include efforts to reach disabled students, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
- B. Employment advertisements will continue to include a statement that the Agency is an "Equal Opportunity Employer".
- C. The Agency may periodically enlist the assistance of agencies which might be helpful in recruiting qualified disabled and veteran applicants.
- D. When employees' photos are used in consumer, promotional or job advertising, photos of veterans and disabled workers will continue to be included whenever possible.

#### **VII. INTERNAL DISSEMINATION OF POLICY**

41 CFR § 60-250.44(g)

41 FR § 60-741.44(g)

The **INDOT's** EEO/AA policy is available to employees via:

1. **Posted written notice on bulletin boards in District Office** accessible to staff members;

2. A review of the Agency's annual Affirmative Action Plan upon request to the HR office or HR Director;
3. A copy of the Agency's annual Affirmative Action Plan located at the Indiana State Library.

## VIII. AUDIT AND REPORTING SYSTEMS

41 CFR § 60-250.44(h)

41 CFR § 60-741.44(h)

The Agency implements an audit and reporting system that:

1. Determines the degree to which Agency objectives are being attained.
2. Indicates the need for remedial action, if any.
3. Ensures that individuals with known disabilities, veterans of the Vietnam era, and other eligible veterans have opportunity to participate in Agency-sponsored educational, training, recreational, and social activities.

## IX. RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PROGRAMS

41 CFR § 60-250.44(i)

41 CFR § 60-471.44(i)

The **Indiana Department of Transportation – LaPorte District** recognizes that the success of this Affirmative Action Plan depends upon clearly defined areas of responsibility for implementation, as well as the commitment of all management levels to achieving the goals set out herein. While collective individual participation is essential to achieving the Agency's stated objectives, select staff members are assigned responsibility for ensuring the implementation of this Affirmative Action Plan. General responsibility designations are set forth below:

- A. **Rick Powers, District Deputy Commissioner**, has overall responsibility for ensuring that the Affirmative Action Plan is effectively communicated and carried out. He insists upon the cooperation and support of all management levels and employees in order to ensure that the Affirmative Action Plan is effectively administered.
- B. **Kathy Jordan, Human Resources Director**, are responsible for preparing, updating, and finalizing the annual Affirmative Action Plan. Responsibilities include, but are not necessarily limited to:
  1. Assisting in identifying potential problem areas.
  2. Implementing audit systems which will:
    - a. Determine the degree to which Agency objectives are being achieved.
    - b. Determine the need for remedial action, if any.
    - c. Determine whether known disabled employees, disabled veterans, veterans of the Vietnam era, and other eligible veterans have had opportunity to participate in Agency-sponsored educational, training, recreational, and social activity.
  3. Serving as liaison between this Agency and organizations of and for disabled persons, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
  4. Upon request, arranging for career counseling for known disabled employees, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.
  5. Making periodic audits of employment action patterns within the Agency in order to identify impediments, if any, to attaining the objectives set out herein.
  6. Making periodic physical inspections of facilities in order to ensure technical compliance by checking to see that required EEO posters are properly displayed, that physical facilities are available to employees on a nondiscriminatory basis, and that Agency-sponsored training, recreational, and social activities are open to all employees.



C. Personnel involved in the selection process are trained to assist in the performance of the responsibilities listed above. They receive training in Equal Employment Opportunity, and their work performance is evaluated partially on the basis of efforts made and results achieved in this area. It is the individual responsibility of supervisors to take appropriate action to prevent the harassment of those who have been placed through affirmative action efforts, as well as all other Agency employees.

**X. TRAINING**

41 CFR § 60-250.44(j)

41 CFR § 60-741.44(j)

The **State Personnel Department** trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes, to ensure that the commitments in the Agency's Affirmative Action Plan regarding the disabled, disabled veterans, veterans of the Vietnam era, and other eligible veterans are implemented.