

FISCAL YEAR 2020



**EQUAL EMPLOYMENT
OPPORTUNITY AND
AFFIRMATIVE ACTION
PLAN**

SEPTEMBER 2019

EEO/AA Plan Checklist

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**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION
PROGRAM CERTIFICATION**

AGENCY: ILLINOIS POWER AGENCY

MAIN ADDRESS: 105 W. MADISON St., Ste. 1401, Chicago, IL 60602

TELEPHONE NUMBER: 312-793-0263

TTY / NEXTALK: 866-846-5276

WEBSITE: www.illinois.gov/ipa

CHIEF EXECUTIVE OFFICER: Anthony Star, Director

EEO/AA OFFICER: Brian Granahan, Chief Legal Counsel

ADA COORDINATOR: Brian Granahan, Chief Legal Counsel

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



Chief Executive Officer

9/3/19

Date



EEO/AA Officer

3 Sept 2019

Date

EEO/AA Statement of the Chief Executive Officer

The Illinois Power Agency is committed to the following policies:

- Agency decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits must not discriminate on any of the bases listed in the Agency's Employee Handbook, which include "race, gender, national origin, religion, age, marital or parental status, ancestry, sexual orientation, disability unrelated to ability to perform job duties, or any other status protected by law."
- The Agency commits to undertaking affirmative action if or when needed to correct underutilization of minorities, females, and disabled persons in all levels of employment.
- The Agency does not tolerate sexual harassment and is committed to implementing anti-sexual harassment policies and programs.
- Any employee who files a complaint will be safe from retaliation.
- All executive, managerial, and supervisory Agency staff are expected to provide full support and commitment to implementing the Agency's equal opportunity employment/affirmative action plan.



Anthony M. Star
Director, Illinois Power Agency

Agency Profile

The Illinois Power Agency (“IPA”) facilitates the provision of adequate, reliable, affordable, efficient and environmentally sustainable electric service to eligible customers at the lowest total cost over time, taking into account any benefits of price stability, and carries out other duties as provided by law. The Agency also facilitates development of new generation facilities, including clean coal facilities, and procures renewable energy resources and zero emission credits on behalf of the state’s electric utilities.

SUMMARY OF IPA OPERATIONS

The operations of the Agency require the Agency to:

1. Develop procurement plans for participating electric utilities (at present, ComEd, Ameren Illinois, and MidAmerican)
 - a. Develop an annual procurement plan for the procurement of standard wholesale products, such as energy, capacity, and ancillary services at lowest total cost to consumers over time, taking into account the benefits of price stability
 - b. Develop a long-term renewable resources procurement plan for the procurement of renewable energy credits and the implementation of the Illinois Solar for All low-income solar incentive program.
 - c. Develop a zero-emission standard procurement plan for the procurement of zero emission credits from zero emission (nuclear) generating facilities.
2. Conduct competitive procurement processes and implement programs to procure the resources identified in the plans
 - a. Ensure appropriate price benchmarks are established.
 - b. Secure qualified procurement administrators.
 - c. Assess compliance with plans and provide expert advice to the Illinois Commerce Commission and the Agency’s procurement administrators.
3. Develop and facilitate clean coal investment as provide for by law
 - a. Facilitate SNG sourcing agreements between producers and the applicable gas utilities.
 - b. Develop staff expertise in project financing, gas and coal markets and risk analysis.
4. Document Agency procedures, policies and create fiscal management tools
 - a. Memorialize all reporting requirements as required by law.
 - b. Create a process to ensure Agency fees are sufficient to recover costs.
 - c. Develop an Agency financial accounting system.

IPA-SPECIFIC EEO/AA PROBLEMS AND NEEDS

One challenge faced by the Agency in achieving equal opportunity and affirmative action targets is that the Agency primarily consists of technical and professional employees, some of whom are in a highly specialized area (specifically, those dealing with energy procurement and the supporting policy). Although the Agency has not comprehensively studied the availability of potential employees from underrepresented groups in the energy procurement area, anecdotal evidence suggests that there are qualified candidates, but perhaps represented at a rate lower than other professions. Thus, the Agency must be conscious and vigilant in outreach to qualified candidates from underrepresented groups in order to maintain diversity at a high level within the Agency.

A second challenge exists in the Agency's size. With one Director (appointed by the Executive Ethics Commission and confirmed by the Senate) and nine other full-time employees (hired at the discretion of the Director) at the conclusion of FY19, a change in one Agency position can significantly impact the diversity percentage levels of the Agency's entire full-time workforce. Minor employee turnover can create large shifts in Agency totals that may not fully reflect the diligence of the Agency's EEO/AA commitments.

A third challenge exists in the Agency's stability. Since FY14, the Agency has only seen turnover at two positions (Office Administrator and Chief Financial Officer). While the Agency has added positions since, because the Agency's existing staff generally performs at a high level and appears to be satisfied in their positions, opportunities for increased diversity in Agency employment have been limited at times by a lack of turnover.

That said, the Agency's then-Chief Financial Officer did leave for a different position in FY18, and the Agency was able to find a highly qualified minority candidate as a replacement. The Agency also established a Deputy Legal Counsel position in FY18, and was likewise able to find a highly qualified minority candidate for that position as well. And when the Agency's Office Administrator was promoted to a Contract Administrator position in FY19, the Agency was able to find a highly qualified minority candidate for the open Office Administrator position too. The Agency is proud of its success to date in meeting EEO/AA goals; as of September 3, 2019, of the Agency's ten full-time employees (inclusive of the Director), five are classified as minorities while one is classified as disabled, and the Agency now features 50/50 gender balance.

Equal Employment Opportunity/Affirmative Action Officer

The EEO/AA Officer is the Chief Legal Counsel, Brian P. Granahan. His contact information is:

105 W. Madison St., Suite 1401
Chicago, IL 60602
(312) 814-4635
Brian.Granahan@Illinois.gov

The Agency has a single location, and no other EEO/AA Officers.

The duties of the EEO/AA Officer are as follows:

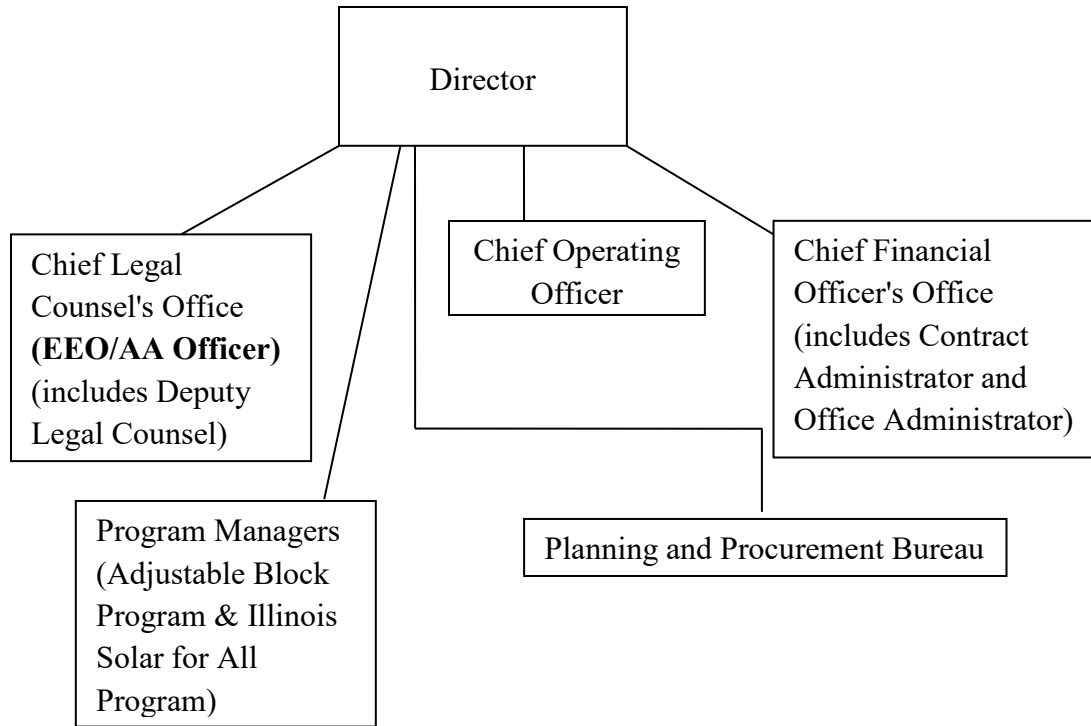
1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To serve as liaison between the agency and EEO enforcement authorities;
4. To serve as liaison between the agency, minorities, women and disability organizations;
5. To inform management of developments in the EEO field;
6. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
7. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
8. To advise managers and supervisors if employment practices comply with the Act;
9. To report to the Department all internal and external complaints of discrimination against the agency;
10. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
11. At the request of the agency's Chief Executive Officer, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Chief Executive Officer on the progress of actions taken;
12. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;
13. To immediately notify the Chief Executive Officer and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or the disabled;
14. If the agency is in noncompliance, as described in § 2520.795(c)(2)(3) of the Department's Rules, to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question.
15. Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women, and the disabled. The agency EEO Officer will also assist in the recruitment of minorities, women and people with disabilities;
16. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, order

- of protection status, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status, and disability.
17. Review layoff plans for adverse impacts on minorities, women, and the disabled;
 18. Fill out Department of Human Rights Hiring Monitor and Promotion Monitor documentation;
 19. Analyze and report on exit questionnaires.

The Agency has the following programmatic goals for Fiscal Year 2020:

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Target Completion Date</u>	<u>Monitoring Procedure</u>
1. Conduct training on EEO/AA Plan contents	EEO/AA Officer	At a Staff Meeting no later than 5/31/2020	Documentation of training
2. Review SD County List as part of employment searches	EEO/AA Officer, Director	Ongoing	Documentation of outreach to IDHR

Agency Organization Chart and EEO/AA Organization Chart:



The Chief Legal Counsel and Deputy Legal Counsel are currently the only members of the Chief Legal Counsel's Office. The Chief Legal Counsel is the only EEO/AA Officer and ADA Coordinator.

Dissemination of the Plan and Policy

The EEO/AA Plan and Policy will be disseminated as follows:

1. A copy will be e-mailed to all current employees and new employees as they are hired.
2. A hard copy will be kept in plain view in the Agency's office.
3. The Employee Handbook will be updated to reflect availability of the Plan and Policy.
4. A copy of the Plan and Policy will be available on the Agency's website.
5. The Plan and Policy will be filed with the Illinois State Library.

Workforce Analysis

Through the end of FY19, the Illinois Power Agency had one Director and nine other full-time employees—primarily professionals, but also including other categories. Without having ten employees in any given category, the Agency was not required to undertake availability analysis. However, the Agency reaffirms its commitment to diversity in the workplace, and notes that it has equitable minority and female representation in Agency staff.

As presented in the summary analysis below, the Agency made three hires in FY19: two for a new position (Program Managers), and one to assume the role of a promoted employee (Office Administrator). To fill these roles, the Agency hired three female candidates, including one minority candidate, thus now leaving the Agency with 50/50 gender balance.

In addition to the summary analysis below, the Agency also notes that in FY20, it may be required to further expand to help meet additional statutory responsibilities should certain proposed legislation become law. The Agency is proud of its diverse workforce and will approach recruiting and hiring for those positions with this same commitment to diversity in the workplace.

**Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS POWER AGENCY

Reporting Period: FISCAL YEAR 2019

EEO Category: PROFESSIONALS

Transaction	Grand Total		MALES							FEMALES							PERCENTAGES									
	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	2	0							2	2								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	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	0	0							0									0.00%	0.00%	0.00%	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 NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: ILLINOIS POWER AGENCY

Reporting Period: FISCAL YEAR 2019

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			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	0							1		1						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0							0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0							0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	0	0							0							0.00%	0.00%	0.00%	0.00%	0.00%	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%	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%	0.00%	
Demotions	0	0							0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0							0							0.00%	0.00%	0.00%	0.00%	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%	0.00%	
Reemployment	0	0							0							0.00%	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%	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%	0.00%	

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

Workforce Analysis by Region

Agency: ILLINOIS POWER AGENCY

Reporting Period: FISCAL YEAR 2019

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	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	8	4	1		1	2			4	3	1						50.00%	50.00%	50.00%	12.50%	12.50%	25.00%	0.00%	0.00%	12.50%	
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0								0.00%	0.00%	0.00%	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						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	10	5	2	0	1	2	0	0	5	3	2	0	0	0	0	0	50.00%	50.00%	50.00%	20.00%	10.00%	20.00%	0.00%	0.00%	10.00%	

Grand Total Employees for Region 1:	Males: 5	Females: 5	Total Minorities: 5
	50.00%	50.00%	50.00%
White: 5	Black/African American: 2	Hispanic/Latino: 1	Asian: 2
50.00%	20.00%	10.00%	20.00%
			AI/AN: 0
			NHOPI: 0
			PWD: 1
			0.00%
			0.00%
			10.00%

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-9 (Rev. Feb. 2016)

Summary of Workforce Analysis by Region

Agency: ILLINOIS POWER AGENCY

Reporting Period: FISCAL YEAR 2019

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	1	1	1															100.00%		100.00%						
Professionals	8	4	1		1	2			1	4	3	1						50.00%	50.00%	50.00%	12.50%	12.50%	25.00%			12.50%
Technicians																										
Protective Service																										
Para-professionals																										
Administrative Support	1									1		1							100.00%		100.00%					
Skilled Craft																										
Service / Maintenance																										
TOTAL	10	5	2		1	2			1	5	3	2						50.00%	50.00%	50.00%	20.00%	10.00%	20.00%			10.00%

Grand Total Employees:	Males: 5 50.00%	Females: 5 50.00%	Total Minorities: 5 50.00%
White: 5 50.00%	Black/African American: 2 20.00%	Hispanic/Latino: 1 10.00%	Asian: 2 20.00%
	AI/AN:	NHOPI:	PWD: 1 10.00%

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-9 (Rev. Feb. 2016)

Equal Employment Opportunity Complaint Investigation Procedure

A. Policy

The Illinois Power Agency affirms its commitment to a policy of equal employment opportunity through the implementation of EEO complaint investigation procedures to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this EEO complaint investigation policy, and corresponding procedures, shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, the EEO/AA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. In the event of a conflict of interest, the EEO/AA officer shall seek a suitable replacement within the Agency.

The use of these internal EEO complaint investigation procedures does not preclude the rights of an employee to file a charge directly with the state (DHR) or the federal government (EEOC) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures

The discrimination complaint form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/AA Officer for investigation.

1. Scope and Timeliness

Unless of a continuing nature, all complaints must be received by the EEO/AA Officer in writing, within **30 days**, consistent with agency practice. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

2. Intake-Screening

Immediately upon receipt of the discrimination complaint form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint.

The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint for investigation within **10 days after the complaint is received by the EEO/AA Officer** consistent with agency practice. The complainant shall be promptly notified if further information or documentation is required to support the charge.

3. Investigation

Within **20 days after the complaint is received by the EEO/AA Officer** consistent with the agency practice, the EEO/AA Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded within **30 days** after acceptance of the complaint.

4. Withdrawal of the Complaint

The complaint, or any part of the allegation, may be withdrawn during the investigation upon a written request for withdrawal by the complainant.

5. Settlement During Investigation

If a settlement is reached an agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed.

6. Dismissal of the Complaint

After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal within **5 days after the investigation concludes**.

7. Investigation Findings

At the conclusion of the investigation, if substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit a written notice to the Agency's Director with the findings and recommendations to resolve the complaint. Within **20 days after the Agency's Director receives the findings**, a conciliation meeting shall be initiated and the EEO/AA Officer shall participate to seek an equitable resolution of the complaint.

C. Conciliation Efforts

The EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within a **reasonable amount of time not less than five business days after the conciliation conference**, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the CEO for the final review, approval or other determination. The CEO shall make known to the EEO/AA Officer

the official position of the agency within **15 days** of receipt of the EEO/AA Officer's written report.

The employee has the right to file with the Illinois Department of Human Rights (IDHR) or with the U.S. Equal Employment Opportunity Commission (EEOC) or any other appropriate government agency. The EEO Officer shall represent the agency in responding to any charges.

Illinois Department of Human Rights
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
312-814-6200
TTY 866-740-3953

Illinois Department of Human Rights
535 W. Jefferson Street, 1st Floor
Springfield, IL 62702
217-785-5100
TTY 866-740-3953

Illinois Department of Human Rights
Marion Regional Office Building
2309 W. Main Street, Suite 112
Marion, Illinois 62959
618-993-7463

Equal Employment Opportunity Commission
JCK Federal Building
230 South Dearborn Street
Suite 1866 (Enforcement, State and Local & Hearings)
Suite 2920 (Legal & ADR)
Chicago, IL 60604
312-872-9777
Enforcement/File Disclosure Fax 312-558-1200

Equal Employment Opportunity Commission
1222 Spruce Street, Room 8-100
St. Louis, Missouri 63103
800-669-4000
TTY 800-669-6820

To file with the IDHR or EEOC, the complaint must be filed within 300 days from date of harm

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

Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)
Website: www.illinois.gov/sexualharassment

Discrimination Complaint Form

ILLINOIS POWER AGENCY

To: Illinois Power Agency EEO/AA Officer

1. Name _____ Telephone _____

Home Address _____

2. Are you currently employed by the agency? Yes _____ No _____

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

_____ Job Title _____ Status _____

_____ Location _____ Phone Number _____ Length of Service _____

4. Date of the alleged discriminatory practice(s): _____

5. Basis of the alleged discriminatory practice:

____ Race ____ Color ____ Sex ____ Religion ____ Age
____ National Origin ____ Disability ____ Marital Status ____ Military Status

____ Pregnancy ____ Ancestry ____ Retaliation ____ Sexual Orientation

Other: _____

6. The discrimination occurred in connection with:

____ Interview ____ Hiring Selection ____ Promotion ____ Disciplinary Action
____ Compensation ____ Transfer ____ Lay Off ____ Training Opportunity

Other (specify) _____

7. The facts of the alleged discriminatory employment practice are:

(Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name Title Location Phone Number

Name Title Location Phone Number

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes _____ No _____

If yes, describe attachments:

(Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes _____ No _____

If yes, please explain indicating the outcome of the efforts:

(Continue on additional sheets, if necessary)

COMPLAINANT'S SIGNATURE AND DATE FILED
AND DATE RECEIVED

EEO/AA OFFICER'S SIGNATURE

Labor Force Analysis for People with Disabilities

Agency: ILLINOIS POWER AGENCY

Fiscal Year: 2020

Total Employees: 10

Percent of People with
Disabilities in Illinois Labor
Force: 4.53%

Labor Force Number: 0

Number of Employees with
Disabilities in Agency: 1

Underutilization or Parity: P

Reasonable Accommodation Policy

ILLINOIS POWER AGENCY REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois Power Agency to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. The Illinois Power Agency recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Illinois Power Agency to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



Anthony M. Star
Director, Illinois Power Agency



Date



State of Illinois
Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- Purchase or modification of equipment or devices _____
- Job restructuring or task modification _____
- Provision of reader, sign language interpreter or personal assistant _____
- Structural modification to work site or facility _____
- Modification of work schedule or leave policy _____
- Modification of examinations, training materials or personal assistant _____
- Reassignment to vacant position _____
- Other _____

Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

Employee's Signature	Date
----------------------	------

RAC Recommendation Grant Deny Date _____
 (RAC's initials _____) Return for _____

Chief Executive Officer's Final Action Grant Deny Date _____
 (CEO's initials _____) Return for _____

Remarks _____

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 calendar days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



**State of Illinois
Reasonable Accommodation Request for Applicants**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
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Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application or interviewing process.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The Agency's EEO/AA Officer can provide additional information about the accommodation process for the Illinois Power Agency.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the Agency's EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the Agency must be consulted in order for the accommodation to be provided, he or she will determine whether the Agency will grant the request.
6. If the Agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.

At this time, the Agency does not have a testing requirement for employment. However, if testing is required in the future, the Agency will create a reasonable accommodations policy.

Additional Procedures Regarding Persons With Disabilities

The Illinois Power Agency currently has a single office at 105 W. Madison St. in Chicago. To the knowledge of the Agency, the building is free of physical barriers to the extent required by law and/or is in the process of resolving any non-compliant physical barriers. The Agency further understands that building has building-wide procedures for evacuation of employees with disabilities.

To the extent that an employee becomes aware of any physical barriers, raises concerns regarding the evacuation plan, or has any questions regarding physical or procedural barriers, the employee may contact the EEO/AA Officer, who also serves as the ADA Coordinator.

With regard to hiring procedures for persons with disabilities, the Agency shall:

1. Review, on an ongoing basis, employment criteria and job descriptions to assure they have no adverse impact on disabled persons;
2. Not make inquiries regarding an applicant's disability during the interview process;
3. Not require or request a pre-employment medical examinations before an offer of employment and further not require or request a pre-employment medical examinations after an offer of employment, unless the post-offer and pre-employment examinations are job related and required of all applicants for that position.

At this time, no employee has requested assistance with physical barriers or evacuation. However, the Agency is committed to addressing all such requests made going forward. The Agency will monitor results of disability survey reports and will use the survey report results to ensure employee evacuation needs are met.

Additionally, at this time, the Agency does not have a testing requirement for employment. However, if testing is required in the future, the Agency will create a reasonable accommodations policy.

Required Summary of Non-Discrimination Laws

CIVIL RIGHTS ACT OF 1964, as amended

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

EQUAL PAY ACT OF 1963

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

FAMILY MEDICAL LEAVE ACT of 1993

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- *Qualifying Reason for Leave.* Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- *Leave Entitlement.* An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

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 and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Hiring and Promotion Monitor

The EEO/AA Officer, in consultation with the Director, will complete a Hiring Monitor and Promotion Monitor form when a new position is filled or a current employee is promoted.

HIRING MONITOR

Name of Agency: _____
 City / County: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____
 Title of Job to be filled: _____

Candidate's Name: _____
 Position Number: _____
 Bid Number: _____
 Date of Hire: _____

1. Is the EEO category underutilized? 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:

Sex: Veteran: Disability:

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?

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: 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)]

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? 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:

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?
 If yes, from what EEO job Category?

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?

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: 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)]



Employment Exit Questionnaire

Instructions

This employee exit questionnaire shall be given to any employee at the time of his/her separation from the Agency, whether voluntary or involuntary. The exiting employee is not required to complete this questionnaire. If, however, the exiting employee elects to complete this questionnaire, the employee shall forward the completed questionnaire in a sealed envelope to the Agency Chief Legal Counsel, who is also the Agency EEO/AA and ADA Officer.

Employee Name	<input type="text"/>	Employment Start Date	<input type="text"/>				
Job Title	<input type="text"/>	Date of Separation from the Agency	<input type="text"/>				
Supervisor Name	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>		
Work Location	<input type="text"/>						
Race/Ethnic Background	<input type="text"/>	Hispanic or Latino	<input type="text"/>	Gender	<input type="text"/>	Age	<input type="text"/>

Reason(s) for Separation

If applicable, were you terminated during your probationary period?

If your response was "yes", then what could the Agency have done to ensure you successfully addressed your probationary period?

Would you work for the Agency again?	<input type="text"/>	Please explain	<input type="text"/>
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Would you work in the same position?	<input type="text"/>	Please explain	<input type="text"/>
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Would you work for the same supervisor?	<input type="text"/>	Please explain	<input type="text"/>
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Were the work conditions satisfactory?	<input type="text"/>	Please explain	<input type="text"/>
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What suggestions do you have to improve employee morale?



Employment Exit Questionnaire

Instructions

This employee exit questionnaire shall be given to any employee at the time of his/her separation from the Agency, whether voluntary or involuntary. The exiting employee is not required to complete this questionnaire. If, however, the exiting employee elects to complete this questionnaire, the employee shall forward the completed questionnaire in a sealed envelope to the Agency Chief Legal Counsel, who is also the Agency EEO/AA and ADA Officer.

Were you satisfied with your pay for work performed and with promotions?

Please explain

Were you satisfied with supervision and were you trained properly?

Please explain

Do you believe Agency management acknowledged employee contributions? If not, how would you recommend to improve this?

Did you receive any equal opportunity / affirmative action orientation?

Comments

During your employment with the Agency, did you request an accommodation based on your disability?

Comments

Did you experience any kind of discrimination during your employment with the Agency?

Comments

Are you aware of any instances where other Agency employees experience any kind of discrimination?

Comments

If you answered "yes" to either of the questions regarding discrimination, did you discuss and/or give written notice to the Agency Chief Legal Counsel, who is also the Agency EEO/AA Officer?



Employment Exit Questionnaire

Instructions

This employee exit questionnaire shall be given to any employee at the time of his/her separation from the Agency, whether voluntary or involuntary. The exiting employee is not required to complete this questionnaire. If, however, the exiting employee elects to complete this questionnaire, the employee shall forward the completed questionnaire in a sealed envelope to the Agency Chief Legal Counsel, who is also the Agency EEO/AA and ADA Officer.

Comments

*****Note: If the exiting employee answered "yes" to either of the discrimination questions above, the Agency will follow-up as needed.*****

Do you have any additional comments/concerns?

Please explain

Employee Signature

Date

Agency Sign-off

Signature

Date

Title