ILLINOIS DEPARTMENT OF CORRECTIONS

Bruce Rauner, Governor
John R. Baldwin, Acting Director

FISCAL YEAR 2019 AFFIRMATIVE ACTION PLAN

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FISCAL YEAR 2019
AFFIRMATIVE ACTION PLAN

TABLE OF CONTENTS

PART I

Certification....4
IDOC Director's Policy Statement....5
Agency Profile....6
Administration of the Affirmative Action Program....7
IDOC Table of Organization....10
Dissemination of Affirmative Action Policy and Plan....12

PART II

Department of Corrections Work Force....14
Summary of Workforce Analysis by Region....15
Summary of Workforce Transactions Report....16
Determining Equitable Employment....17
Underutilization Summary by Region....21

PART III

Goals and Timetables....23
Performance Measures....24

PART IV

Internal Complaint Procedure....32

PART V

Affirmative Action Policy for Persons with Disabilities....40
Physical Access for Persons with Disabilities....41
Recruitment of Applicants with Disabilities....41
Availability Analysis....42
Numerical Goal for Persons with Disabilities....42
Reasonable Accommodations....44

PART VI

Applicable EEO Laws....61

PART VII

Availability Analysis....64
IDOC Facilities by Region....68
IDOC Position Titles by EEO Job Categories....70
Exit Interview....75
Hiring and Promotion Monitor....78
Summary of Workforce Transactions by EEO Category....81
Summary of Workforce Analysis by Region....90
Administrative Directive 03.01.310 Sexual Harassment....98

PART I

EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION PROGRAM CERTIFICATION

NAME OF AGENCY: Illinois Department of Corrections

ADDRESS: P.O. Box 19277, 1301 Concordia Court, Springfield, IL 62794-9277

TELEPHONE NUMBER: (217) 558-2200

AGENCY DIRECTOR: John R. Baldwin, Acting Director

EEO OFFICER: Fernando Chavarria, Administrator

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

John Baldwin — 28 AUG. 18

Acting Director — Date

Fernando Chavarria — 8-28-18

EEO/AA Officer — Date

AFFIRMATIVE ACTION POLICY STATEMENT FY 2019

The Illinois Department of Corrections provides equal treatment and equal opportunity to all persons. The Affirmative Action Plan reaffirms the Department's policy of equal opportunity through affirmative action. The Department's equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to correct underutilization of minorities, females and persons with disabilities in the work force. The Department has developed and implemented a program for recruitment of a diverse work force.

Discrimination against or harassment of employees, clients and applicants based on hiring, training, promotion, pregnancy, race, color, sex, religion, age, arrest record, national origin or ancestry, physical or mental disability, marital status, military status, pregnancy, sexual orientation, order of protection status, citizenship status or unfavorable discharge from military service will not be tolerated. The Department is committed to providing a workplace free from sexual harassment and has implemented sexual harassment policies and prevention programs. The Department promptly, thoroughly and impartially investigates complaints and takes appropriate corrective action when it is determined that discrimination or harassment has occurred. The Department also provides reasonable accommodations to individuals with disabilities.

Retaliation against any employee, client or applicant who files a complaint or participates in the investigation of a complaint of discrimination or harassment is prohibited. Retaliatory conduct will be treated as seriously as incidents of discrimination or harassment. Employees who engage in retaliation will be disciplined up to and including discharge.

Employees or applicants who feel they have been discriminated against, retaliated against or harassed are to report the incident to their supervisor, to a person higher in the chain of command or directly to the Office of Affirmative Action.

This policy is applicable to all employees. It is expected that the executive staff members, wardens, superintendents, supervisors and program managers are responsible for providing leadership in these matters and their support in implementing the Affirmative Action Plan. Compliance with this policy is also required of those who conduct business or enter into contractual agreements with the Department. Through cooperation and mutual effort, the Illinois Department of Corrections can be a model of equal employment opportunity.

John Baldwin

John R. Baldwin
Acting Director

AGENCY PROFILE

MISSION OF THE ILLINOIS DEPARTMENT OF CORRECTIONS

To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

The Department establishes the necessary types of physical security and levels of supervision to safely secure committed individuals and provides humane treatment of offenders by meeting basic needs such as food, clothing, shelter and medical and mental health care. The Department also provides education, vocational and other programs.

The Department operates 29 adult prisons and operates adult transition centers and work camps and provides supervision to persons released on parole or mandatory supervised release. Offices and facilities are located throughout the State. Central offices are located in Springfield, Illinois. At the conclusion of FY'18, the Department had 12,150 employees.

SPECIAL PROBLEMS

1. Many of the Department's facilities are located in areas with small minority populations. Affirmative recruitment is needed in these areas to attract minority applicants.

2. A decision by the Illinois Supreme Court held that the Veterans Preference is absolute; virtually eliminating the ability of state agencies to hire anyone other than a veteran if a veteran appears on the CMS eligibility list.

3. Most promotional decisions are governed by the terms of collective bargaining agreements.

4. *Rasho vs State of Illinois* and *Lippert vs State of Illinois,* court decisions that affect employment levels and possibly have an adverse effect on ` underutilization goals.

ADMINISTRATION OF THE AFFIRMATIVE ACTION PROGRAM

The Illinois Human Rights Act (PA81-1216) mandates that State agencies employing one thousand (1,000) or more employees appoint a full-time Equal Employment Officer. The responsibility for planning, developing and administering the Illinois Department of Corrections Affirmative Action/Equal Employment Opportunity Program on a day-to-day basis rests with the Administrator of the Office of Affirmative Action, Fernando Chavarria, 100 West Randolph Street, Suite 4-200, Chicago, Illinois 60601, (312) 814-3790. The responsibilities of the Administrator include those mandated by PA81-1216(*).

*1. Advise the Director with respect to the preparation of the Department's Affirmative Action Plan, equal employment opportunity programs, procedures, regulations and reports.

*2. Evaluate the sufficiency of the Department's AA/EEO program and recommend any improvements or corrections, including remedial or disciplinary action with respect to managerial or supervisory employees who fail to comply with the program.

*3. Make changes in programs and procedures to eliminate discriminatory practices, as authorized by the Director.

*4. Evaluate tests, employment policies and criteria and report to the Director and the Department of Human Rights any such policies, practices and criteria which have disparate impact on minorities, women and the people with disabilities.

*5. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against in violation of the Human Rights Act.

*6. Prepare all required Federal and State reports and serve as liaison between the Department and EEO enforcement authorities.

7. Collect, analyze and prepare for publication all statistical data required by the Affirmative Action Plan.

8. Inform management of developments in the EEO field and assist management and supervisory personnel who need technical or administrative support in fulfilling their responsibilities under this Plan and under equal employment opportunity laws and regulations.

9. Monitor the Department's recruitment program for minorities, women and applicants with disabilities. The recruitment program shall include but not be limited to dissemination of posters, use of advertising media patronized by minorities, women and persons with disabilities, use of minority, disability and women's group contacts and community relations programs.

10. Periodically review employment practices and related documents to help assure that non-discriminatory job-related criteria are used in the recruitment, application and appointment processes.

11. Receive, investigate and make recommendations on internal and external complaints of discrimination and report internal and external complaints to the Department of Human Rights.

12. Serve as liaison between the Department and minority, and women's organizations and organizations serving persons with disabilities.

13. Design and implement audit and reporting systems for measuring the effectiveness of agency programs, including review of Exit Interview Forms and Hiring and Promotion Monitors.

14. Supervise, train and direct the Office of Affirmative Action staff in their related duties and responsibilities.

15. Review all agency lay-off and reorganization plans to determine if there will be any disparate impact upon persons in protected class groups and submit a written report of findings with suggested alternatives to lessen or eliminate such impact.

Each Bureau and Division head in conjunction with the Office of Affirmative Action shall administer and implement an AA/EEO program tailored to that Bureau or Division which shall include:

1. Complete record keeping on applicants and reporting of personnel transactions.

2. Validation of selection criteria used in the employment process with technical assistance from the Office of Affirmative Action to ensure that tests and other selection methods actually measure essential job functions.

3. Implementation of policies and procedures shall include job related criteria.

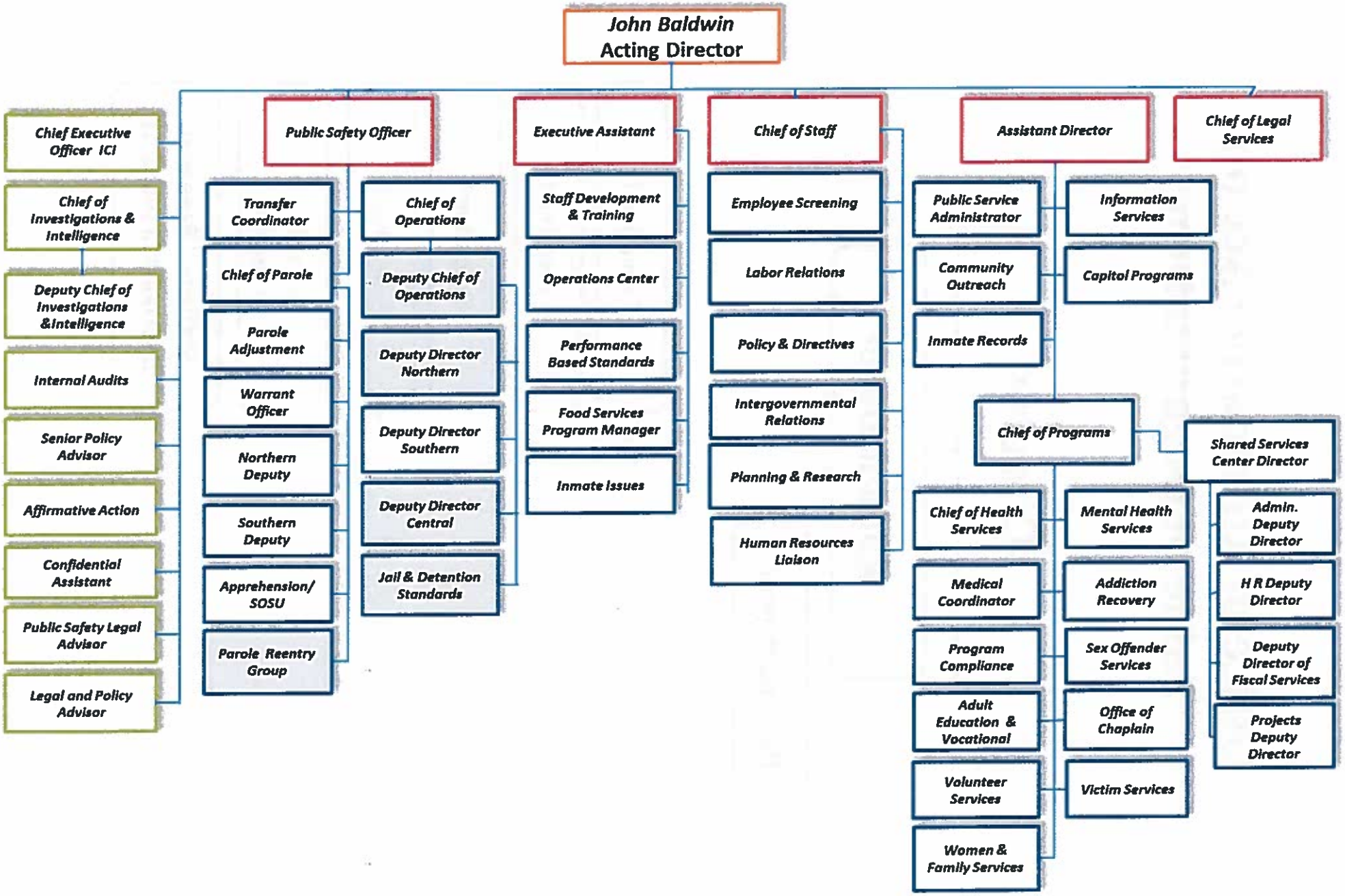
4. Participation in recruiting to attract minorities and women for employment within the Department.

5. Enforcement of the Department's AA/EEO policies, including the use of all forms and procedures required to aid in documenting adherence to Equal Employment Opportunity guidelines.

6. Assistance in identifying problem areas with respect to Affirmative Action.

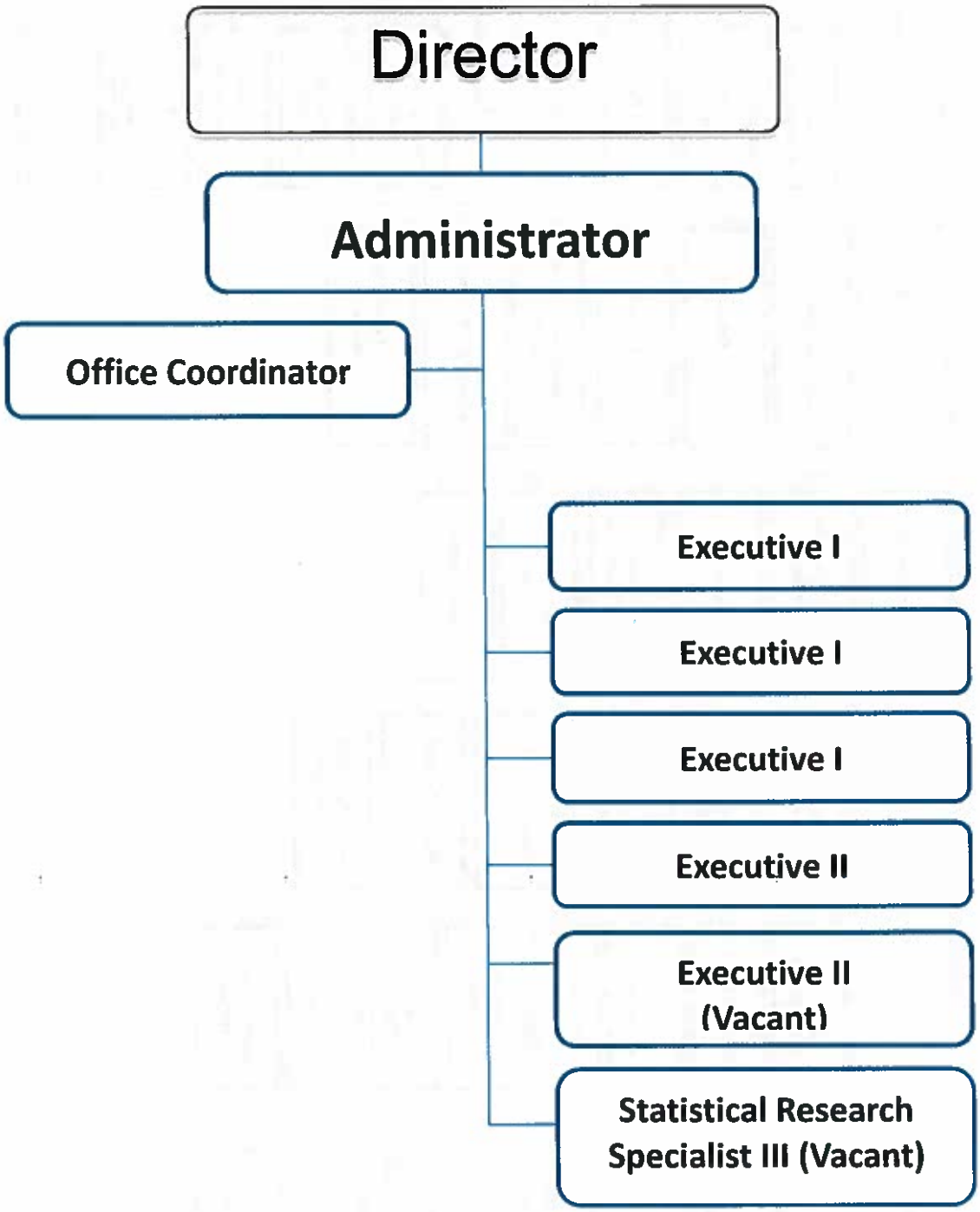
7. Monitoring the performance of facility and unit heads relating to the Department's AA/EEO policies and taking remedial action as necessary.

8. Forwarding complaints to the Office of Affirmative Action for handling.



As of July 1, 2018

Office of Affirmative Action
Table of Organization



DISSEMINATION OF THE AFFIRMATIVE ACTION POLICY AND PLAN

INTERNAL

1. The Director's policy statement shall be posted on bulletin boards in all Departmental offices and facilities.

2. All executive staff, wardens, superintendents, supervisors and program staff will be provided with a copy of the policy statement and Affirmative Action Plan which they will make accessible to staff and others who may request it.

3. Policy training will be conducted for Department personnel of all levels upon the request of administrators and managers.

4. Orientation in Equal Employment Opportunity/Affirmative Action issues will be a part of all pre-service training of employees at the Department of Corrections Training Academy.

EXTERNAL

1. "Equal Opportunity Employer" will be included in all Departmental advertising.

2. Recipients of federal funds through the Illinois Department of Corrections will be advised of the Department Affirmative Action/ Equal Employment Opportunity policies.

3. Regular sources of employment such as related federal, state, or local agencies, schools, community organizations and recruitment sources will be advised of the Department's Affirmative Action/Equal Employment Opportunity policies. The Affirmative Action Plan will be available to all recruitment sources and to applicants.

4. Minority news media will be advised of the Department's Affirmative Action/ Equal Employment Opportunity policies.

5. Unions, professional associations and business enterprises involved with the Department will be advised of the Affirmative Action/Equal Employment Opportunity policies of the Department.

6. A copy of the Affirmative Action Plan will be provided to the State Library and the Department of Human Rights.

7. A copy of the Affirmative Action Plan will be available to State and Federal regulatory agencies.

8. Upon request, and within the guidelines of the Freedom of Information Act, the Illinois Department of Corrections will make available for public inspection a copy of its current Affirmative Action Plan and supporting documentation.

PART II

THE ILLINOIS DEPARTMENT OF CORRECTIONS' WORK FORCE

The Affirmative Action Plan includes several tables, which depict the Department of Corrections' (DOC) workforce. The Plan includes the employee headcount by race, sex, and job category as well as a summary of personnel transactions for Fiscal Year 2018.

Summary of Workforce Transactions

A summary of personnel transactions is provided on page 16. A summary of personnel transactions by EEO job category is located on page 81.

Analysis of the Workforce Summary

The agency workforce summary table provides information on the number and percent of minority and female employees within eight job categories throughout the Department (refer to page 15). A summary of the workforce by region is located on page 90.

Summary of Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	359	200	153	39	5	3			10	159	129	25	3		2		9	55.71%	44.29%	78.55%	17.83%	2.23%	0.84%	0.56%		5.29%
Professionals	1,547	716	518	154	34	7	3		38	831	630	158	31	8	4		39	46.28%	53.72%	74.21%	20.17%	4.20%	0.97%	0.45%		4.98%
Technicians	302	119	96	12	8	3			5	183	150	27	3	2	1		11	39.40%	60.60%	81.46%	12.91%	3.64%	1.66%	0.33%		5.30%
Protective Service	8,386	7,067	6,193	560	243	39	28	4	129	1,319	976	264	64	9	4	2	13	84.27%	15.73%	85.49%	9.83%	3.66%	0.57%	0.38%	0.07%	1.69%
Para-professionals	197	15	14	1					2	182	166	10	5		1		6	7.61%	92.39%	91.37%	5.58%	2.54%		0.51%		4.06%
Administrative Support	272	35	26	5	2	2			1	237	208	19	7	2	1		9	12.87%	87.13%	86.03%	8.82%	3.31%	1.47%	0.37%		3.68%
Skilled Craft	352	344	324	10	8		2		13	8	6	2						97.73%	2.27%	93.75%	3.41%	2.27%		0.57%		3.69%
Service / Maintenance	735	601	538	46	10	3	4		15	134	94	31	4	3	2		4	81.77%	18.23%	85.99%	10.48%	1.90%	0.82%	0.82%		2.59%
TOTAL	12,150	9,097	7,862	827	310	57	37	4	213	3,053	2,359	536	117	24	15	2	91	74.87%	25.13%	84.12%	11.22%	3.51%	0.67%	0.43%	0.05%	2.50%

Grand Total Employees: Males: 9,097 (74.87%) Females: 3,053 (25.13%) Total Minorities: 1,929 (15.88%)

White: 10,221 (84.12%) Black/African American: 1,363 (11.22%) Hispanic/Latino: 427 (3.51%) Asian: 81 (0.67%) AI/AN: 52 (0.43%) NHOPI: 6 (0.05%) PWD: 304 (2.50%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Summary of Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: GRAND TOTAL

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	1,295	698	538	99	52	6	2	1		597	365	175	45	8	1	3		53.90%	46.10%	69.73%	21.16%	7.49%	1.08%	0.23%	0.31%	
Promotions	440	263	223	25	12	3				177	140	24	9	3	1			59.77%	40.23%	82.50%	11.14%	4.77%	1.36%	0.23%		
Intra-Agency Transfers	675	436	377	33	17	7	1	1		239	193	33	12	1			1	64.59%	35.41%	84.44%	9.78%	4.30%	1.19%	0.15%	0.15%	0.15%
Suspensions	567	439	341	77	20			1		128	78	43	7					77.43%	22.57%	73.90%	21.16%	4.76%			0.18%	
Separations	769	544	432	67	38	5	2			225	169	40	14	2				70.74%	29.26%	78.15%	13.91%	6.76%	0.91%	0.26%		
Discharges	62	44	32	10	2					18	11	5	1	1				70.97%	29.03%	69.35%	24.19%	4.84%	1.61%			
Lay Off																										
Demotions																										
Reductions	229	166	147	13	6				1	63	48	13	1	1				72.49%	27.51%	85.15%	11.35%	3.06%	0.44%			0.44%
Reinstatements	17	10	7	1	2					7	5	2						58.82%	41.18%	70.59%	17.65%	11.76%				
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

DETERMINING EQUITABLE EMPLOYMENT LEVELS FOR MINORITIES AND FEMALES

The Illinois Department of Corrections hires employees in numerous positions under eight Equal Employment Opportunity categories. A description of the eight EEO job categories is contained in Table 1 (page 18). A list of Illinois Department of Corrections position titles by EEO job category is contained in pages 71-74.

On an annual basis, data on the availability of minority and female employees is compared to the numbers who are actually employed by the Department to determine if the work force includes minorities and females in all job categories in numbers proportionate to their availability in the qualified applicant population.

When job categories in the work force do not include minority or female employees in numbers that are proportionate to their availability for employment, hiring goals are established to remedy the underutilization that has been found. The methodology used to determine underutilization of minorities and females is explained in pages 64-66.

Table 2 (page 20) contains a description of the ten geographical regions for which hiring goals are established. A summary of IDOC underutilization by region, race, sex and job category is on page 21.

TABLE 1 EQUAL EMPLOYMENT OPPORTUNITY JOB CATEGORIES

A. Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

B. Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

C. Technicians

Occupations which require a combination of basic skill or technical knowledge and manual skill which can be attained through specialized post-secondary school education or through equivalent on-the-job training.

D. Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

E. Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience normally required for professional or technical status.

F. Administrative Support

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paper work required in an office.

G. Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is required through on-the-job training and experience or through apprenticeship or other formal training programs.

H. Service and Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

Illinois Department of Human Rights State Regional Map

TABLE 2 GEOGRAPHICAL REGIONS

REGION 1
Cook
DeKalb
DuPage
Grundy
Kane
Kankakee
Kendall
Lake
McHenry
Will

REGION 2
Boone
Ogle
Stephenson
Winnebago

REGION 3
Bureau
Carroll
Henry
Jo Daviess
La Salle
Lee
Mercer
Putnam
Rock Island
Whiteside

REGION 4
Adams
Brown
Hancock
Henderson
Knox
McDonough
Pike
Schuyler
Warren

REGION 5
Dewitt
Fulton
Livingston
Marshall
Mason
McLean
Peoria
Stark
Tazewell
Woodford

REGION 6
Champaign
Douglas
Ford
Iroquois
Piatt
Vermillion

REGION 7
Christian
Cass
Greene
Logan
Macon
Macoupin
Menard
Montgomery
Morgan
Sangamon
Scott
Shelby

REGION 8
Bond
Calhoun
Clinton
Jersey
Madison
Monroe
Randolph
St. Clair
Washington

REGION 9
Clark
Clay
Coles
Crawford
Cumberland
Edgar
Effingham
Fayette
Jasper
Lawrence
Marion
Moultrie
Richland

REGION 10
Alexander
Edwards
Franklin
Gallatin
Hamilton
Hardin
Jackson
Jefferson
Johnson
Massac
Perry
Pope
Pulaski
Saline
Union
Wabash
Wayne
White
Williamson

Underutilization Summary by Region

Name of Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Fiscal Year: 2019

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1			1	1					1	13									23					
2							6	2																
3										1									27					
4																			49	3		2		
5										2									66	22			3	
6										3									38	2	5	2		
7										1				2					75			2	1	
8										1									84	36	1		3	
9																			82					
10										2									73	2	6	1	1	
Total	0	0	1	1	0	0	6	2	1	23	0	0	0	2	0	0	0	0	517	65	12	7	8	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1									1				2		6						5	1		
2																								
3																			1		1			
4		1																	4		1			
5																			3		2			
6																								
7		1		1															13	1				
8		2																	3					
9													1											
10		3						1					2											
Total	0	7	0	1	0	0	0	1	1	0	0	0	5	0	6	0	0	0	24	1	9	1	0	0

Total underutilization for Women: 552

Total underutilization for Black or African American: 78

Total underutilization for Hispanic or Latino: 30

Total underutilization for Asian: 33

Total underutilization for American Indian or Alaskan Native: 8

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander

DHR 11-AAP (Rev. Feb. 2016)

PART III

GOALS AND TIMETABLES

The eradication of those staffing underutilizations that were identified in the Underutilization Summary is an ideal to which the IDOC is committed for Fiscal Year 2019.

NUMERICAL GOALS AND TIMETABLES TO REMEDY UNDERUTILIZATION

The Department of Corrections' objective is:

To achieve by June 30, 2019 at least minimum numerical compliance by reaching numerical goals in each job category for minorities and females considering the number of opportunities to hire new employees.

A regional breakdown of numerical objectives is reported on the Underutilization Summary by Region form on page 21.

PERFORMANCE MEASURE BACKGROUND INFORMATION

Based on its availability analysis, the Department of Corrections has underutilization for women and minorities. The Department will work toward better education of managers on affirmative action goals in an effort to address underutilization. Enhanced recruitment efforts will be used to reduce the underutilization of African Americans, Hispanics, Women, Asians, American Indian/Alaskan Native Americans and persons with disabilities. Education of managers and employees on equal opportunity and sexual harassment will be reviewed and enhanced to address the turnover rate of minority and female employees.

Performance Measure I

Goal:

The goal is to address underutilization of women in the workforce in the four EEO categories through development of on-going recruitment relationships and organizations representing women.

Outcome:

Reducing underutilization of females by **(6)** Professionals; **(517)** Protective Service Workers; **(5)** Skilled Craft Workers; and **(24)** Service/Maintenance Workers.

Output:

1. The Office of Affirmative Action will identify appropriate entities to be contacted.

Completion date: October 31, 2018.

2. The identified entities will be contacted and provided with materials on State positions and the hiring process.

Completion date: November 15, 2018.

3. The Office of Affirmative Action will provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019)

Performance Measure II

Goal:

To reduce underutilization of Black/African Americans in the following six EEO categories through education of hiring managers on their Affirmative Action Goals and through recruitment efforts.

Outcome:

Reducing underutilization of Black/ African Americans by **(2)** Professionals; **(2)** Technicians; **(65)** Protective Service Workers; **(7)** Paraprofessionals; **(1)** Administrative Support and **(1)** Service/Maintenance Workers.

Output:

1. The Affirmative Action Office will distribute the Affirmative Action Plan and Affirmative Action Goals to all hiring Managers.

Completion date: October 31, 2018

2. Hiring Managers will be provided with education on their Affirmative Action goals and on the use of the hiring and promotion monitor form so that underutilized candidates appearing on eligibility lists are interviewed when underutilization exists.

Completion date: November 30, 2018

3. Recruitment Teams will attend job fairs, conduct on-site recruitments with partner agencies IDES, LWIA, ESGR, FBO/CBO and Higher Learning Institutions.

Completion date: Quarterly

4. Compliance will be monitored by reviewing the eligibility lists and the interview lists.

Completion date: May 31, 2019.

5. The Department will provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019)

Performance Measure III

Goal:

The goal is to address underutilization of Hispanics/Latinos in six of the EEO categories through the development of ongoing recruitment efforts and maintaining relationships with organizations representing Hispanics.

Outcome:

Reducing underutilization of the Hispanic/Latino workforce by **(1)** Officials and Administrators; **(1)** Professionals; **(12)** Protective Service Workers; **(1)** Administrative Support; **(6)** Skilled Craft Workers; and **(9)** Service/Maintenance Workers.

Output:

1. The Office of Affirmative Action will identify appropriate entities to be contacted.

Completion date: October 31, 2018.

2. The identified entities will be contacted and provided with materials on State positions and the State hiring process.

Completion date: November 15, 2018.

3. The Office of Affirmative Action will evaluate referrals to determine the number of applicants recruited through the organizations.

Completion date: May 31, 2019.

4. The Department will provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019)

Performance Measure IV

Goal:

The goal is to address underutilization of Asians in the following five EEO categories through development of ongoing recruitment relationships with organizations representing Asians.

Performance Measure IV (cont.)

Outcome:

Reducing underutilization of the Asian work force by **(1)** Official/Administrators; **(23)** Professionals; **(7)** Protective Service Workers; **(1)** Paraprofessional; and **(1)** Service/Maintenance Worker.

Output:

1. The Office of Affirmative Action will identify appropriate entities to be contacted.

Completion date: October 31, 2018.

2. The identified entities will be contacted and provided with materials on State positions and the State hiring process.

Completion date: November 15, 2018.

3. The Office of Affirmative Action will evaluate referrals to determine the number of applicants recruited through the organizations.

Completion date: May 31, 2019.

4. The Department will provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019)

Performance Measure V

Goal:

The goal is to address underutilization of American Indians/Alaskan Natives by **eight (8)** in the workforce in the EEO category of Protective Service Workers.

Output:

1. The Office of Affirmative Action will distribute information about positions to organizations serving Native Americans.

Completion date: December 31, 2018.

Performance Measure V (cont.)

2. The identified entities will be contacted and provided with materials on State positions and the hiring process.

Completion date: November 15, 2018.

3. The Office of Affirmative Action will provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019)

Performance Measure VI

Goal:

To continue to maintain parity in the category of Native Hawaiians and Other Pacific Islanders.

Performance Measure VII

Goal:

To provide equitable opportunity to persons with disabilities.

Outcome:

To provide equitable opportunity to applicants and employees with disabilities, and ensure that supervisors are aware of responsibilities. In addition, to hire **236** persons with disabilities.

Output:

1. Distribute materials on the agency reasonable accommodation program.

Completion date: December 31, 2018.

2. Provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly. (October 2018, January 2019, April 2019, July 2019)

Performance Measure VIII

Goal:

Provide information to all managers and supervisors on EEO laws, regulations and the Affirmative Action Plan.

Outcome:

Reduce complaints of employees by ensuring all employees, officials and managers are aware of what discrimination entails and the possible consequences of discriminatory practices. Encourage use of the internal complaint process.

Output:

1. Review Training Academy training programs.

Completion date: December 30, 2018.

2. Distribute to each facility the information on posting of the EEO Policy.

Completion date: November 30, 2018.

3. The Department will provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019)

Performance Measure IX

Goal:

Provide training and education on sexual harassment.

Outcome:

To reduce the number of complaints by ensuring all employees and managers are aware of what sexual harassment is and the consequences of engaging in sexual harassment.

Output:

1. Ensure that sexual harassment training is provided in cycle training.

Completion date: June 30, 2019.

2. Monitor that the Sexual Harassment Policy is posted.

Completion date: March 30, 2019. The Sexual Harassment was revised effective May 1, 2018 and is located on the agency's internal website and notification was provided to the Training Academy.

3. Provide supporting documentation to the Department of Human Rights.

Completion date: Quarterly (October 2018, January 2019, April 2019, July 2019).

PART IV

ILLINOIS DEPARTMENT OF CORRECTIONS

INTERNAL COMPLAINT PROCEDURE

The Office of Affirmative Action has jurisdiction over complaints by employees and applicants for employment alleging discrimination based on: AGE, RACE, SEX, NATIONAL ORIGIN, ANCESTRY, RELIGION, ARREST RECORD, DISABILITY, SEXUAL HARASSMENT, CITIZENSHIP STATUS, MARITAL STATUS, PREGNANCY, SEXUAL ORIENTATION and/or VIOLATIONS OF THE HUMAN RIGHTS ACT, TITLE VII AND THE ILLINOIS DEPARTMENT OF CORRECTIONS AFFIRMATIVE ACTION POLICY STATEMENT. The Department of Corrections has established this internal complaint process as a means to resolve complaints in a prompt and effective manner.

An employee or applicant for employment who feels that he or she has been sexually harassed or discriminated against should report the incident to their supervisor, to a supervisor higher in the chain of command if the employee's supervisor is alleged to have engaged in the conduct or directly to the Office of Affirmative Action. Unless a signed written statement has been submitted, a complainant may be asked to complete an *Equal Employment Opportunity and Affirmative Action Complaint* (EEO/AA) form (DOC 0279) detailing the specific charges of discrimination. A Chief Administrative Officer may also refer employee complaints of sexual harassment or discrimination to the Office of Affirmative Action for investigation.

Complaints will be reviewed to determine if there is sufficient information to proceed with investigation. Complaints should contain the following information:

a. Basis - Age, Race, Sex, National Origin, Ancestry, Religion, Arrest Record, Disability, Sexual Harassment, Citizenship Status, Marital Status, Pregnancy Sexual Orientation and/or violations of the Illinois Human Rights Act, Title VII or IDOC's Affirmative Action Policy Statement.

b. Issue - Failure to hire, Failure to promote, Termination, Discipline, Assignments, Harassment, Retaliation or other terms or conditions of employment.

c. Respondent - Person(s) named responsible for acts of discrimination.

d. Complainant - Written signature of person filing complaint of discrimination.

If a charge does not contain sufficient information to proceed with an investigation and/or lacks one or more of the four elements, the complainant will be asked to provide the necessary information. Failure of the complainant to do so will indicate a lack of interest to pursue the complaint and the case will be closed by the Office of Affirmative Action. If the issues are continual, then the complaint should be filed within 300 days of the alleged unfair employment practice or awareness by the Complainant of the unfair practice.

The internal EEO/AA Complaint form (DOC 0279) is available from the Office of Affirmative Action, from the Department personnel offices or can be accessed from the Department's internal website. The form is also contained in the Administrative Directive "Forms" book.

The person completing the form needs to include the following information:

a. The full name, address and telephone number of complainant.

b. A statement of facts alleged to constitute the unfair employment practice.

c. The date, time, place and person(s) alleged to be discriminating.

d. Basis of complaint.

e. Issue of complaint.

f. A statement describing any other action initiated by the complainant to address the issues in the complaint.

g. The signature of the complainant.

Questions regarding how to file a complaint can be directed to:

Fernando Chavarria, Administrator
IL Department of Corrections-Affirmative Action
100 West Randolph Street – Suite 4-200
Chicago, IL 60601
(312) 814-3790

Tamara Brown, Affirmative Action Officer
IDOC-Affirmative Action
100 West Randolph Street – Suite 4-200
Chicago, IL 60601
(312) 814-6304

Martha Fragozo, Affirmative Action Officer
IDOC-Affirmative Action
100 West Randolph Street – Suite 4-200
Chicago, IL 60601
(312) 814-0082

Teresa Fitzpatrick, Affirmative Action Officer
IDOC-Affirmative Action
1301 Concordia Court
Springfield, IL 62794-9277
(217) 558-2200 Ext. 6668

Martina Pereira, Affirmative Action Officer
IDOC-Affirmative Action
1301 Concordia Court
Springfield, IL 62794-9277
(217) 558-2200 Ext. 6669

INVESTIGATION PROCEDURE

I. Receipt of Complaint

A. The complaint will be acknowledged by letter, telephone or personal contact with the complainant.

B. The appropriate manager will be notified that a complaint has been received alleging discrimination or harassment. A position statement and/or all pertinent documents that may clarify and/or explain actions and decisions may be requested.

II. Investigation

A. The Affirmative Action Officer assigned to the complaint will interview the complainant, the person accused and pertinent witnesses.

B. The Affirmative Action Officer shall compile all relevant documents.

B. At the completion of the investigation, a narrative report of the facts, supporting documents and a recommendation of evidence or lack of evidence of sexual harassment or discrimination is to be prepared by the Affirmative Action Officer.

III. Assessment and Disposition of Complaint

A. Analysis

1. The Affirmative Action Administrator will review the investigation report to determine the complaint status. If further investigation is warranted, it will be requested.

2. The Investigator will discuss or submit an assessment of the case to the Affirmative Action Administrator. The assessment shall include:

a. the complainant's allegation(s)

b. Respondent's position

c. evidence compiled

d. disposition of the complaint

B. Disposition of the Complaint

1. Lack of Evidence - When there is lack of evidence to substantiate the allegations made by the complainant, the Office of Affirmative Action shall notify the complainant of the finding and close the case.

   The complainant shall also be informed of his/her right to pursue the complaint with other regulatory agencies. The Office of Affirmative Action shall also notify the appropriate manager that the case has been closed.

2. Substantial Evidence - A finding of substantial evidence will result in appropriate corrective action being taken. A conciliation meeting with the complainant, management and the Office of Affirmative Action may be held.

IV. Administrative Review

A. If the Affirmative Action Administrator and the CAO cannot agree on a resolution, the Affirmative Action Administrator will confer with the Deputy Director and Chief of Staff for a review of the case and conciliation efforts.

B. The Chief of Staff's decision will serve as the final disposition of the case.

C. Notice of the decision will be forwarded to the complainant.

V. Withdrawal

When a complainant expresses a desire to withdraw an internal complaint, that fact shall be documented and the case closed.

VI. Regulatory Filing

The internal complaint process shall continue regardless of whether a complainant also files a charge with the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) or any other appropriate governing agency. The statute of limitations for filing a charge of discrimination with IDHR and/or EEOC is 300 days.

IDHR

(Chicago)
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
1-312-814-6200
TTY: 1-866-740-3953

(Springfield)
535 W. Jefferson Street, 1st Floor
Springfield, IL 62702
1-217-785-5100
TTY: 1866-740-3953

IDHR (cont.)

(Marion)
Marion Regional Office Building
2309 W. Main Street, Suite 112
Marion, IL 62959
1-618-993-7463
TTY: 1-866-740-3953

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline No.: 1-877-236-7703 (Monday – Friday 8:30am to 5:00p)
Website: www.illinois.gov/sexualharassment

EEOC

(Chicago)
500 West Madison Street, Suite 2000
Chicago, IL 60661
1-800-699-4000
TTY: 1-312-869-8001
info@eeoc.gov

(St. Louis)
1222 Spruce Street, Room 8-100
St. Louis, Missouri 63103
1-800-669-4000
TTY: 1-800-669-6820

ILLINOIS DEPARTMENT OF CORRECTIONS

Equal Employment Opportunity and Affirmative Action Complaint

Complainant: _____

Address: _____ City: _____ Zip Code: _____

Home Telephone: _____ Work Site Telephone: _____

Name of Employer: _____ Address: _____

Specific basis of discrimination:

☐ Race ☐ Religion ☐ Age ☐ National Origin ☐ Gender ☐ Sexual Harassment ☐ Disability

☐ Other _____

Specific area of discriminatory practice:

☐ Interview ☐ Promotion ☐ Selection ☐ Training ☐ Lay Off ☐ Discharge ☐ Discipline

☐ Other _____

Name and title of person(s) who discriminated against you:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Describe exactly what occurred and when: (if additional space is needed, use back of form)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Have you filed a grievance via other procedures? ☐ No ☐ Yes

Complainant's Signature: _____ Date Filed: _____

EEO/AA Officer's Signature: _____ Date Received: _____

RETURN FORM TO: Office of Affirmative Action, 100 W. Randolph, Suite 4-200, Chicago, IL 60601.

Side 1

Distribution: Office of Affirmative Action

DOC0279 (Eff. 07/2005)
(Replaces DC 7133)

Side 2

PART V

AFFIRMATIVE ACTION POLICY FOR PERSONS WITH DISABILITIES

General Provisions

The Illinois Department of Corrections prohibits discrimination against persons with disabilities and provides reasonable accommodations to individuals with disabilities. Except for the purposes of Affirmative Action, IDOC cannot make a pre-employment inquiry as to whether the applicant has a disability or as to the nature or severity of a disability. Personnel conducting interviews are informed of the standards for pre-employment inquiries as part of an in-service training program. The Office of Affirmative Action staff is available to answer questions regarding pre-employment interviews as they arise. Actions will be taken to ensure that tests do not have a disparate impact on people with disabilities and that employment criteria are job related. Job descriptions are reviewed before interviews to identify essential job duties. Pre-employment physical examinations are prohibited unless such an examination is job-related and required of all applicants for the position and is conducted only after a conditional offer of employment has been made. IDOC will also participate in the Alternative Employment Program established by the Personnel Code.

The Illinois Department of Human Rights has implemented an annual Disability Survey to determine the number of state employees with disabilities.

Each IDOC work site will comply with agency Administrative Directives relating to the safety and evacuation of employees with disabilities. Provisions are made through the ADA Coordinator for the evacuation of employees who indicate a need for assistance in the event of an emergency evacuation. Fifteen (15) employees in FY18 have indicated a need for assistance during an evacuation. Local policy and procedure shall be audited.

Any employee or applicant who believes that he/she has been discriminated against due to his/her disability may file a grievance in accordance with the procedures outlined in Administrative Directive 03.01.305 Accommodation Requests or Grievances Based on Disability.

The Department's ADA Coordinators are:

Anne Rayhill
Legal Counsel
Illinois Dept. of Corrections
1301 Concordia Court
Springfield, IL 62794
PH: (217) 558-2200
TDD 800-526-0844

Fernando Chavarria
Administrator
Office of Affirmative Action
Illinois Dept. of Corrections
100 West Randolph, Suite 4-200
Chicago, Illinois 60601
PH: (312) 814-3790

Physical Access for Persons with Disabilities

The Department offers programs, activities or services to the public and program beneficiaries at adult correctional centers, adult transition centers, and parole offices throughout the State of Illinois. General offices are located in Chicago and Springfield.

Architects have evaluated department facilities and a compliance plan has been developed identifying barriers and recommending corrective action.

The Department's general priorities in developing its Transition Plan for its facilities were accessibility from streets (or as appropriate, from designated parking areas) and accessibility of entry and egress, accessibility of circulation through public areas, hallways and elevators to information desks and reception areas, meeting and conference rooms, restrooms, cafeterias, concession stands and vending areas. Evaluations of these public areas included doorways, ramps and rails, drinking fountains, telephones, alarm systems and building signage.

The Department provides accessible programs, services and activities by removing architectural barriers by modifying current facilities, or by relocating services, programs and activities to accessible areas or buildings within a facility or, where appropriate, to alternate facilities at a different location.

The Department's Transition Plan is available for public inspection at 100 West Randolph, Suite 4-200, Chicago, Illinois 60601 and 1301 Concordia Court, Springfield, Illinois 62794-9277.

Recruitment of Applicants with Disabilities

The agency affirmative action program includes efforts to recruit applicants with disabilities for employment. The Office of Affirmative Action will send position postings and information on the application process to agencies and organizations representing the interests of persons with disabilities such as the Job Accommodation Network, the Department Human Services, Office of Rehabilitation Services and placement services at colleges and universities. Affirmative Action Officers will also attend job fairs for persons with disabilities.

AVAILABILITY ANALYSIS FOR PERSONS WITH DISABILITIES

Agency: Illinois Department of Corrections Fiscal Year: 2019

Total Employees	12,150
% of Persons with Disabilities in Illinois Labor Force	4.35%
Labor Force	550
# of Employees with Disabilities in Agency	304
Underutilization/Parity	246

Numerical Goals for People with Disabilities

Area to be Addressed:

-To reduce the underutilization of 246 people with disabilities.

Goal:

-Eliminate underutilization of 246 people with disabilities.

Objectives:

-As vacancies occur, hire 246 people with disabilities.

(1) Action Item:

Identify recruitment sources for people with disabilities.

Responsible official: EEO/AA Officer

Completion date: *October 31, 2019*

Monitoring procedure: Provide copy of list at quarterly

(2) Action item:

Send information on state positions to sources.

Responsible official: EEO/AA Officer

Completion date: *November 30, 2019*

Monitoring procedure: Review number of applicants

STATEMENT ON REASONABLE ACCOMMODATION

It is the policy of the Illinois Department of Corrections to provide equal employment opportunity to persons with disabilities and to reasonably accommodate the physical or mental limitations of qualified applicants and employees with disabilities. The Department recognizes the right of any applicant or employee with a disability to request accommodation in connection with his or her application or employment. Once an accommodation has been requested, it is the responsibility of the Department under state and federal law to provide accommodation to qualified disabled applicants and employees unless to do so would impose an undue hardship on the operation of the agency's business.

To implement this policy, the procedures outlined in Administrative Directive 03.01.305 Accommodation Requests or Grievances Based on Disability shall be followed. Employees or applicants who request an accommodation shall be provided an accommodation if the need is apparent, the appropriate accommodation is readily identifiable and it is not an undue hardship to provide the accommodation. Where the need is not apparent, the appropriate accommodation is not readily identifiable or it may be an undue hardship to provide the accommodation, the employee or applicant shall be given an *Applicant or Employee Request for Reasonable Accommodation* form (DOC 0238). Any request that is denied shall be submitted to the Office of Affirmative Action for review.

Questions or complaints regarding this policy should be referred to the Office of Affirmative Action.

John R. Baldwin — 28 AUG-18

John R. Baldwin
Acting Director

Date

REASONABLE ACCOMMODATIONS

Employers must make reasonable accommodations of the known physical and mental limitations of otherwise qualified applicants or employees with disabilities, unless the employer can demonstrate that such accommodation would be an undue hardship.

Reasonable accommodation means that the employer tries, within reason, to remove on the job physical barriers which interfere with an employee's ability to perform jobs for which they have the necessary mental capacity and talent. A "person with a disability" is an individual who has a physical or mental impairment that substantially limits one or more major activities or has a record of such impairment, or is regarded as having such impairment.

There is no all-inclusive list of possible accommodations. Each situation requires an individual assessment. Examples of reasonable accommodations include wider internal office lanes, entrance ramps, raised desks, job restructuring, audio amplifiers, changes to work schedules and special chair coasters.

Requests for Reasonable Accommodations

Requests for reasonable accommodations must be initiated by the employee or person applying for employment. The procedure for reasonable accommodation requests is contained in Administrative Directive 03.01.305 on page 45. Supervisors or interviewing officers shall take prompt action to accommodate an applicant or employee if the need for accommodation is obvious and the appropriate accommodation is readily identifiable and would not constitute an undue hardship or direct threat. In all other instances, the supervisor or interviewing officer shall provide the employee or applicant with a Request for Reasonable Accommodation form, DOC 0238 (page 57). Request forms shall be forwarded to the Chief Administrative Officer who shall grant the request or forward it to the Office of Affirmative Action for determination. On an annual basis, each Administrator or Manager must report the accommodation requests received during the fiscal year to the Office of Affirmative Action.

I. POLICY

A. Authority

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

29 CFR Part 1630, Equal Employment Opportunity for individuals with Disabilities

730 ILCS 5/3-2-2

B. Policy Statement

The Department shall evaluate requests for reasonable accommodations to known physical or mental limitations of an otherwise qualified job applicant or employee with a disability and investigate grievances based on disability.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide instructions to staff for processing applicant or employee requests for reasonable accommodation based on disability and grievance procedures for denial of request.

B. Applicability

This directive is applicable to all divisions of the Department.

C. Internal Audits

An internal audit of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

ADA - The American With Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

Chief Administrator - the highest ranking official of a correctional facility or program site; the Assistant to the Director for the Central Screening Office or for all other offices, the Deputy Director of the appropriate division or the Chief Deputy Director of the Department.

Department ADA Coordinator - the person or persons designated by the Director to coordinate efforts of the Department in carrying out its responsibilities under Title II of the Americans with Disabilities Act of 1990.

Direct threat - a significant risk of substantial harm to the health or safety of any individual that cannot be eliminated or reduced by reasonable accommodation.

Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such impairment.
Grievant - an applicant or employee with a disability who files a grievance.

Interviewing officer - the person in charge of the interview who has the authority to grant or deny an applicant's request for reasonable accommodations in the application process. This shall be the Central Screening Office Coordinator for COT or YST applicants.

Reasonable accommodation - modifications or adjustments to the job application process and the work environment that enable qualified applicants or employees to be considered for a position, to perform the essential functions of a position, and to enjoy equal benefits and privileges of employment.

Undue hardship - significant difficulty or expense in, or resulting from, the provision of the accommodation such as an accommodation that would be unduly costly, extensive, substantial, or disruptive.

Working days - Monday through Friday, excluding State holidays.

F. General Provisions

1. Nothing in this directive shall preclude an employee from pursuing grievances in accordance with applicable Personnel Rules, collective bargaining agreements, or rules of other regulatory agencies.

2. Applicants and employees shall have access to this directive and shall, upon request, be provided with a copy. Copies of this directive and applicable forms shall be available at all Department facilities and offices, locations where applicants are tested or interviewed, and from the Department ADA Coordinator.

3. Upon request, applicants and employees shall be provided assistance as determined necessary by the Department in complying with the procedures set forth in this directive.

4. Reasonable accommodations may include, but is not limited to:

   a. Making existing facilities readily accessible to and usable by individuals with disabilities.

   b. Job restructuring or part-time or modified work schedules.

c. Reassignment to a vacant position.

d. Acquisition or modification of equipment or devices.

e. Appropriate adjustment or modification to examinations, training materials, or policies.

f. The provision of qualified readers or interpreters.

g. Other similar accommodations for applicants or employees with disabilities.

5. The Department is not required to provide an accommodation which would cause an undue hardship on the Department or be a direct threat to the safety, security, or health of any person, or which would fundamentally alter the nature or operation of the business of the Department. The terms of collective bargaining agreements may be relevant to a determination of what accommodation, if any, may be made.

6. The determination of what accommodation, if any, is appropriate shall be made on a case-by-case basis. Action taken to reasonably accommodate an applicant or employee shall not necessarily constitute a precedent for another applicant or employee.

7. When the need for an accommodation is not obvious, the Department, before providing a reasonable accommodation may require that the individual with a disability provide medical documentation of the need for accommodation.

G. <u>Procedures For Requesting Reasonable Accommodation</u>

1. The applicant or employee is responsible for initiating a verbal or written request for reasonable accommodation to the interviewing

officer or supervisor. The request shall include, among other matters:

a. Medical documentation of the need for accommodation unless the need is obvious;

b. The precise job-related limitations imposed by the individual's disability; and

c. Potential reasonable accommodations that could overcome those limitations.

2. The interviewing officer shall:

a. Take prompt action to accommodate an applicant with a disability to ensure equal opportunity in the application process including appropriate adjustment or modifications of examinations if:

(1) The need for accommodation is obvious; and

(2) The appropriate accommodation is readily identifiable and would not impose an undue hardship; or

b. Provide the applicant with a Request For Reasonable Accommodation, DC 744, if:

(1) The need for accommodation in the job application process is not obvious; or

(2) The appropriate reasonable accommodation in the job application is not readily identifiable or appears to impose an undue burden; or

(3) The applicant has requested a reasonable accommodation to the work environment if hired.

3. The supervisor shall:

   a. Take prompt action to accommodate the employee if:

      (1) The need for accommodation is obvious; and

      (2) The appropriate reasonable accommodation is readily identifiable and would not impose an undue hardship; and

      (3) The employee does not pose a direct threat; or

   b. Provide the employee with a Request For Reasonable Accommodation, DC 744, if:

      (1) The need for accommodation is not obvious; or

      (2) The appropriate reasonable accommodation is not readily identifiable or appears to impose an undue hardship; or

      (3) The employee appears to pose a direct threat.

4. The applicant or employee shall complete the DC 744 request form and submit the form to the interviewing officer or supervisor who shall promptly forward the request form to the Chief Administrator.

5. The Chief Administrator shall:

   a. Grant the request or take other appropriate action to accommodate the employee or applicant; or

   b. Complete comments or recommendations on the DC 744 request form; and

c. Forward the original request to the Office of Affirmative Action.

6. The Office of Affirmative Action shall:

a. Investigate the request.

b. Analyze the particular job involved and determine its purpose and essential functions.

c. Ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation.

d. Identify potential accommodations and assess their effectiveness in enabling the individual to perform the essential function of the position.

e. Consider the preference of the applicant or employee to be accommodated.

f. Make appropriate recommendations to the Chief Administrator within 30 working days after receipt whenever possible.

g. Consult with the appropriate Deputy Director if the Chief Administrator does not concur in the recommendations. The Deputy Director shall determine what accommodation, if any, may be made.

h. Notify the applicant or employee and the Chief Administrator of the final decision. The notification shall include appropriate instructions for filing a grievance if the applicant or employee is not satisfied with the decision. Applicants and employees shall be advised of the grievance procedures set forth in this directive.

7. The Chief Administrator shall take reasonable steps to ensure that:

   a. Any accommodations recommended by the Office of Affirmative Action or directed by the Deputy Director are made.

   b. All verbal and written requests for accommodation and the resulting facility action are documented.

   c. An Annual Accommodation Report, DC 745, is prepared and submitted to the Office of Affirmative Action at the end of each fiscal year.

H. <u>Grievance Procedures</u>

1. Grievances shall be in writing and on the Grievance - Discrimination Based on Disability or the Denial of a Request for Reasonable Accommodation form, DC 878. The form must be complete, to the extent known, in order to be given proper consideration. The grievance shall include, among other matters:

   a. The employment position the applicant or employee with a disability desires or holds;

   b. Date and nature of the alleged discrimination; and, if applicable,

   c. The reasonable accommodation denied and the estimated cost of such accommodation; and

   d. Alternative accommodations which may provide accessibility and the estimated cost of such alternatives.

2. Applicants or employees should file grievances promptly, but no later than 180 days after the alleged discrimination occurred or the

alleged denial of the request for reasonable accommodation. The grievance shall be submitted to:

ADA Coordinator
Illinois Department of Corrections
4-200 James R. Thompson Center
100 W. Randolph Street
Chicago, IL 60601

Attention: ADA Grievance

3. A Department ADA Coordinator shall ensure the grievance is investigated and reasonable efforts are made to resolve it. The investigation my include an interview with the grievant where determined necessary by the ADA Coordinator. The ADA Coordinator shall submit a written response to the grievant within 45 working days after receipt of the grievance, whenever possible.

4. If the grievance in not resolved to the satisfaction of the grievant, the grievant may appeal the ADA Coordinator's decision to :

Director
Illinois Department of Corrections
1301 Concordia Court
P. O. Box 19277
Springfield, Illinois 62794-9277

Attention: ADA Appeal

5. Appeals shall be submitted in writing within 15 working days of the date of the ADA Coordinator's response. Written appeals should include:

a. A brief statement explaining the reasons for dissatisfaction with the ADA Coordinator's response;

b. A statement indicating whether or not the grievant wishes to appear before the person or persons appointed by the Director;

c. A copy of the grievance form and the ADA Coordinator's response; and

d. Any other supporting materials.

6. The Director shall appoint a person or persons to review the appeal.

7. The grievant may be afforded the opportunity to appear before the appointed person or persons if so requested in the written appeal.

8. The appointed person or persons shall:

a. Review the grievance form and the ADA Coordinator's written response;

b. Consider any additional evidence submitted by the grievant;

c. Conduct interviews and seek advise as deemed appropriate; and

d. Make recommendations to the Director in writing.

9. The Director shall approve, disapprove, or modify the recommendations. The Director's written decision shall be sent to the grievant and to the ADA Coordinator. The Director's decision shall be final.

Authorized by:

DIRECTOR

Supersedes:
03.01.305 AD 3/1/92

ILLINOIS DEPARTMENT OF CORRECTIONS

Applicant or Employee Request for Reasonable Accommodation

To Be Completed By The Requestor: Applicant ☐ Employee ☐

Name: _____ Position Title: _____

Work/Interview Location: _____

Address (where you can be contacted): _____
City State Zip Code

Telephone #: _____ Voice: _____ TDD: _____

Best Means and Time for Contacting: _____

What is the disability, which requires accommodation? _____

_____

_____

For what functions of the job requirements do you need an accommodation? _____

_____

_____

Reasonable Accommodation Requested:

_____

_____

Describe why the accommodation is necessary: _____

_____

_____

List items of equipment, physical modifications of existing work tools, or procedural changes to operations needed to implement the requested accommodation (such as TDD or optical reader, commodity, or service): _____

_____

_____

Describe any alternative accommodations: _____

_____

_____

Any other information you believe will aid in a fair determination of this request: _____

_____

_____

(If additional space is needed, use additional paper and attach)

_____ _____
Applicant/Employee Signature Date

This form is to be forwarded to your supervisor/interviewing officer. The Department's ADA Grievance Procedure is set forth in DR475 (20 Illinois Admin. Code 475).

If you require assistance in completing this form, please contact your supervisor/interviewing officer or the Office of Affirmative Action (312) 814-3790.

To Be Completed by Chief Administrator:

Date Received: _____

Comments/Recommendation:

_____

_____

_____

_____

_____

_____

_____ _____
Chief Administrator Signature Date

Forward original form to: Office of Affirmative Action
100 W. Randolph Street
Suite 4-200
Chicago, IL 60601

To Be Completed by Affirmative Action Administrator:

Date Received: _____

Comments/Recommendation: _____

_____

_____

_____

_____

_____

_____

_____ _____
Affirmative Action Administrator Signature Date

DENIAL OF A REQUEST FOR REASONABLE ACCOMMODATION BY THE AFFIRMATIVE ACTION ADMINISTRATOR CAN BE GRIEVED BY SUBMITTING A WRITTEN GRIEVANCE TO ADA COORDINATOR, ILLINOIS DEPARTMENT OF CORRECTIONS, 4-200, JAMES R. THOMPSON CENTER, 100 W. RANDOLPH STREET, CHICAGO, IL 60601, ATTENTION: ADA GRIEVANCE

PART VI

APPLICABLE EQUAL EMPLOYMENT OPPORTUNITY LAWS

The Illinois Department of Corrections is mandated to adhere to numerous federal laws and the Illinois Human Rights Act.

FEDERAL

1. Title VII of the Civil Rights Act of 1964 (Title VII), prohibiting discrimination in employment on the basis of race, color, religion, sex, or national origin (42U.S.C. Section 20003-5);

2. The Equal Pay Act of 1963 (EPA), prohibiting differences in pay between men and women when performing substantially equivalent jobs (29 U.S.C. Sections 206(d)(1);

3. The Age Discrimination in Employment Act (ADEA), as amended, prohibiting discrimination against individuals who are 40 and over (29 U.S.C. Section626, et. seq.);

4. Section 1981 of the Civil Rights Act of 1866 (Section 1981), prohibiting discrimination on the basis of race and national origin (42 U.S.C. Section 1981);

5. Section 1983 of the Civil Rights Act of 1871 (Section 1983), prohibiting discrimination on the basis of race, sex, and national origin by public employers (42 U.S.C. Section 1983);

6. The Rehabilitation Act of 1973, prohibiting discrimination against persons with physical or mental disabilities (29 U.S.C. Section 701, et. seq.);

7. The Vietnam Era Veterans Readjustment Act of 1974, requiring employers with federal contracts or federal assistance to take affirmative action to employ veterans (38 U.S.C. Section 101, et. seq.);

8. Title VI of the Civil Rights Act of 1964, prohibiting discrimination on the basis of race, color or national origin in any program or activity receiving financial assistance from the U.S. Department of Education; and

9. The Americans With Disabilities Act, prohibiting discrimination against persons with disabilities and requiring that government programs, services and activities are accessible to persons with disabilities (42 U.S.C. 12101, et. seq.).

10. The Civil Rights Act of 1991, providing for damages for intentional discrimination and unlawful harassment in the work place and codifying the concepts of "business necessity" and "job related" and providing guidelines on "disparate impact" (P.L. 102-166); and

11. The Family Medical Leave Act (FMLA), requires employers to provide up to 12 weeks of unpaid job protected leave to eligible employees for certain family and medical reasons (29 U.S.C. Section 2601, et seq.).

12. The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past or present members of the uniformed services, and applicants to the uniformed services. The U.S. Department of Labor, Veterans Employment and Training Services (VETS) is authorized to investigate and resolve complaints of USERRA violations.

STATE

1. The Illinois Human Rights Act prohibits discrimination because of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, military status, physical or mental disability, citizenship status or unfavorable discharge from military service. Harassment and retaliation are also prohibited.

2. The Equal Pay Act of 2003, prohibits employers from paying unequal wages to men and women for doing the same or substantially similar work. (P.A. 93-0006)

3. Victims Economic Safety and Security Act (VESSA), provides that employers may not discharge or discriminate against an employee who is the victim of domestic violence or who has a family or household member who is a victim of domestic violence and allows for leave to address domestic violence issues. (P.A. 93-0591)

PART VII

THE AVAILABILITY ANALYSIS

Introduction

The Department of Human Rights (DHR) has developed a methodology for State entities to use to prepare a written Affirmative Action Plan (AAP). The objective of this methodology is to provide a responsible way to compare the availability of minorities and females to the work force of each State entity. The computation described on the following pages results in a Availability Percentage for each appropriate protected class in each job category.

The availability analysis provides a numerical measure of parity achieved by comparing the work force of each State entity with the availability of the minority groups and females in its appropriate surrounding labor area(s). The resulting number becomes the ultimate goal of the agency. Comparison of the availability numbers and the actual number of minorities and females currently employed by the agency will indicate whether or not the agency is underutilizing minorities and females, and to what extent. Minimum numerical compliance in each job category for each group of minorities and females will be accomplished by the agency when it has reached eighty percent of its numerical goal. However, agencies are encouraged to reach 100% parity.

In order to assist State entities in computing Availability Percentages (AP's) for each minority group in each EEO job category, DHR has divided the State into ten (10) regions, based upon population, work force statistics, proximity of metropolitan areas and community patterns.

Option 1 allows the State entity to develop AP's by using external work force data supplied by DHR, in combination with internal work force data supplied by the State entity. DHR will provide statistical data by region, by EEO category and by the appropriate protected class group, to State entities that elect to develop their AP's using Option #1. The State entity will compute and provide its AP's by region, by category and by protected class.

The Department of Human Rights provides statistics, by region, for the two (2) Factors below:

Factor #1 – Those having requisite skills in the region.

Factor #2 – Those promotable, trainable and transferable in the region.

Internal Work Force Analysis

One of the fundamental steps in developing an Affirmative Action Plan is to conduct an in-depth assessment of the State entity's personnel transactions, i.e., distribution of present employees, new hires, promotions, demotions, transfers, terminations, superior performance increases and salary comparison by race, sex and EEO category. Standard forms will be provided by the Department of Human Rights for State entities to submit this information.

All past and current personnel practices must be analyzed for present effect. The internal work force review should consist of, but is not limited to the following:

- Assessment of the agency's past and current EEO program;
- Review of written personnel policies, procedures and regulations to assure absence of discriminatory content;
- Review of all qualifications and requirements, including education, prior work experience and physical abilities to insure job relatedness.
- Past and current hiring and promotion patterns.

External Labor Force Analysis

When the internal work force analysis has been completed, the next step is to complete an external labor force analysis to determine the availability of minorities and females to the work force of the agency.

The internal work force analysis combined with the external work force analysis will be used to determine if minorities or females are being underutilized in any EEO category at each facility.

Calculating Agency Underutilization

The determination of whether an agency is underutilized in any affirmative action group is made by performing the following steps on the availability summary sheet:

1. Using the figures from the workforce analysis form DHR-9:

   a. Indicate present number of employees. However, do not calculate utilization for categories that have less than ten (10) total employees because the numbers are too small to yield statistical reliability.

   b. Number of affirmative action group members already employed.

2. Enter the availability percentage (AP) in line 2, which comes from the AP worksheet (DHR-5) for the appropriate affirmative action group.

3. Multiply the present number of employees by the AP and enter the result in the Number Needed for Parity (line 3). If the result includes a fraction, round down to the closest whole number.

4. Subtract the number of affirmative action group members already employed (line 4) from Number Needed for Parity (line 3). If the number of affirmative action group members already employed is greater than the Number Needed for Parity, parity has been achieved and a "P" for parity, should be entered in line 5. If the result is a positive number, underutilization, exists for the affirmative action group and job category. This number represents additional persons needed in the category to eliminate regional underutilization.

PROMOTABLE CATEGORIES

Officials/Administrators

Professionals
Technicians
Protective Service

Professionals

Technicians
Protective Service
Paraprofessional
Administrative Support

Technicians

Protective Service
Paraprofessional
Administrative Support

Protective Service

Paraprofessionals
Administrative Support
Skilled/Craft
Service/Maintenance

Paraprofessionals

Administrative Support

Administrative Support

Skilled Craft

Service/Maintenance

Protective Service

FACILITIES BY REGION

REGION 1

STATEVILLE CORRECTIONAL CENTER
ELGIN TREATMENT CENTER
JOLIET TREATMENT CENTER

FOX VALLEY ATC

AURORA PAROLE
BACK OF THE YARDS PAROLE
CHATHAM PAROLE (N/S)
CHICAGO HEIGHTS PAROLE
HALSTED PAROLE OFFICE (N/S)
LAKE COUNTY PAROLE
LARRABEE PAROLE (N/S)
MAYWOOD PAROLE
MIDTOWN PAROLE
NORTHWESTERN EAST PAROLE
WESTSIDE PAROLE (N/S)
WEST GRAND PAROLE (N/S)
WILL COUNTY PAROLE
PAROLE REENTRY GROUP (PRG) DISTRICT 1

REGION 2

ROCKFORD PAROLE

REGION 3

DIXON CORRECTIONAL CENTER
EAST MOLINE CORRECTIONAL CENTER
KEWANEE LIFE SKILLS RE-ENTRY CENTER
SHERIDAN CORRECTIONAL CENTER

DIXON PAROLE

REGION 4

HILL CORRECTIONAL CENTER
WESTERN ILLINOIS CORRECTIONAL CENTER

REGION 5

ILLINOIS RIVER CORRECTIONAL CENTER
PONTIAC CORRECTIONAL CENTER
PEORIA ATC
PEORIA PAROLE
PAROLE REENTRY GROUP (PRG) DISTRICT 2

REGION 6

CHAMPAIGN PAROLE
DANVILLE CORRECTIONAL CENTER

REGION 7

DECATUR CORRECTIONAL CENTER
GRAHAM CORRECTIONAL CENTER
JACKSONVILLE CORRECTIONAL CENTER
LINCOLN CORRECTIONAL CENTER
LOGAN CORRECTIONAL CENTER
TAYLORVILLE CORRECTIONAL CENTER

CENTRAL OFFICE (GENERAL)
CORRECTIONS TRAINING ACADEMY
INFORMATION SERVICES UNIT

DECATUR PAROLE
PAROLE ADMINISTRATION
PAROLE REENTRY GROUP (PRG) DISTRICT 3
QUINCY PAROLE
SPRINGFIELD PAROLE

REGION 8

CENTRALIA CORRECTIONAL CENTER
MENARD CORRECTIONAL CENTER
SO.WESTERN ILLINOIS CORRECTIONAL CENTER

EAST ST. LOUIS PAROLE OFFICE
PAROLE REENTRY GROUP (PRG) DISTRICT 4

REGION 9

LAWRENCE CORRECTIONAL CENTER
ROBINSON CORRECTIONAL CENTER
VANDALIA CORRECTIONAL CENTER

EFFINGHAM/SOUTHWESTERN PAROLE

REGION 10

BIG MUDDY RIVER CORRECTIONAL CENTER
MURPHYSBORO RE-ENTRY LIFE SKILLS CENTER
PINCKNEYVILLE CORRECTIONAL CENTER
SHAWNEE CORRECTIONAL CENTER
VIENNA CORRECTIONAL CENTER

MARION PAROLE OFFICE
PAROLE REENTRY GROUP (PRG) DISTRICT 5

The following is placed in the region in which their office is located:

SCHOOL DISTRICT

IDOC POSITION TITLES BY EEO JOB CATEGORY

OFFICIALS/ADMINISTRATORS (001)
Food Services Program Manager
Public Service Administrator
Senior Public Service Administrator

PROFESSIONALS (002)

Accountant
Accountant Advanced
Accountant Supervisor
Activity Therapist
Administrative Assistant I, II
Assignment Coordinator
Business Administrative Specialist
Business Manager
Chaplain I & II
Clinical Psychologist
Clinical Services Supervisor
Correctional Casework Supervisor
Correctional Counselor I, II & III
Corrections Assessment Specialist
Corrections Industries Marketing Representative
Corrections Law Library Assistant
Corrections Leisure Activities Specialist I, II, III, IV
Corrections Nurse Trainee
Corrections Nurse I & II
Corrections Parole Agent
Corrections Senior Parole Agent
Corrections Treatment Officer Trainee
Corrections Treatment Officer
Corrections Treatment Officer Supervisor
Corrections Treatment Senior Security Officer
Corrections Treatment Counselor Trainee
Corrections Treatment Counselor
Corrections Vocational School Supervisor
Criminal Justice Specialist I & II
Dentist I & II
Educator
Executive I & II
Food Service Program Manager (hired on, before or after March/April 2013)
Health Information Administrator
Human Resources Representative

Human Resources Specialist
Information Services Specialists I & II
Information System Analysts I, II, III
Information Technology/Communications Systems Specialist I & II
Internal Auditor
Internal Security Investigator I & II
Librarian I
Library Associate
Management Operations Analyst I, II
Medical Assistance Consultant I, II & III
Methods and Procedures Advisor I, II & III
Paralegal Assistant
Physician
Physician Specialist Option A, B, C & D
Psychologist I, II & III
Public Administrator Intern
Research Scientist I & III
Sex Offender Therapist I & II
Social Worker I, II, III & IV
Staff Development Specialist I
Statistical Research Specialist II & III
Technical Advisor II & III

TECHNICIANS (003)

Account Technician I & II
Communications Equipment Technician I, II & III
Corrections Identification Technician
Corrections Identification Supervisor
Corrections Industry Lead Worker
Corrections Industry Supervisor
Corrections Laundry Manager I
Corrections Medical Technician
Corrections Vocational Instructor
Data Processing Admin. Specialist
Data Processing Specialist
Data Processing Supervisor I, II & III
Data Processing Technician
Data Processing Technician Trainee
Dental Hygienist
Electronic Equipment/Installer Repairer
Health Information Technician
Pharmacy Technician
Telecommunications System Technician I & II

PROTECTIVE SERVICE (004)

Correctional Lieutenant
Correctional Officer
Correctional Sergeant
Correctional Officer Trainee
Corrections Transportation Officer I & II
Shift Supervisor

PARAPROFESSIONAL (005)

Child Development Aide
Corrections Residence Counselor I & II
Dental Assistant
Executive Secretary I, II & III
Human Resources Assistant
Human Resources Associate
Methods & Procedures Career Associate II
Methods & Procedures Career Associate Trainee
Office Administrator III, IV & V
Office Administrative Specialist
Office Coordinator
Office Specialist
Private Secretary I & II
Student Worker

ADMINISTRATIVE SUPPORT (006)

Account Clerk I & II
Corrections Clerk I, II & III
Data Processing Assistant
Data Processing Operator
Data Processing Operator Trainee
Health Information Associate
Office Aide
Office Administrator I & II
Office Assistant
Office Associate
Office Clerk
Switchboard Operator I, II & III
Telecommunicator
Telecommunicator Trainee

SKILLED CRAFT (007)

Automotive Mechanic
Barber
Brickmason
Carpenter
Corrections Locksmith
Corrections Maintenance Craftsman
Corrections Maintenance Supervisor
Electrician
Painter
Plumber
Sewage Plant Operator
Stationary Engineer
Stationary Engineer – Assistant Chief
Stationary Engineer - Chief
Steamfitter
Teacher of Barbering
Teacher of Beauty Culture
Water Plant Operator

SERVICE/MAINTENANCE (008)

Corrections Food Service Supervisor I, II & III
Corrections Ground Supervisor
Corrections Laundry Manager II
Corrections Maintenance Worker
Corrections Supply Supervisor I, II & III
Corrections Utilities Operator
Housekeeper II
Laborer (Building)
Maintenance Equipment Operator
Maintenance Worker (Power Plant)
Stationary Fireman
Storekeeper I, II & III
Trades Tender

EXIT INTERVIEW

The Exit Interview Form (DOC 0122) is an internal monitoring device used by the Office of Affirmative Action for the purpose of identifying potential problem areas. Upon separation from employment with the Department of Corrections, each individual should be given an *Exit Interview Form* along with a stamped envelope addressed to the Office of Affirmative Action in Chicago. The employee can also complete this form on IDOC's internal website and submit it electronically to the Office of Affirmative Action. While the completion of this form by the separating employee is optional, the facility should be able to document the fact that the employee was provided with an Exit Interview Form.

The answers are confidential and will not be used against the employee and will not be made a part of the employee's personnel file.

Exit Interview forms are maintained by the Office of Affirmative Action in a separate file for review by the Department of Human Rights.

ILLINOIS DEPARTMENT OF CORRECTIONS

Office of Affirmative Action
Employee Exit Interview

This form is to be completed by the employee **only** when leaving Department employment. The information provided in this document is voluntary and confidential and cannot be used against the employee.

Employee's Name _____ Work Location _____

Address _____ City _____ Zip Code _____

Job Title _____ Date of Birth _____ Sex: ☐ Male ☐ Female

Race: ☐ White ☐ African American ☐ Asian ☐ Native American ☐ Hispanic ☐ Other: _____

Beginning Salary _____ Ending Salary _____ Work Hours _____

	Yes	No
1. Would you work here again?	☐	☐
If yes:		
a. Same position?	☐	☐
b. Same supervisor?	☐	☐
c. Same hours?	☐	☐
2. Do you have a new job?	☐	☐
If yes:		
a. Did your salary increase?	☐	☐
b. Type of work: _____		

3. Were you satisfied with:	Yes	No
a. Salary?	☐	☐
b. Working conditions?	☐	☐
c. Supervisory personnel?	☐	☐
d. Supervision by immediate supervisor?	☐	☐
e. Interaction with supervisory personnel?	☐	☐
f. Interaction with peers?	☐	☐
g. Staff development and training?	☐	☐
h. Promotional opportunity?	☐	☐
i. Disciplinary process?	☐	☐
j. Communication of information?	☐	☐
k. Performance evaluation process?	☐	☐

4. Did you personally experience any discrimination while working in your position? ☐ Yes ☐ No

If yes:

a. Who discriminated against you (check any that apply)?

☐ Peers ☐ Immediate Supervisory Personnel ☐ Administrative Managers

b. Discrimination was based on (check any that apply):

☐ Race ☐ Color ☐ National Origin or Ancestry ☐ Religion ☐ Sex ☐ Sexual Orientation

☐ Age ☐ Disability ☐ Arrest Record ☐ Marital Status ☐ Military Status ☐ Citizenship Status

Briefly describe: _____

_____

5. Were you a witness to acts of discrimination against other employees? ☐ Yes ☐ No

If yes:

a. Who was discriminating (check any that apply)?

☐ Peers ☐ Immediate Supervisory Personnel ☐ Administrative Managers

b. Discrimination was based on (check any that apply):

☐ Race ☐ Color ☐ National Origin or Ancestry ☐ Religion ☐ Sex ☐ Sexual Orientation

☐ Age ☐ Disability ☐ Arrest Record ☐ Marital Status ☐ Military Status ☐ Citizenship Status

Briefly describe: _____

_____

If you resigned, briefly explain your reason for leaving: _____

_____

_____

If you were discharged, briefly provide the reason given to you: _____

_____

_____

Recommendation for improving the Department: _____

_____

_____

_____

_____ _____

Employee's Signature Date

The employee is to mail the completed form to the: Office of Affirmative Action
100 W. Randolph, Suite 4-200
Chicago, IL 60601

HIRING AND PROMOTION MONITOR

New hires and promotions shall be monitored by the Office of Affirmative Action. The Hiring and Promotion Monitor Forms are used by the Office of Affirmative Action for the purpose of reviewing information relating to new hires and promotions. The forms are reviewed by the Department of Human Rights.

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
City / County: _____ Position Number: _____
IDHR Region / (Facility): _____
EEO Job Category: _____ Bid Number: _____
Title of Job to be filled: _____ Date of Hire: _____

1. Is the EEO category underutilized? No If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____
Asian: _____ American Indian or Alaskan Native: _____
Native Hawaiian or Other Pacific Islander: _____ Disabled: _____

2. Indicate: Race of person selected: (Choose One)

Sex: (Choose One) Veteran: Yes Disability: Yes

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

Total by Category	# Invited	# Interviewed	# Selected
Women			
Black or African American			
Hispanic or Latino			
Asian			
American Indian or Alaskan Native			
Native Hawaiian or Other Pacific Islander			
Disabled			
Veterans			

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted? Yes

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) with this hire. Remarks on reverse side.

_____ EEO/AA Officer _____ Date

I approve of this hire

_____ Chief Executive Officer _____ Date

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

DHR-19 (Rev. July 2015)

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
City / County _____ Position Number: _____
IDHR Region / (Facility) _____
EEO Job Category: _____ Bid Number: _____
Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? No If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____
Asian: _____ American Indian or Alaskan Native: _____
Native Hawaiian or Other Pacific Islander: _____ People with Disabilities* _____

2. Indicate the race and sex of person promoted: (Choose One) (Choose One)

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

Total by Category	# Invited	# Interviewed	# Selected
Women			
Black or African American			
Hispanic or Latino			
Asian			
American Indian or Alaskan Native			
Native Hawaiian or Other Pacific Islander			
People with Disabilities			
Veterans			

4. Did it change the employee's EEO Job Category? No
If yes, from what EEO job Category? (Choose One)

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? No

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) with this promotion. Remarks on reverse side.

_____ _____
EEO/AA Officer Date

I approve of this hire

_____ _____
Chief Executive Officer Date

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

DHR-20 (Rev. Feb. 2016)

SUMMARY OF WORKFORCE TRANSACTION REPORT BY EEO CATEGORY

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: OFFICIALS / ADMINISTRATORS

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	20	9	7	2						11	9			2				45.00%	55.00%	80.00%	10.00%	0.00%	10.00%	0.00%	0.00%	0.00%
Promotions	50	26	22	2	2					24	22	2						52.00%	48.00%	88.00%	8.00%	4.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	29	9	8		1					20	18	2						31.03%	68.97%	89.66%	6.90%	3.45%	0.00%	0.00%	0.00%	0.00%
Suspensions	33	24	2	22						9	3	6						72.73%	27.27%	15.15%	84.85%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	26	17	13	2	1	1				9	8	1						65.38%	34.62%	80.77%	11.54%	3.85%	3.85%	0.00%	0.00%	0.00%
Discharges	4	1		1						3	2	1						25.00%	75.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	12	10	8	2						2	2							83.33%	16.67%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: PROFESSIONALS

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	355	94	44	39	10	1				261	110	123	24	2		2		26.48%	73.52%	43.38%	45.63%	9.58%	0.85%	0.00%	0.56%	0.00%
Promotions	159	91	72	9	7	3				68	47	15	5	1				57.23%	42.77%	74.84%	15.09%	7.55%	2.52%	0.00%	0.00%	0.00%
Intra-Agency Transfers	167	81	65	4	9	2		1		86	76	7	2	1				48.50%	51.50%	84.43%	6.59%	6.59%	1.80%	0.00%	0.60%	0.00%
Suspensions	33	11	5	6						22	11	9	2					33.33%	66.67%	48.48%	45.45%	6.06%	0.00%	0.00%	0.00%	0.00%
Separations	129	66	46	12	5	3				63	41	16	4	2				51.16%	48.84%	67.44%	21.71%	6.98%	3.88%	0.00%	0.00%	0.00%
Discharges	7	3	1	2						4	1	3						42.86%	57.14%	28.57%	71.43%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	41	14	11	1	2					27	16	9	1	1				34.15%	65.85%	65.85%	24.39%	7.32%	2.44%	0.00%	0.00%	0.00%
Reinstatements	4	1			1					3	2	1						25.00%	75.00%	50.00%	25.00%	25.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: TECHNICIANS

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	24	6	6							18	15	1	2					25.00%	75.00%	87.50%	4.17%	8.33%	0.00%	0.00%	0.00%	0.00%
Promotions	31	9	8	1						22	18	3	1					29.03%	70.97%	83.87%	12.90%	3.23%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	22	4	3		1					18	15	3						18.18%	81.82%	81.82%	13.64%	4.55%	0.00%	0.00%	0.00%	0.00%
Suspensions	3	1	1							2	2							33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	28	10	9	1						18	16	2						35.71%	64.29%	89.29%	10.71%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	14	2	2							12	10	2						14.29%	85.71%	85.71%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: PROTECTIVE SERVICE

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	801	567	463	56	41	4	2	1		234	166	47	18	2		1		70.79%	29.21%	78.53%	12.86%	7.37%	0.75%	0.25%	0.25%	0.00%
Promotions	22	16	15	1						6	5		1					72.73%	27.27%	90.91%	4.55%	4.55%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	355	291	256	25	6	4				64	41	13	10				1	81.97%	18.03%	83.66%	10.70%	4.51%	1.13%	0.00%	0.00%	0.28%
Suspensions	454	374	307	47	19			1		80	49	26	5					82.38%	17.62%	78.41%	16.08%	5.29%	0.00%	0.00%	0.22%	0.00%
Separations	476	390	311	47	29	1	2			86	62	15	9					81.93%	18.07%	78.36%	13.03%	7.98%	0.21%	0.42%	0.00%	0.00%
Discharges	47	38	31	5	2					9	7		1	1				80.85%	19.15%	80.85%	10.64%	6.38%	2.13%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	96	95	81	10	4					1	1							98.96%	1.04%	85.42%	10.42%	4.17%	0.00%	0.00%	0.00%	0.00%
Reinstatements	10	8	6	1	1					2	1	1						80.00%	20.00%	70.00%	20.00%	10.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: PARAPROFESSIONALS

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	8	3	2			1				5	3	1	1					37.50%	62.50%	62.50%	12.50%	12.50%	12.50%	0.00%	0.00%	0.00%
Promotions	42	7	7							35	33	1			1			16.67%	83.33%	95.24%	2.38%	0.00%	0.00%	2.38%	0.00%	0.00%
Intra-Agency Transfers	17	5	2	2		1				12	10	2						29.41%	70.59%	70.59%	23.53%	0.00%	5.88%	0.00%	0.00%	0.00%
Suspensions	4	2		2						2	1	1						50.00%	50.00%	25.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	12	2		1	1					10	9	1						16.67%	83.33%	75.00%	16.67%	8.33%	0.00%	0.00%	0.00%	0.00%
Discharges	1	0								1		1						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	9	1	1							8	8							11.11%	88.89%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: ADMINISTRATIVE SUPPORT

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	72	6	4	1	1					66	60	3		2	1			8.33%	91.67%	88.89%	5.56%	1.39%	2.78%	1.39%	0.00%	0.00%
Promotions	8	3	2		1					5	4		1					37.50%	62.50%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	41	8	7				1			33	27	6						19.51%	80.49%	82.93%	14.63%	0.00%	0.00%	2.44%	0.00%	0.00%
Suspensions	4	0								4	3	1						0.00%	100.00%	75.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	35	8	6		2					27	25	1	1					22.86%	77.14%	88.57%	2.86%	8.57%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	16	6	6							10	8	2						37.50%	62.50%	87.50%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: SKILLED CRAFT

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	10	9	8	1						1	1							90.00%	10.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	15	15	14	1						0								100.00%	0.00%	93.33%	6.67%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	19	19	19							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	11	11	11							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	13	13	13							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	4	4	4							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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DHR-10 (Rev. Feb 2016)

Workforce Transactions Report
by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2017 THROUGH JUNE 30, 2018

EEO Category: SERVICE / MAINTENANCE

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	5	4	4							1	1							80.00%	20.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	113	96	83	11	2					17	11	3	1	2				84.96%	15.04%	83.19%	12.39%	2.65%	1.77%	0.00%	0.00%	0.00%
Intra-Agency Transfers	25	19	17	2						6	6							76.00%	24.00%	92.00%	8.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	25	16	15		1					9	9							64.00%	36.00%	96.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%
Separations	50	38	34	4						12	8	4						76.00%	24.00%	84.00%	16.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	2	1		1						1	1							50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	37	34	34						1	3	3							91.89%	8.11%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.70%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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DHR-10 (Rev. Feb 2016)

SUMMARY OF WORKFORCE ANALYSIS BY REGION

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	61	38	12	24	1	1			4	23	10	11	2				2	62.30%	37.70%	36.07%	57.38%	4.92%	1.64%	0.00%	0.00%	9.84%
Professionals	414	231	85	122	20	4			19	183	57	116	8	2			8	55.80%	44.20%	34.30%	57.49%	6.76%	1.45%	0.00%	0.00%	6.52%
Technicians	51	18	7	5	4	2			2	33	12	20	1				2	35.29%	64.71%	37.25%	49.02%	9.80%	3.92%	0.00%	0.00%	7.84%
Protective Service	999	732	307	329	84	9	3		16	267	52	183	29	2		1	9	73.27%	26.73%	35.94%	51.25%	11.31%	1.10%	0.30%	0.10%	2.50%
Para-professionals	21	2	2						1	19	10	7	2				4	9.52%	90.48%	57.14%	33.33%	9.52%	0.00%	0.00%	0.00%	23.81%
Administrative Support	51	8	3	3	1	1			0	43	26	12	4	1			2	15.69%	84.31%	56.86%	29.41%	9.80%	3.92%	0.00%	0.00%	3.92%
Skilled Craft	43	43	37	4	2				2	0								100.00%	0.00%	86.05%	9.30%	4.65%	0.00%	0.00%	0.00%	4.65%
Service / Maintenance	56	34	12	19	3				0	22		22						60.71%	39.29%	21.43%	73.21%	5.36%	0.00%	0.00%	0.00%	0.00%
TOTAL	1,696	1,106	465	506	115	17	3	0	44	590	167	371	46	5	0	1	27	65.21%	34.79%	37.26%	51.71%	9.49%	1.30%	0.18%	0.06%	4.19%

Grand Total Employees for Region 1: Males: 1,106 (65.21%) Females: 590 (34.79%) Total Minorities: 1,064 (62.74%)

White: 632 (37.26%) Black/African American: 877 (51.71%) Hispanic/Latino: 161 (9.49%) Asian: 22 (1.30%) AI/AN: 3 (0.18%) NHOPI: 1 (0.06%) PWD: 71 (4.19%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 2

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	15	12	11		1				1	3	2	1						80.00%	20.00%	86.67%	6.67%	6.67%	0.00%	0.00%	0.00%	6.67%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0								1		1					1	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	18	12	11	0	1	0	0	0	1	6	4	2	0	0	0	0	1	66.67%	33.33%	83.33%	11.11%	5.56%	0.00%	0.00%	0.00%	11.11%

Grand Total Employees for Region 2: Males: 12 (66.67%) Females: 6 (33.33%) Total Minorities: 3 (16.67%)

White: 15 (83.33%) Black/African American: 2 (11.11%) Hispanic/Latino: 1 (5.56%) Asian: 0 (0.00%) AI/AN: 0 (0.00%) NHOPI: 0 (0.00%) PWD: 2 (11.11%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 3

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	33	17	13	1	2	1			1	16	14	1			1		1	51.52%	48.48%	81.82%	6.06%	6.06%	3.03%	3.03%	0.00%	6.06%
Professionals	203	77	65	4	7	1			5	126	107	9	10				7	37.93%	62.07%	84.73%	6.40%	8.37%	0.49%	0.00%	0.00%	5.91%
Technicians	19	3	3							16	15		1				2	15.79%	84.21%	94.74%	0.00%	5.26%	0.00%	0.00%	0.00%	10.53%
Protective Service	1,189	977	838	48	80	6	3	2	14	212	180	13	17	1		1	0	82.17%	17.83%	85.62%	5.13%	8.16%	0.59%	0.25%	0.25%	1.18%
Para-professionals	24	1	1							23	21	1	1				1	4.17%	95.83%	91.67%	4.17%	4.17%	0.00%	0.00%	0.00%	4.17%
Administrative Support	22	2	2							20	19		1				2	9.09%	90.91%	95.45%	0.00%	4.55%	0.00%	0.00%	0.00%	9.09%
Skilled Craft	47	46	40	2	4				1	1	1							97.87%	2.13%	87.23%	4.26%	8.51%	0.00%	0.00%	0.00%	2.13%
Service / Maintenance	107	86	75	6	4	1			5	21	18	1	2					80.37%	19.63%	86.92%	6.54%	5.61%	0.93%	0.00%	0.00%	4.67%
TOTAL	1,644	1,209	1,037	61	97	9	3	2	26	435	375	25	32	1	1	1	13	73.54%	26.46%	85.89%	5.23%	7.85%	0.61%	0.24%	0.18%	2.37%

Grand Total Employees for Region 3: Males: 1,209 (73.54%) Females: 435 (26.46%) Total Minorities: 232 (14.11%)

White: 1,412 (85.89%) Black/African American: 86 (5.23%) Hispanic/Latino: 129 (7.85%) Asian: 10 (0.61%) AI/AN: 4 (0.24%) NHOPI: 3 (0.18%) PWD: 39 (2.37%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 4

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	14	9	9							5	4	1						64.29%	35.71%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	64	33	31	1	1				1	31	29			2			3	51.56%	48.44%	93.75%	1.56%	1.56%	3.13%	0.00%	0.00%	6.25%
Technicians	6	3	3							3	3							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	544	471	443	12	10	1	5		6	73	67	5	1					86.58%	13.42%	93.75%	3.13%	2.02%	0.18%	0.92%	0.00%	1.10%
Para-professionals	10	0	0							10	10							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	15	1	1							14	14							6.67%	93.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	20	19	19						2	1	1							95.00%	5.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%
Service / Maintenance	53	46	43	3						7	5	1		1				86.79%	13.21%	90.57%	7.55%	0.00%	1.89%	0.00%	0.00%	0.00%
TOTAL	726	582	549	16	11	1	5	0	9	144	133	7	1	3	0	0	3	80.17%	19.83%	93.94%	3.17%	1.65%	0.55%	0.69%	0.00%	1.65%

Grand Total Employees for Region 4:	Males:	Females:	Total Minorities:
	582	144	44
	80.17%	19.83%	6.06%

White:	Black/African American:	Hispanic/Latino:	Asian:	AI/AN:	NHOPI:	PWD:
682	23	12	4	5	0	12
93.94%	3.17%	1.65%	0.55%	0.69%	0.00%	1.65%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 5

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	16	9	6	3						7	7						1	56.25%	43.75%	81.25%	18.75%	0.00%	0.00%	0.00%	0.00%	6.25%
Professionals	101	50	45	4	1				1	51	46	2	3				3	49.50%	50.50%	90.10%	5.94%	3.96%	0.00%	0.00%	0.00%	3.96%
Technicians	45	24	16	5	2	1			1	21	14	6	1				4	53.33%	46.67%	66.67%	24.44%	6.67%	2.22%	0.00%	0.00%	11.11%
Protective Service	1,012	851	780	32	36	1	2		24	161	141	10	8	1	1		1	84.09%	15.91%	91.01%	4.15%	4.35%	0.20%	0.30%	0.00%	2.47%
Para-professionals	17	1	1							16	16							5.88%	94.12%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	21	1	1							20	19				1			4.76%	95.24%	95.24%	0.00%	0.00%	0.00%	4.76%	0.00%	0.00%
Skilled Craft	41	39	37	1			1			2	2							95.12%	4.88%	95.12%	2.44%	0.00%	0.00%	2.44%	0.00%	0.00%
Service / Maintenance	57	49	44	5					3	8	7	1					1	85.96%	14.04%	89.47%	10.53%	0.00%	0.00%	0.00%	0.00%	7.02%
TOTAL	1,310	1,024	930	50	39	2	3	0	29	286	252	19	12	1	2	0	10	78.17%	21.83%	90.23%	5.27%	3.89%	0.23%	0.38%	0.00%	2.98%

Grand Total Employees for Region 5:	Males:	Females:	Total Minorities:
	1,024	286	128
	78.17%	21.83%	9.77%

White:	Black/African American:	Hispanic/Latino:	Asian:	AI/AN:	NHOPI:	PWD:
1,182	69	51	3	5	0	39
90.23%	5.27%	3.89%	0.23%	0.38%	0.00%	2.98%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 6

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	5	4	3	1					1	1	1							80.00%	20.00%	80.00%	20.00%	0.00%	0.00%	0.00%	0.00%	20.00%
Professionals	38	23	20	2	1					15	12	1	2				1	60.53%	39.47%	84.21%	7.89%	7.89%	0.00%	0.00%	0.00%	2.63%
Technicians	5	1	1						1	4	4						1	20.00%	80.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.00%
Protective Service	249	223	210	7	5		1		6	26	24		2					89.56%	10.44%	93.98%	2.81%	2.81%	0.00%	0.40%	0.00%	2.41%
Para-professionals	6	1	1							5	5							16.67%	83.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	9	0	0							9	9							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	12	12	12						2	0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%
Service / Maintenance	27	19	19							8	7	1						70.37%	29.63%	96.30%	3.70%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	351	283	266	10	6	0	1	0	10	68	62	2	4	0	0	0	2	80.63%	19.37%	93.45%	3.42%	2.85%	0.00%	0.28%	0.00%	3.42%

Grand Total Employees for Region 6: Males: 283 (80.63%) Females: 68 (19.37%) Total Minorities: 23 (6.55%)

White: 328 (93.45%) Black/African American: 12 (3.42%) Hispanic/Latino: 10 (2.85%) Asian: 0 (0.00%) AI/AN: 1 (0.28%) NHOPI: 0 (0.00%) PWD: 12 (3.42%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	145	79	71	5	2	1			3	66	56	9			1		3	54.48%	45.52%	87.59%	9.66%	1.38%	0.69%	0.69%	0.00%	4.14%
Professionals	320	120	106	13	1				5	200	172	18	6	3	1		10	37.50%	62.50%	86.88%	9.69%	2.19%	0.94%	0.31%	0.00%	4.69%
Technicians	96	54	51	1	2				1	42	41			1			1	56.25%	43.75%	95.83%	1.04%	2.08%	1.04%	0.00%	0.00%	2.08%
Protective Service	1,030	881	834	35	8	1	2	1	20	149	130	16	1	2				85.53%	14.47%	93.59%	4.95%	0.87%	0.29%	0.19%	0.10%	1.94%
Para-professionals	50	5	4	1						45	41	2	1		1		1	10.00%	90.00%	90.00%	6.00%	2.00%	0.00%	2.00%	0.00%	2.00%
Administrative Support	64	15	11	2	1	1			1	49	43	4	1	1			1	23.44%	76.56%	84.38%	9.38%	3.13%	3.13%	0.00%	0.00%	3.13%
Skilled Craft	48	45	45						2	3	2	1						93.75%	6.25%	97.92%	2.08%	0.00%	0.00%	0.00%	0.00%	4.17%
Service / Maintenance	126	115	110	4			1		2	11	9	1	1				2	91.27%	8.73%	94.44%	3.97%	0.79%	0.00%	0.79%	0.00%	3.17%
TOTAL	1,879	1,314	1,232	61	14	3	3	1	34	565	494	51	10	7	3	0	18	69.93%	30.07%	91.86%	5.96%	1.28%	0.53%	0.32%	0.05%	2.77%

Grand Total Employees for Region 7: Males: 1,314 (69.93%) Females: 565 (30.07%) Total Minorities: 153 (8.14%)

White: 1,726 (91.86%) Black/African American: 112 (5.96%) Hispanic/Latino: 24 (1.28%) Asian: 10 (0.53%) AI/AN: 6 (0.32%) NHOPI: 1 (0.05%) PWD: 52 (2.77%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 8

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	28	15	12	3					1	13	11	1	1					53.57%	46.43%	82.14%	14.29%	3.57%	0.00%	0.00%	0.00%	3.57%
Professionals	121	51	47	4					2	70	60	8	1		1		5	42.15%	57.85%	88.43%	9.92%	0.83%	0.00%	0.83%	0.00%	5.79%
Technicians	37	7	6	1						30	28	1		1				18.92%	81.08%	91.89%	5.41%	0.00%	2.70%	0.00%	0.00%	0.00%
Protective Service	1,299	1,112	1,025	63	8	10	6		12	187	157	23	5	2			1	85.60%	14.40%	90.99%	6.62%	1.00%	0.92%	0.46%	0.00%	1.00%
Para-professionals	27	2	2							25	25							7.41%	92.59%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	39	3	3							36	34	2					1	7.69%	92.31%	94.87%	5.13%	0.00%	0.00%	0.00%	0.00%	2.56%
Skilled Craft	55	54	50	2	1		1		2	1		1						98.18%	1.82%	90.91%	5.45%	1.82%	0.00%	1.82%	0.00%	3.64%
Service / Maintenance	110	92	82	7	2		1			18	13	2	1		2			83.64%	16.36%	86.36%	8.18%	2.73%	0.00%	2.73%	0.00%	0.00%
TOTAL	1,716	1,336	1,227	80	11	10	8	0	17	380	328	38	8	3	3	0	7	77.86%	22.14%	90.62%	6.88%	1.11%	0.76%	0.64%	0.00%	1.40%

Grand Total Employees for Region 8: Males: 1,336 (77.86%) Females: 380 (22.14%) Total Minorities: 161 (9.38%)

White: 1,555 (90.62%) Black/African American: 118 (6.88%) Hispanic/Latino: 19 (1.11%) Asian: 13 (0.76%) AI/AN: 11 (0.64%) NHOPI: 0 (0.00%) PWD: 24 (1.40%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 9

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	19	7	6	1						12	12						1	36.84%	63.16%	94.74%	5.26%	0.00%	0.00%	0.00%	0.00%	5.26%
Professionals	109	50	45	2		2	1		1	59	58			1			1	45.87%	54.13%	94.50%	1.83%	0.00%	2.75%	0.92%	0.00%	1.83%
Technicians	20	2	2							18	18							10.00%	90.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	819	738	719	8	4	4	3		14	81	76	1	1		3			90.11%	9.89%	97.07%	1.10%	0.61%	0.49%	0.73%	0.00%	1.71%
Para-professionals	16	1	1						1	15	15							6.25%	93.75%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.25%
Administrative Support	17	0								17	17						1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.88%
Skilled Craft	30	30	29		1				1	0								100.00%	0.00%	96.67%	0.00%	3.33%	0.00%	0.00%	0.00%	3.33%
Service / Maintenance	75	62	61			1			2	13	13							82.67%	17.33%	98.67%	0.00%	0.00%	1.33%	0.00%	0.00%	2.67%
TOTAL	1,105	890	863	11	5	7	4	0	19	215	209	1	1	1	3	0	3	80.54%	19.46%	97.01%	1.09%	0.54%	0.72%	0.63%	0.00%	1.99%

Grand Total Employees for Region 9: Males: 890 (80.54%) Females: 215 (19.46%) Total Minorities: 33 (2.99%)

White: 1,072 (97.01%) Black/African American: 12 (1.09%) Hispanic/Latino: 6 (0.54%) Asian: 8 (0.72%) AI/AN: 7 (0.63%) NHOPI: 0 (0.00%) PWD: 22 (1.99%)

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Illinois Department of Corrections

Reporting Period: June 30, 2018

Region: 10

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	37	22	21	1						15	13	2					1	59.46%	40.54%	91.89%	8.11%	0.00%	0.00%	0.00%	0.00%	2.70%
Professionals	162	69	63	2	2	-	2		3	93	87	3	1		2		1	42.59%	57.41%	92.59%	3.09%	1.85%	0.00%	2.47%	0.00%	2.47%
Technicians	23	7	7							16	15				1		1	30.43%	69.57%	95.65%	0.00%	0.00%	0.00%	4.35%	0.00%	4.35%
Protective Service	1,244	1,082	1,037	26	8	7	3	1	17	162	148	13		1			2	86.98%	13.02%	95.26%	3.14%	0.64%	0.64%	0.24%	0.08%	1.53%
Para-professionals	26	2	2							24	23		1					7.69%	92.31%	96.15%	0.00%	3.85%	0.00%	0.00%	0.00%	0.00%
Administrative Support	33	5	5							28	27		1				1	15.15%	84.85%	96.97%	0.00%	3.03%	0.00%	0.00%	0.00%	3.03%
Skilled Craft	56	56	55	1					1	0								100.00%	0.00%	98.21%	1.79%	0.00%	0.00%	0.00%	0.00%	1.79%
Service / Maintenance	124	98	92	2	1	1	2		3	26	22	2		2			1	79.03%	20.97%	91.94%	3.23%	0.81%	2.42%	1.61%	0.00%	3.23%
TOTAL	1,705	1,341	1,282	32	11	8	7	1	24	364	335	20	3	3	3	0	7	78.65%	21.35%	94.84%	3.05%	0.82%	0.65%	0.59%	0.06%	1.82%

Grand Total Employees for Region 10:			Males:	1,341			Females:	364				Total Minorities:	88													
				78.65%				21.35%					5.16%													
White:	1,617	Black/African American:	52		Hispanic/Latino:	14			Asian:	11		AI/AN:	10		NHOPI:	1			PWD:	31						
	94.84%		3.05%			0.82%				0.65%			0.59%			0.06%				1.82%						

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

	Illinois Department of Corrections **Administrative Directive**	
Number: **03.01.310**	Title: **Sexual Harassment**	Effective: **05/01/2018**

Authorized by:	*[Original Authorized Copy on File]* **John R. Baldwin** Acting Director
Supersedes:	03.01.310 effective 3/1/2000 and as amended 12/1/2002

Authority:	**Referenced Policies:**	**Referenced Forms:**
5 ILCS 430/50-5 730 ILCS 5/3-2-2 740 ILCS 174 775 ILCS 5/1-101 et seq.	01.12.101	DOC 0434 – Incident Report DOC 0279 – Equal Employment Opportunity and Affirmative Action Complaint Form

I. POLICY

All employees are entitled to a work environment free from sexual harassment. The Department prohibits any form of sexual harassment.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures governing the responsibilities of staff for compliance with Department policy prohibiting sexual harassment.

B. Applicability

This directive is applicable to all facilities, offices and program sites within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Chief Administrator - the Chief Administrative Officer of a correctional center or program site; or for all other offices, the respective Deputy Director or Chief of the appropriate division or the Assistant Director of the Department.

Sexual Harassment - unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Supervisor - an employee officially assigned on an on-going basis to: assign, review and control work of subordinate staff; complete and sign performance evaluations; recommend compensation; recommend and implement discipline; approve time off and make recommendations to hire, fire, promote and demote. This does not include lead workers. Higher level employees than the supervisor within the same chain-of-command shall have the same responsibilities for purposes of this directive as the supervisor.

F. **General Provisions**

1. For purposes of this directive, examples of sexual harassment include but may not be limited to:

   a. Unwelcome sexual conduct in order to receive an employment opportunity.

   b. Denial of employment opportunities when an individual does not submit to unwelcome sexual advances.

   c. Threats with adverse employment consequences if the individual does not submit to unwelcome sexual advances.

   d. Verbal conduct such as sexual innuendos, suggestive comments, insults, humor or jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates or statements about other employees, even outside of their presence, of a sexual nature.

   e. Non-Verbal conduct such as suggestive or insulting sounds, such as catcalls, smacking, kissing noises, whistling, leering, obscene gestures or sexually suggestive bodily gestures.

   f. Visual displays such as posters, signs, pin-ups, electronic mail, internet material, cartoons, graffiti, slogans or other material of a sexual nature.

   g. Physical conduct such as unwelcome hugging, touching, kissing, pinching, brushing the body, coerced sexual acts or actual assaults.

   h. Non-sexual conduct because of gender which unreasonably interferes with the employee's ability to perform his or her job.

   i. Digital harassment including threats of physical assault of a sexual nature, intimidation, offensive jokes, epithets or name calling, ridicule or mockery, request for sexual favors, or lewd, obscene or offensive messages or pictures sent via state electronic devices.

2. This directive shall be posted at each facility and at each staffed building in the general office in prominent and accessible locations and in other locations where notices to employees are customarily posted.

3. The Chief Administrator shall ensure that all current and new employees have access to and are advised of the contents of this directive on an annual basis. A copy of this directive need not be given to each employee; however, documentation including the employees' signatures shall be maintained to verify that each employee has been advised of this directive annually. A copy of this directive shall be made available to any employee upon request.

4. Training on sexual harassment prevention and the agency's sexual harassment policy shall be included in pre-service training for new employees and as a component of ongoing training programs.

5. All employees with supervisory responsibilities shall complete training, including prevention of sexual harassment and handling of sexual harassment complaints. This training shall be completed within the first six months of initial appointment to a supervisory position.

6. The Office of Affirmative Action shall be available to provide assistance on the complaint process to any employee who believes that he or she has been subjected to sexual harassment.

7. Employees are urged to use the Department's internal complaint process to obtain a prompt, effective resolution to sexual harassment complaints. However, an employee may contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

G. Requirements

1. Employees shall refrain from sexual harassment.

2. Any employee who engages in or knowingly condones sexual harassment shall be subject to disciplinary action, including discharge.

3. Each supervisor shall maintain a workplace free of sexual harassment by promoting a professional environment and by addressing an observed or reported incident of sexual harassment as a serious form of employee misconduct.

H. Internal Complaint Process

1. Any employee who witnesses, is subjected to, or becomes aware of such conduct should:

   a. Immediately document the incident on an Incident Report, DOC 0434 or on an Equal Employment Opportunity and Affirmative Action Complaint Form, DOC 0279

   b. Report the incident to his or her supervisor, Ethics Officer or Department's Affirmative Action Administrator or notify the next person in the chain of command if the employee's immediate supervisor is the person alleged to have engaged in harassment.

   c. Directly and clearly express objection to the offending person and request that the offensive behavior stop.

2. A supervisor receiving an oral or written report of sexual harassment shall notify the Chief Administrator of the allegations in a timely manner. This requirement also applies to anonymous complaints or cases where the employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint. The Chief Administrator shall notify the Department's Affirmative Action Administrator. Initial notification may be made verbally with a follow up report of the allegations documented in writing.

3. The Chief Administrator shall consider ways to minimize the possibility of continued sexual harassment or retaliation while the allegations are under review or investigation such as reassigning the accused employee. Prior to reassigning the alleged victim, the Chief Administrator shall consult with the Office of Affirmative Action.

4. The Chief Administrator shall initiate a review of the allegations and respond as soon as possible within five working days, or upon the employee's return to work, by taking one or more of the following actions:

   a. Discuss the allegations with the reporting employee;

   b. Discuss the allegations with the charged employee;

   c. Refer the incident to the Office of Affirmative Action for formal investigation;

   d. Refer the charged employee for disciplinary action, if warranted; or

   e. Take other corrective action.

5. Allegations of conduct which may constitute criminal activity shall be reported in accordance with Administrative Directive 01.12.101.

6. In all cases, the Chief Administrator shall:

   a. Within five working days of being advised of the allegations, or upon the employee's return to work, inform the alleged victim in writing of the action being taken;

   b. Submit to the Office of Affirmative Action a copy of any written complaint, a summary of any verbal complaint, and a copy of the response to the alleged victim; and

   c. When it is determined that sexual harassment has occurred, take prompt, appropriate corrective action, including discipline, lock out, or other similar measures. If the evidence is inconclusive, the Chief Administrator shall consider whether preventative measures such as training or monitoring should be employed.

   d. Submit to the Office of Affirmative Action a copy of all employee disciplinary decisions involving sexual harassment.

I. Investigations

1. The Office of Affirmative Action shall promptly investigate complaints referred for investigation. Internal Investigations shall submit a copy of any investigation report in which sexual harassment issues were brought forth during the course of an investigation to the Office of Affirmative Action. All complaints of sexual harassment shall be investigated thoroughly, and appropriate action shall be taken when warranted.

2. The Office of Affirmative Action shall ensure that the Chief-Administrator, the alleged victim and the employee alleged to have engaged in sexual harassment are informed of the outcome of any formal investigation.

3. Employees are required to cooperate in any investigation into a complaint of sexual harassment. Failure to do so may result in disciplinary action.

J. Department Volunteers, Interns, Contractual Personnel and Persons Employed by Contractors

1. Volunteers, interns, contractual personnel and employees of contractors shall refrain from sexual harassment.

2. Training on the Department's sexual harassment policy shall be included in orientation of volunteers and interns and pre-service training of contractual personnel and employees of contractors.

3. A volunteer, intern, contractor or employee of a contractor who believes that he or she has been subjected to sexual harassment in connection with their service to the Department shall immediately report the incident in writing to the Department employee overseeing the services of the volunteer, intern, contractor or person employed by a contractor, the Volunteer Service Coordinator, when applicable, the Chief Administrator or the Office of Affirmative Action.

4. Reports of sexual harassment involving a volunteer, intern, contractual personnel or employee of a contractor in cases where the harasser or victim is an employee of the Department shall be investigated by the Department. The Chief Administrator and the Office of Affirmative Action shall take the same actions to respond as is required in Paragraph II.H.

5. Reports of sexual harassment involving a volunteer, intern, contractual personnel, or employee of a contractor that do not involve an employee of the Department shall be reported to the Office of Affirmative Action for a determination of the appropriate action to be taken.

6. Volunteers, interns, contractual personnel and employees of contractors are required to cooperate in any sexual harassment investigation conducted by the Department.

K. Retaliation

1. Retaliatory action against anyone alleging sexual harassment in good faith is prohibited even if the complaint is not substantiated. However, given the seriousness of the consequences for the accused, any employee who knowingly makes a false charge or provides false information, including, but not limited to, false information provided in statements, incident reports, correspondence or an interview, shall be subject to disciplinary action, including discharge. If a sexual harassment violation or intentional false reporting occurs, the consequences may be found in the State Officials and Employees Ethics Act, 5 ILCS 430/50-5. In the occasion this section conflicts with the Whistleblower Act (740 ILCS 174) or Section 15-5 of the Ethics Act, the applicable statute will take precedence.

2. An employee may not intentionally interfere with another employee's exercise of, or retaliate against an employee or witness for exercising, the right to grieve or file a complaint through established procedures; or retaliate against an employee or witness for filing a complaint, providing information to an investigatory official or testifying in an official proceeding.

L. Confidentiality

Information pertaining to a complaint of sexual harassment shall be kept confidential and shall only be disclosed in accordance with this directive or to persons with a need to know the information.