

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



North Carolina Department of Transportation Equal Employment Opportunity Program FFY 2019 Annual Update Report FFY 2020 Work Plan

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**North Carolina Department of Transportation
Equal Employment Opportunity Program
FFY 2019 Annual Update Report
FFY 2020 Work Plan**


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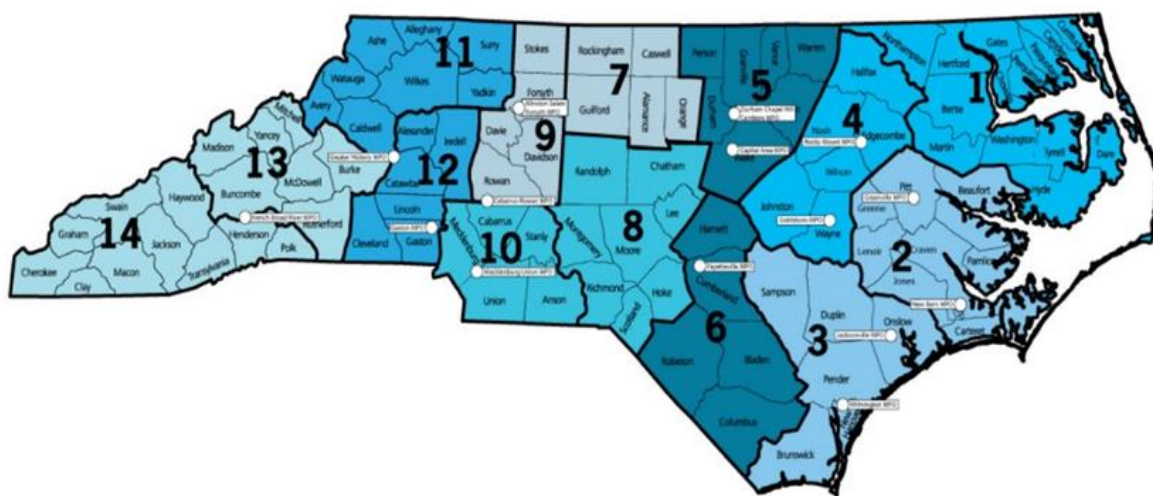
Pamela Taylor Shaw
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ABOUT NCDOT

The North Carolina Department of Transportation (NCDOT) is responsible for ensuring fair and equal treatment in all employment practices regardless of their protective class. Title VII of the Civil Rights Act of 1964, as amended, and other federal and state EEO laws, regulations, and executive orders govern NCDOT's State Internal Equal Employment Opportunity Program (hereinafter referred to as the Program).

Title VII of the Civil Rights Act of 1964, as amended, applies to all employers with 15 or more employees in federal, state, local government, and private employment. This federal act requires that neither the employer nor its representatives shall discriminate in selection, promotion, compensation, fringe benefits, training, or other conditions of employment based on race, color, national origin, religion, sex, age, or disability.

NCDOT, pursuant to 23 CFR, part 230 subpart C and Appendix A, is recommended to submit an annual update report to FHWA. As recommended by federal regulations, the annual EEO accomplishment report consists of four sections, including a program overview, accomplishments, observations and challenges, and the work plan. The Program Overview Section provides a summation of the Program. The Accomplishments Section describes the major achievements and breakthroughs during the reporting period. The Observations and Challenges Section describes those major problems encountered in addressing program deficiencies. The work plan provides the department's strategic planning process undertaken during the current federal fiscal year with collaboration with stakeholders using a SWOT analysis of internal strengths, weaknesses, external opportunities and threats as a starting point to establish priorities for the upcoming federal fiscal year.



NCDOT Divisions

PROGRAM OVERVIEW

The Office of Civil Rights' (OCR) EEO Program unit is responsible for administering and implementing the Department's Equal Employment Opportunity and Affirmative Action Programs. This section processes employee and applicant complaints of unlawful discrimination, harassment, and retaliation. In addition, this section monitors the hiring practices of the NCDOT, conducts on-site evaluations, provides EEO and AAP training to employees and management, and provides technical assistance and training to assist NCDOT management in meeting its EEO obligations. With respect to Title VII, this section, in collaboration with NCDOT area program managers, develops business unit goals and monitors procedures and systems to ensure the Department's employment policies, procedures, and practices are consistent and compliant with the provisions of Title VII of the Civil Rights Act of 1964, as amended. In addition, this section monitors the Program through data collection and analysis of the NCDOT labor force and statewide availability utilizing U.S. Census Bureau data compiled in BEACON and other activities relating to all terms and conditions of employment. The data is subsequently distributed to our stakeholders through written reports. Finally, the EEO unit delivers training, provides technical assistance, and investigates complaints of unlawful discrimination, harassment, and retaliation with written position statements to NCDOT Human Resources and/or the appropriate federal and state agency.

Although several regular activities were delayed due to turnover, the EEO unit is and has been working to complete said activities as efficiently as possible. Beginning in FFY 2019, the EEO Program Unit experienced change in the organization losing 5 full-time permanent positions and 3 full-time temporary positions. The EEO Unit has since filled 1 full-time position and currently, is comprised 4 full-time positions.



ASSIGNMENT OF RESPONSIBILITY/ACCOUNTABILITY

It is a fundamental policy of the Department to assure equal opportunity in employment. Equal employment opportunity is for all individuals regardless of race, color, ethnicity, sex, gender, sexual orientation, gender identity or expression, pregnancy, religion, national origin, National Guard or veteran status, political affiliation, genetic information, age, or disability.

NCDOT Equal Employment Opportunity/Affirmative Action (EEO/AA) program and plans are designed to foster an inclusive workplace that is responsive to and respectful of all employees and applicants. All personnel policies and practices are to be conducted in a work environment that is fair and free from discrimination, harassment, and retaliation. EEO/AA will pervade all human resource practices including, but not limited to, recruiting, hiring, retention, transfers, disciplinary actions, promotions, training, compensation, benefits, recognition, and all other terms and conditions of employment.

NCDOT prohibits creating a hostile or intimidating work environment. No State employee may engage in speech or conduct that is defined as unlawful workplace harassment. NCDOT also prohibits retaliatory actions against an employee or applicant for making a charge, testifying, assisting, or participating in any manner in a hearing, proceeding, or investigation of employment discrimination. Any interference, coercion, restraint, or reprisal of any person complaining of unlawful discrimination, workplace harassment, or retaliation is prohibited.

EEO is not only required by federal and state law, it is fundamental to the operations of the Department. NCDOT complies with applicable federal and state EEO laws, statutes, regulations, and policies. Employees and managers are expected to cooperate fully by integrating and promoting EEO at all levels.

All executives, administrators, division directors, district engineers, and branch/unit managers and supervisors are responsible for positive implementation of the EEO/AA programs and plans and they will be held accountable for their actions. To further assure that appropriate program measures are implemented and monitored, the Secretary has designated Pamela Taylor Shaw as the Department's EEO/AA Officer. While Pamela Taylor Shaw can be reached at ptshaw@ncdot.gov for general inquiries; complaints must be filed via email to EEOManager@ncdot.gov within 15 calendar days of the alleged discriminatory or retaliatory act.

SECRETARY OF TRANSPORTATION

The Secretary of the Department of Transportation is ultimately responsible for ensuring that the EEO policy and programs specific to the organization are fully developed and successfully implemented. Furthermore, the Secretary is charged with ensuring that all employment practices and all aspects of the employment function within the organization are implemented in a manner that is equal for all applicants and employees and consistent with State Human Resources policy and with N.C.G.S. §126-19. The Secretary shall:

1. Adhere to the policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor.
2. Designate a management-level official responsible to oversee the EEO program.
3. Ensure each manager and supervisor has, as a part of his or her performance plan, the responsibility to comply with EEO laws and policies, and assist in achieving EEO goals established by the agency.
4. Communicate the agency's commitment to EEO to all employees, applicants and the general public.
5. Provide necessary resources to ensure the successful implementation of the EEO program.
6. Ensure the development and implementation of HR policies, procedures, and programs necessary to achieve a diverse workforce in each occupational category.
7. Take measures to ensure the environment is consistent with the intent of this policy and supports equal opportunity.

CHIEF DEPUTY SECRETARY

The Chief Deputy Secretary has oversight responsibilities of the operation, development, and implementation of the EEO Plan with delegated authority to assign to the EEO Manager/Affirmative Action Officer the day-to-day responsibilities to advocate, administer, plan, develop, implement, and monitor the EEO Plan in accordance with federal and state laws, directives, and the Secretary's assignment of responsibilities and accountability.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The EEO Officer's duties and responsibilities include but are not limited to:

1. Interpret and apply Federal laws, state statutes, and policies related to equal employment opportunity.
2. Ensure the Annual Update is submitted in accordance with the FHWA Program recommendations and Guidelines as specified by the Federal Highway Administration (FHWA).
3. Ensure hiring recommendations are reviewed for compliance with EEO program objectives prior to the final agency hiring decision.
4. Ensure all employees are made aware of the EEO policy including the Annual EEO Plan, EEO Policy, Reasonable Accommodation Policy, and Unlawful Workplace Harassment Policy and develop strategies to prevent unlawful workplace harassment and retaliation in the workplace.
5. Maintain and analyze data on workforce utilization and employment practices, including records of all complaints and grievances alleging discriminatory practices.
6. Advise management of the EEO program's impact and effectiveness.
7. Provide or coordinate EEO training for management and employees.
8. Provide confidential consultation for management and employees in matters involving EEO concerns.
9. Ensure federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities.
10. Establish and maintain effective working relations with groups concerned with EEO and Diversity & Inclusion.
11. Coordinate programs to achieve program objectives.
12. Present information on the EEO plan and program to management and employees on a regular basis.
13. Ensure all newly hired, promoted, or appointed supervisors and managers complete required Equal Employment Opportunity and Diversity Fundamentals (EODF) training in accordance with G.S. 126-16.1.

MANAGERS AND SUPERVISORS

Managers make employment decisions that directly impact the effective delivery of the EEO Plan; therefore, their roles are critical in the delivery and effectiveness of the EEO Plan. Managers' and Supervisors' responsibilities include but are not limited to:

1. Assist in the development and implementation of the EEO plan and program and establish program objective.
2. Maintain a diverse workforce for the department, division, work unit, or section
3. Assist the EEO officer in periodic evaluations to determine the effectiveness of the EEO program.
4. Provide a work environment and management practices which support equal opportunity in all terms and conditions of employment.

Manager and supervisor performance toward achieving measurable EEO outcomes is assessed during the annual performance review cycle. EEO measurable outcomes have been incorporated into the performance expectations and are monitored throughout the performance cycle in the Valuing Individual Performance (VIP) performance management system.

EEO COMMITTEES

The EEO Unit would like to relaunch an EEO Advisory Committee with the same structure as it was prior to going on hiatus in 2017 in which the Internal EEO Unit implemented two advisory committees consisting of a broad cross section of employees to help achieve program goals:

1. *EEO Advisory Committee* - The EEO Advisory Committee will consist of a cross section of managers and executive-level members along with the Affirmative Action Officer, serving in an ex-officio capacity. The committee will report to the Secretary. The general focus of the committee will be to recommend action to the Secretary on diversity issues and on removing barriers to employment and advancement with the Department by employees and applicants from underrepresented protected classes. Responsibilities may include:
 - a. Reviewing and evaluating the EEO plan and program
 - b. Meeting with the Secretary to discuss EEO programs and to report on the employees' concerns
 - c. Recommending changes or additions to the EEO policy, plan, or program
 - d. Meeting as a committee at least quarterly
2. *EEO Employee Committee* - The EEO Employee Committee will consist of a diverse cross section of non-management employees. This committee will meet regularly with the Affirmative Action Officer to advise him/her on employee concerns. Responsibilities may include:
 - a. Discussing EEO programs with the Affirmative Action Officer and reporting employees' concerns
 - b. Recommending changes or additions to the EEO policy, plan, or program
 - c. Serving as a communication link between employees and the Affirmative Action Officer
 - d. Meeting as a committee at least quarterly

ACHIEVEMENTS

ON-SITE EVALUATIONS AND FOLLOW-UPS. EEO Specialists completed a total of five (5) On-Site Evaluations during December and January of FFY 2019. However, due to budgetary constraints and extensive transition within the department, no on-site evaluations were conducted during spring/summer of 2019. The business units evaluated were Right of Way, License and Theft, Division 5, Division 10, and North Carolina's Division of Motor Vehicles' (DMV) Customer Compliance unit. An Opening Conference meeting was conducted with each business unit to review and discuss over/under representation, new hires, and promotions as they relate to ethnicity, gender, and disciplinary actions. During this process, the EEO program discussed the need to monitor disciplinary actions to ensure that they are issued fairly and consistently to all members of protected classes. Interviews of randomly selected managers and employees immediately followed the Opening Conference meeting.

On-Site Evaluation Final Reports with recommendations were provided to the business units, conference calls for discussion of each unit's final report along with an agreement of good faith efforts from which letters of commitments were provided to the business unit for signature were returned within five (5) business days. All Follow up activities were completed.

DIVERSITY AWARENESS

Southern Transportation Training Symposium. The Southern Transportation Civil Rights Executive Council's (STCREC) 13th biennial Training Symposium and Business Expo. was held on August 19 – 22, 2019 in Charlotte, North Carolina was hosted by the State of North Carolina's Department of Transportation. Established in 1994, the primary purpose was to advance Civil Rights Program initiatives within member states which include AL, FL, GA, KY, MS, NC, SC and TN. Its membership is comprised of those State Department of Transportation Civil Rights Directors. The STCREC Training Symposium offered a forum for civil rights training in a learning environment with a variety of subject areas and transportation disciplines. Civil rights and other transportation professionals had the opportunity to learn, network, share best practices, and discuss common concerns on state and federal civil rights legislation and policy.



The 2019 Southern Transportation Civil Rights Executive Council's (STCREC) 13th biennial training symposium, hosted by NCDOT, included a 1.5-hour workshop with a panel that provided their expertise on 1) Understanding Gender Identity and Expression, 2) Understanding and Addressing Transgender Issues in the Workplace, and 3) How to Support Transgender Employees in the Workplace.

NCDOT and Chix Dig It. NCDOT employees attended the 4th Annual Chix Dig It -- Celebrating Women in Construction luncheon on Thursday, June 20, 2019. The event was sponsored by SAS and drew over 200 attendees of both men and women. President and CEO of the Greater Raleigh Chamber of Commerce, Adrienne Cole, served as the MC and panel moderator. The event was designed to honor women in the construction industry in addition to providing scholarships to young women who are pursuing a career in AEC (Architecture, Engineering, and Construction).

This year, Chief Operating Officer of the NC Department of Transportation (NCDOT), Bobby Lewis was a panelist. The luncheon theme was "Men as Allies: Breaking Barriers and leading the Way". Visionary leader, and founder of SEPI Engineering & Construction, Inc. Sepi Saidi was honored with the Chix Dig It *Trailblazer Award*. With \$39.3 million in revenue in 2018, SEPI has earned eight consecutive Zweig Group Hot Firm List Awards and is an ENR Top 500 ranked firm.

North Carolina continues to grow and is an every-changing state that is made up of over 50% women and is becoming more diverse each year. Not only does diversity make the State of North Carolina stronger, it is imperative that the diverse workforce reflects the people that we serve.



Model Bridge Building Competition. Since 2000, the N.C. Department of Transportation, in partnership with Carolinas Associated General Contractors and the American Council of Engineering Companies of North Carolina, has hosted the statewide Model Bridge Building Competition. The NCDOT Model Bridge Building Competition is designed to create a greater awareness of careers and services available in the transportation industry. The competition emphasizes the development of math and science skills and requires the use of problem-solving strategies, critical thinking, communication skills, and applying research and presentation skills.

Each team was judged in four categories including: written report, oral presentation, design drawing and model efficiency. Bridges are designed and built by the students. The teams who participate in the event represent a multi-cultural array of backgrounds and social economic status. Both NCDOT and private sector engineers are involved in the judging of the competition. During the event, students may discuss their bridge building designs with NCDOT engineers and representatives from the engineering and construction industries.



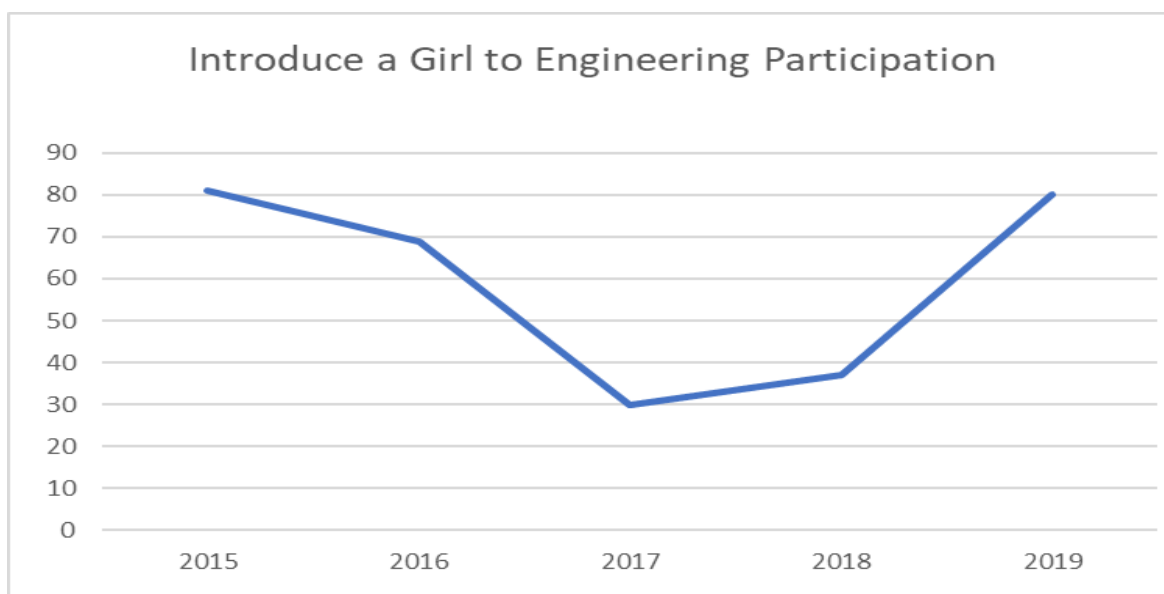
The 2019 NC DOT Model Bridge Building competitions were held in Raleigh on March 15th and the final competition was held on April 26th. There were 32 middle schools and 55 high schools across North Carolina that participated in the events. The 2019 winners were:

2019 Bridge Building Winners		
	Middle School	High School
1 st Place	Highfalls Middle School	Polk High School
2 nd Place	Polk County Middle School	Whiteville High School
3 rd Place	North Carolina Mathematics and Science Education Network Pre-College Program	Franklin Academy High School

Introduce a Girl to Engineering Day. “Introduce a Girl to Engineering Day” was held on April 11, 2019. High school female students interested in math and science attended the empowering event. Janet A. Whetstone-Perez, PE, Sandhills Regional Traffic Engineer spoke about “A Week in the Life of a Female Engineer”. There was a panel of 4 female engineers who discussed education, job responsibilities, and opportunities afforded which was followed by an open question and answer forum.



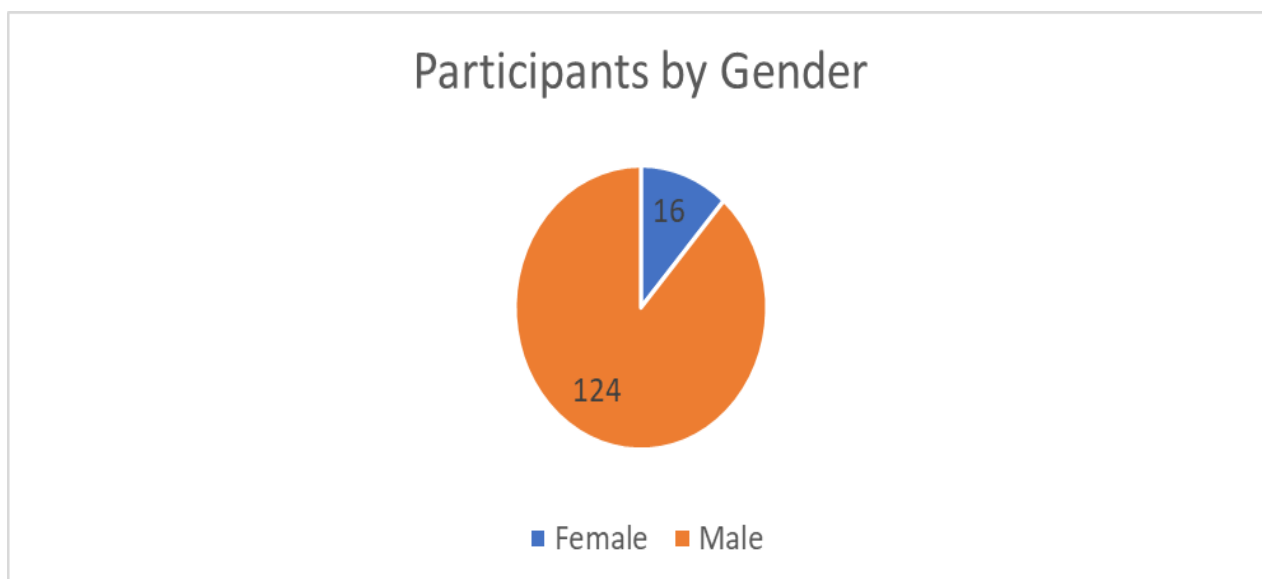
Below is a graph of the participation trends from 2015 through 2019:



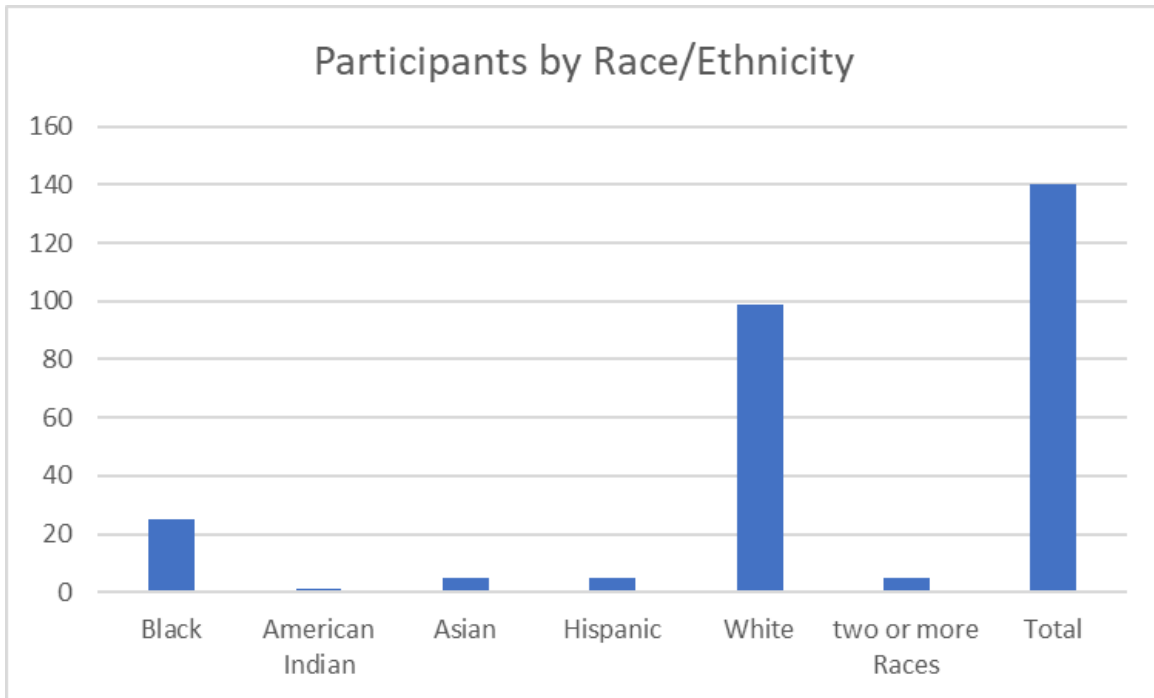
Summer Engineering Assistants Program (SEA). The SEA Program offers students in good academic standing the opportunity to work summers as interns in the engineering field. Students learn about the work performed at NCDOT and gain valuable experience that counts toward eligibility for permanent employment. The program offers unique opportunities with hands-on, real-world experience.

Based on need, there may be internship positions available for other majors as well. Positions are located statewide. Job locations depend on the availability and location of current construction projects, job requirements, and the students' needs and interests ranging from the mountains to the coast. Applicants must be enrolled in an accredited institution and in an associate, bachelor's, or master's level civil, environmental, or biological engineering program. Applicants must have completed at least 24 semester hours and have a minimum 2.5 grade-point average at the time of employment. These are paid internships and the work session is from May through August.

The Chart below indicates the breakdown of female vs. male participants for 2019. While there was a total of 140 participants, 16 participants were female.



Below the graph shows participants by Race/Ethnicity. The breakdown of the 140 participants by Race/Ethnicity are as follows: 25 Black, 1 American Indian, 5 Asian, 5 Hispanic, 99 White, and 5 Two or More races for 2019.

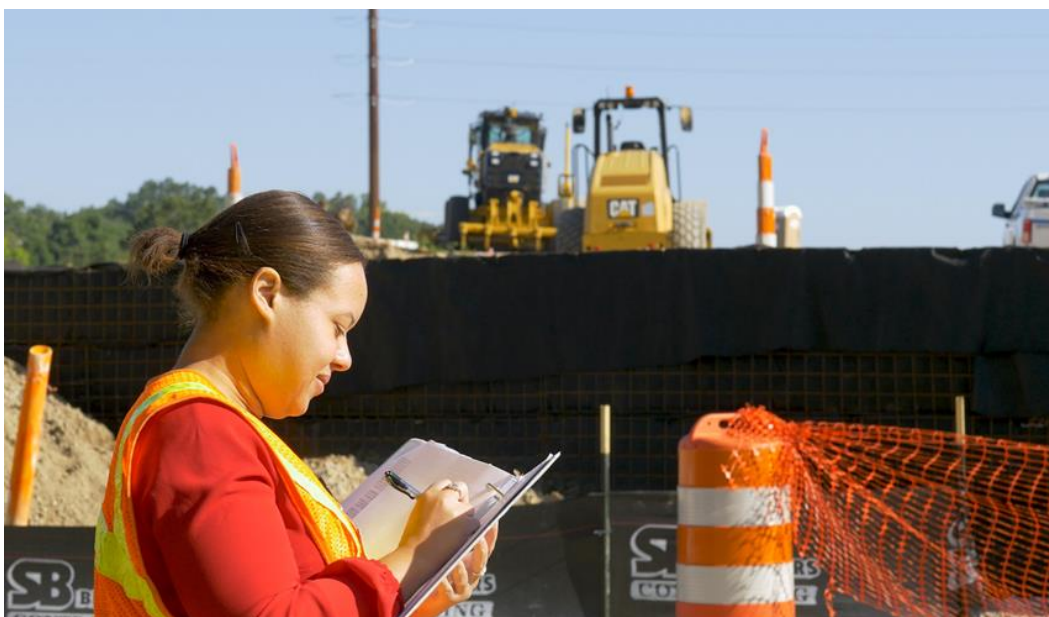


SEA Colleges Represented	
NCSU	46
Shaw University	1
NCAT	18
UNIVERSITY OF ARKANSAS	1
North Carolina Wesleyan College	1
CLEMSON	2
NMT	1
APPSTATE	4
WAYNECC	1
Lamar University	1
ECU	9
VCU	1
DUKE	1
The University of Texas Rio Grande Valley (UTRGV).	1
Western Piedmont Community College	1
CAMPBELL	1
University of Kentucky	1
PURDUE	1
UNC Pembroke	1
Wake Tech	1
SOUTHWESTERNCC	1
Western Carolina University	3
VA TECH	1
AUBURN	1
University of Texas at Arlington	1
University of Tennessee at Chattanooga	1
UMICH	1
Johns Hopkins University	1
WAYNECC	1
ANDERSON UNIVERSITY	1
Guilford Technical Community College	1
Sandhills Community College	1
UNC Charlotte	24
UNC Wilmington	7
Winstom Salem	1
Total Schools represented	140

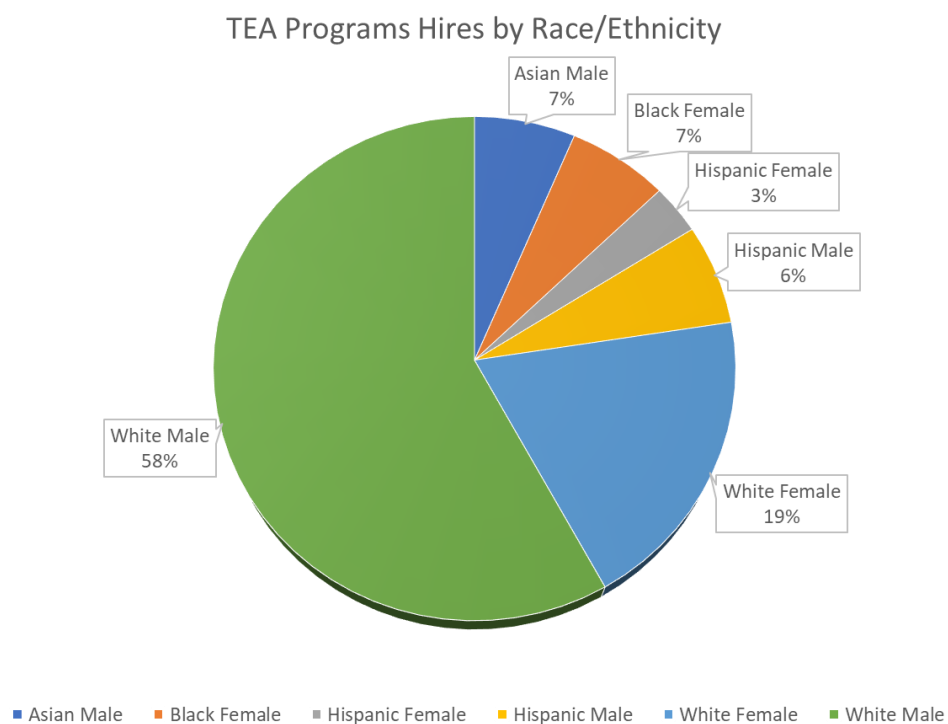
Transportation Engineering Associates Program (TEA). The TEA rotational training program recruits recent civil engineering graduates who have a thorough knowledge of the principles of civil engineering with little to no practical experience. The 18- to 24-month rotational program offers associates essential job training in a variety of highway units within NCDOT, such as, Locations & Surveys, Aviation, Construction, Roadside Design, Mobility & Safety, Maintenance, and Photogrammetry. During the program, the associate spends between 6 to 18 weeks under the supervision of an engineering professional to gain a better understanding of the complex task of planning, designing, constructing, and maintaining NCDOT roadway systems. Upon successfully completing the program, the associate is eligible for permanent placement. There was an increase of 2 Associates for 2019. Increasing to Twenty-seven (27) Associates in 2019 verses Twenty-five (25) Associates that worked with NCDOT in 2018.

2019 TEA Program Hires by College/University:

2019 Colleges/Universities	Number of Students	Representation
NC State University	9	33.3%
North Carolina A&T University	4	14.8%
UNC Charlotte	5	18.5%
Clemson University	2	7.4%
East Carolina University	1	3.7%
Southern Utah University	1	3.7%
University of Cincinnati	1	3.7%
University of Dayton, OH	1	3.7%
University of Pittsburg	1	3.7%
University of West Florida	1	3.7%
Georgia Institute of Technology	1	3.7%
Total	27	100.0%



2019 TEA Program Hires by Race/Ethnicity:



Legacy Leadership. Although on hiatus since August 2019, it is important that mention the intended effort to relaunch the Legacy Leadership is an innovative development program offered through NCDOT's Office of Human Resources. The program works with participants from the early stages of their professional development by combining experiential learning, independent reading, 360-degree assessments, self-reflection, and intensive team workshops to develop and improve critical leadership skills. The program has four levels which are listed below:

Level 1 – Team Building

Level 2 – Leading Others

Level 3 – Leading Managers

Level 4 – Leading at the Executive Level and Project Management Workshops

Assessment Center. The NCDOT Assessment Center was first established in 1985 by the Secretary of DOT as a professional development program designed to develop an effective and efficient pool of leaders. Over 1.5 days, early career NCDOT supervisors and managers participate in a series of professional instruments designed to assess 14 managerial competencies identified as critical by DOT senior management.

The Assessment Center provides participants with an opportunity to develop management strategies and techniques, expand their current managerial skills, and gain understanding of their personal management styles and preferences. Upon completion of the program, participants receive a comprehensive feedback summary report of their competency-based strengths, suggested areas of improvements, and a six-month mentorship opportunity with an Assessor. Assessors partner with each participant in developing and implementing a personal action plan and setting goals to identify training opportunities that will reinforce competency-based strengths and address suggested areas of improvement.

This developmental experience helps NCDOT supervisors and managers deliver our projects, programs, infrastructure, services, and initiatives more effectively and efficiently.

Participants are nominated to attend the Assessment Center on an annual basis by DOT management within each of the fifteen business units and all 14 *Division of Highways*. Assessment Center sessions are conducted monthly during the calendar year (excluding *July and December*).

Eligibility Criteria of Assessment Center Candidates:

- At least two years supervisory experience with NCDOT *or*
- Candidate nominated based on Organizational Role/Business Unit Need.
- Most recent NCVIP Performance Evaluation Rating of “meets” or “exceeds” expectations.
- No active disciplinary actions.

The participant information for the Assessment Center is for January 1, 2019-May 31, 2019. The Assessment Center was not active during the months of June-November 2019, due to the travel and budgetary governance that is currently in place.

SFY 2019 Assessment Center Participants:

Demographic	Number of Participants
White Male	7
White Female	3
Black Male	1
Black Female	2
Total Minorities	3
Total Female	5
TOTAL PARTICIPANTS	13

Social Media. NCDOT's HR Recruitment Specialist maintains a Facebook page entitled NCDOT Careers. A host of valuable information about career fairs, TEA, SEA, the Model Bridge Building Competition, etc. can be found at: [NCDOT Careers Facebook](#).



HBCU/MIHE Internship Program. The Historically Black Colleges/Universities (HBCU) and Minority Institutions of Higher Education (MIHE) Internship is a paid, ten-week program designed to expose, engage, and educate students by giving them tangible, real world experiences with various offices within the NC Department of Transportation. The program prepares students attending an HBCU/MIHE with the knowledge, resources, and expertise necessary to apply to future positions with NCDOT and/or other professions. Essential components of the internship experience include professional development workshops on skills such as resume building, LinkedIn, and networking. Students will have exposure to the inner workings of statewide projects and initiatives throughout NCDOT's 14 divisions and business units. Recruitment videos are available to highlight NCDOT's internship programs.

HBCUs and MIHEs are open to all students, without regard to race, ethnicity, national origin, creed, or color. Our program is open to all students attending an identified, accredited HBCU/MIHE. Traditionally, students applying for the program are Black females and males.

In 2015, the NCDOT hired the first HBCU/MIHE Internship participant in the program's 15+-year history. In 2016, two HBCU/MIHE interns were hired to work with NCDOT. A 2016 intern completed NCDOT's Public Transportation Apprenticeship Program and was hired with the Durham Region Transit. NCDOT hired one intern in 2017 and one in 2018. In 2019, there were 231 applicants, 137 were forwarded to managers and ultimately 42 interns were hired.



2019 HBCU/MIHE Summer Interns – 42 interns

HBCU/MIHE Internship Program Applicant Data:

College/University Name	Total Number Applicants	Number Referred to Hiring Manager	Hired
Bennett College	0	0	0
Elizabeth City State University	11	8	3
Fayetteville State University	35	24	8
Johnson C Smith University	2	2	2
Livingstone College	1	1	1
North Carolina A&T State University	50	39	11
North Carolina Central University	41	24	9
St. Augustine's University	23	12	3
Shaw University	5	3	2
UNC Pembroke	1	1	0
Winston-Salem State University	27	23	3
Other - schools not selected from above list	35	0	0
Total	231	137	42

Office of HBCU Outreach. The mission of the Office of HBCU Outreach is to create inclusion and opportunities for HBCUs/MSI in the transportation industry. The strategic priorities are to expand diversity in the transportation industry through employment and contracting, value and promote the culture of diversity and inclusion at NCDOT, establish strategic alliances and advocacy efforts, strengthen the sustainability of North Carolina's HBCUs/MSI, connect HBCUs and minorities with emerging trends in transportation. While focusing on their strategic priorities, the Office of HBCU Outreach accomplished the following:

- Doubled the number of summer internships from 25 students in 2017 to 44 students in 2018 and 42 students in 2019. We also increased intern wages from \$10/hour to \$15/hour and offered a \$1,000 need-based housing allowance.
- Partnered and collaborated with the N.C. Department of Natural and Cultural Resources in their development of a HBCU focused summer internship program at various North Carolina museums and aquatic centers that created 15-20 new summer internship opportunities for HBCU/MSI students.
- Created a state-wide government summer internship program consortium to share best practices, maximize talent and leverage resources. The work of this consortium resulted in the creation of the HBCU/MSI Resource Guide to internships and scholarship opportunities shared at career days and special events

across the state to engage students with state and federal government opportunities.

- In the Summer of 2018, four NCDOT HBCU Summer interns from North Carolina A&T were the first HBCU students to visit the International Headquarters of Virgin Hyperloop in California and Nevada. Hyperloop is a new futuristic mode of transportation that will move people and freight through low pressure tubes at 600 mph to 700 mph.

Transportation Fellow Scholarship Program HBCU/MIHE. In 2018, NCDOT began a new program, the North Carolina HBCU/MIHE Transportation Fellows Scholarship Program (NCHBCUF). It is designed to help foster new diverse transportation professionals by helping students at HBCUs/MIHEs matriculate through college. The objectives of the NCHBCUF program are:

- To attract the nation's brightest minds to the field of transportation.
- To expand, diversify and retain top talent in the transportation industry of the United States.
- To bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States.

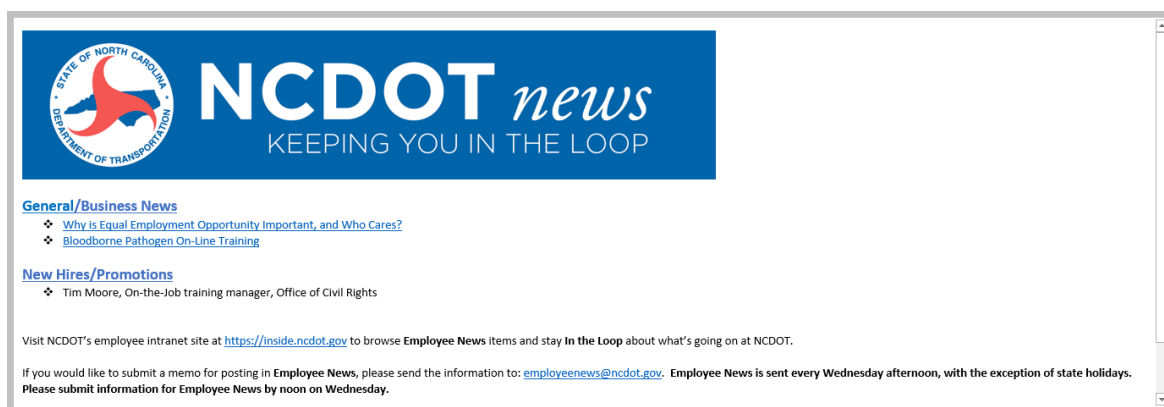
This fellowship program provides financial assistance to help cover the cost for highly motivated future transportation professionals and leaders (in all modes of transportation) who are pursuing their undergraduate and master's degrees.

2019: HBCU/MIHE hosted 12 NCDOT Fellows



College/University	Work Area
NCCU	Department of Motor Vehicles
NCAT	Logistics & Freight Unit
NCCU	Department of Motor Vehicles
NCCU	Chief Deputy Secretary's Office
NCCU	Department of Motor Vehicles
NCCU	Department of Motor Vehicles
NCCU	Bicycle & Pedestrian Division
SAU, NCCU	Kinston Airport
NCAT	Kinston Airport
NCCU	Kinston Airport
FSU	Department of Motor Vehicles
NCCU	Office of Civil Rights

Employee Communications. The EEO Manager developed a communications plan so that EEO information and announcements are provided to NCDOT employees on a regular basis with Employee News via *NCDOT News Keeping you in the Loop*.



Communication is sent throughout the year and contains educational information, policy reminders, and shares diversity-related Governor's executive orders and proclamations that promote diversity and inclusion in the State of North Carolina.

Executive Orders. NCDOT is an equal employment opportunity employer and therefore is compliant with the following State laws, Federal laws, and Executive Orders, and Proclamations. The specifics of Executive Order #82 and #93 along with 2019 Proclamations are listed below:

- *Executive Order #82*, December 6, 2018 promotes Health and Wellness by Clarifying Protections Afforded to Pregnant State Employees adjustments in the workplace for

pregnant workers promote physical and mental health; reduce the risk of poor birth outcomes; and increase workplace productivity, retention, and morale.

- *Executive Order #93*, April 2, 2019 Prohibiting the Use of Salary History in the State Hiring Process promotes racial and gender pay equity in state government employment.

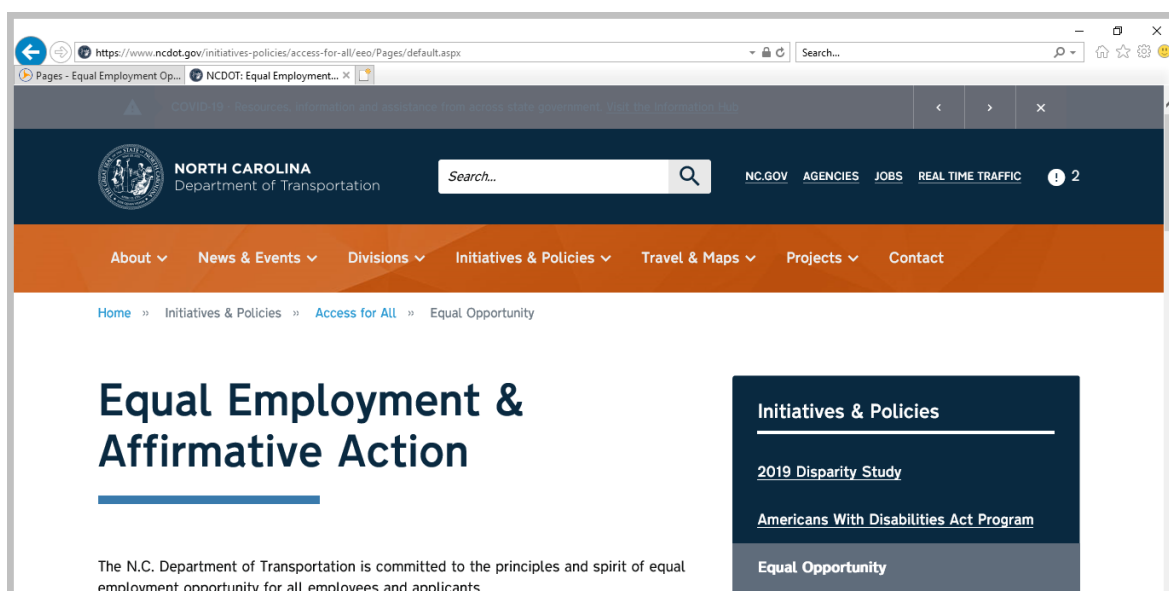
NCDOT's EEO unit responsibilities of execution are as follows:

- Post written notice of the rights afforded to pregnant state employees under OSHR policies and the Executive Order.
- Notify all entities that notice must be physically displayed in a conspicuous area in each office maintained by the agency.
- Collect and compile information regarding their efforts to educate their management and staff of their obligations and employee rights under OSHR policies and the Executive Order.
- Provide OSHR information in the next annual EEO Plan on the number of notices in each state agency office that educate management and their staff of their obligations and employee rights.
- The content of those notices consist of information regarding any additional education initiative(s) carried out by the agency, specifically the nature of the initiative, the information conveyed, and the estimated number of management and staff who were able to obtain information from or otherwise had access to the initiative.

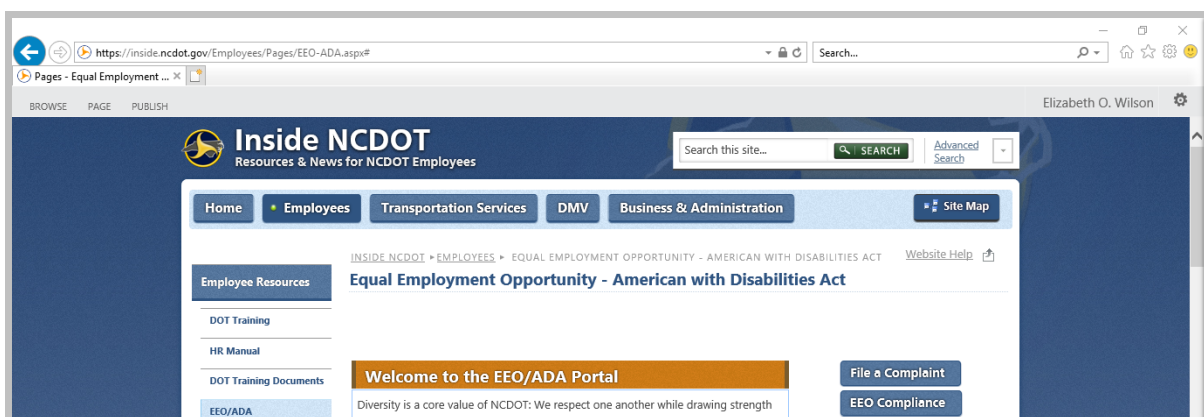
Proclamations	Date
Dr. Martin Luther King Jr. Day	January 17, 2019
Black History month	February 12, 2019
National Guard Heritage Month	February 28, 2019
Women's History Month	February 22, 2019
Irish American Heritage Month	February 22, 2019
Developmental Disabilities Awareness Month	February 28, 2019
Women in Construction Week	March 1, 2019
Vietnam Veteran Day	March 25, 2019
Days of Remembrance of the Victims of the Holocaust and Holocaust Commemoration Day	March 25, 2019
National Minority Health Month	April 1, 2019
Jewish Sports Heritage Month	April 3, 2019
Older Americans Month	May 7, 2019
Asian American- Pacific Islander Heritage Month	May 8, 2019
Missing and Murdered Indigenous Woman Month	May 8, 2019
LGBTQ Pride Month	June 5, 2019
Juneteenth Day	June 19, 2019
Immigrant Heritage Month	June 20, 2019
Americans With Disabilities Act Day	July 26, 2019
Female Veterans Appreciation Day	July 26, 2019
Women's Equality Day	August 26, 2019
Employ Older Workers Week	September 20, 2019
Hispanic Heritage Month	September 27, 2019
Indigenous People's Day	October 14, 2019
Breast Cancer Awareness Month	October 3, 2019
Disability Employment Awareness Month	October 3, 2019
Italian American Heritage and Culture Month	October 7, 2019
Minority Enterprise Development Month	October 7, 2019
Invisible Disabilities Week	October 14, 2019
Veterans Day	November 11, 2019
American Indian Heritage Month	November 14, 2019
Transgender Day of Remembrance	November 20, 2019

External EEO Presence on the NCDOT Website. As previously noted, in 2018, the EEO/ADA Unit was divided into two separate units. The division of the two units reflects that the ADA program continues to have both an external and internal component while the EEO program focuses solely internal.

EEO has its own tab under “Initiative & Policies, Access for All, Equal Opportunity” for which it is responsible for keeping up to date. The EEO tab contains a message about NCDOT’s commitment to Equal Employment & Affirmative Action. NCDOT’s EEO Policy Statement and links to the Affirmative Action Plan and State EEO Plan.



Internal EEO Presence on Inside NCDOT Website. The EEO unit maintains a presence on the employee portal on Inside NCDOT under the “Employee Resources” tab. The tab contains a welcome message, links to relevant documents and forms, federal and state laws, other resources, and a staff directory. As the EEO unit increases in staff we will be able to provide more comprehensive updates and/or additional information to Inside NCDOT.



Workforce Development. Although the role of Workforce Development Specialist was transferred to NCDOT's HR, the EEO Unit continues to make diversity workforce development a priority by maintaining a relationship with this position.

Working closely with EEO on as needed bases, this role maintains a multifaceted approach to identify, attract and retain an untapped and diverse candidate pool by building and strengthening strategic relationships with key stakeholders including but not limited to: the NC Hispanic Chamber of Commerce, Mexican Consulate, NC Department of Military & Veterans Affairs, Historically Black and Minority Serving Institutions, and the NC Department of Commerce Department of Workforce Solutions to improve access to qualified diversity candidates.



NCDOT's approach to attracting diversity candidates to Highway positions includes a broad network of talent sources.

The relationship between NCDOT's HR Workforce Development Specialist and the EEO Program Specialist also ties into EEO's development of the Agency's Annual Goal Notifications that are submitted to NCDOT HR for distribution to Hiring Managers. The EEO Unit also references this position as a resource during the On-Site Evaluation meetings and Final Report recommendations.

Reports to Business Units. EEO Specialists continue to provide Quarterly Reports to the business units with an over/under representation analysis, discussion of new hires and promotions, and reporting on the ethnicity, gender, and types of disciplinary actions being issued. Units agreed to have the workforce representation reports on their meeting agendas quarterly. They agreed to share disciplinary action reports with management as appropriate.



EEO COMPLIANCE CURRICULUM MONITORING

The EEO Compliance Curriculum requires that supervisors and managers review the EEO policy statement, ADA policy statement, Employee Grievance Policy, and the Affirmative Action Plan with their subordinates in a meeting. It also requires that supervisors and managers ensure that the most recent version of the EEO and ADA policy statements are posted conspicuously in the workplace. Employees document receipt of these policies, access to resources and their attendance to these meetings in their permanent, official training transcript in the online Learning Management System.

The EEO Compliance curriculum is assigned each year to coincide with the Valuing Individual Performance (VIP) performance evaluation period (July through June). For the state fiscal year (SFY) ending June 30, 2019, 86% of all employees completed the curriculum as compared to 91% of all employees for SFY 2018. Totals do not include

employees on FMLA and extended leave. The results are shared with the NCDOT Secretary during the EEO Manager's annual update.

As we did the previous years, we set a completion date of April 30th to avoid competing with other state fiscal year end close-out activities and performance appraisal deadlines on June 30, 2020. We have also made other technical changes in the automated learning management system that facilitates automated reminders to employees who have not completed the curriculum when the deadline approaches. We will continue to streamline the process to be more user-friendly and increase compliance.

The above-mentioned results were shared with the previous Secretary of NCDOT during the EEO Manager's annual update and will be provided to the current Secretary of the Department of Transportation, J. Eric Boyette as expected.

DISCIPLINARY ACTIONS ANALYSIS

In 2019, NCDOT continued with an in-depth statistical quantitative and qualitative analysis into the possible reasons for the disparity for black males. This reporting period reflects another increase in the percentage of actions issued to black males. During the six-previous reporting periods black males received 20.00%, 16.88%, 13.43%, 15.49%, 20.00% and 19.3% of the actions.

If the percentage of actions issued to any protected group exceeds its workforce representation by more than 2 percentage points within the Department or the organizational unit,

Department-wide, 274 disciplinary actions were issued for SFY 2019. The percentage of disciplinary actions issued to black males again exceeded their NCDOT workforce representation by more than 2 percentage points. Black males were issued 53 actions representing 19.3% of all actions while comprising 9.9% of NCDOT's workforce for the period. No other gender/ethnic group meets the threshold trigger for a more in-depth analysis as the actions issued do not exceed their workforce representation by more than 2 percentage points.

The chart below is a snapshot of disciplinary actions issued to black males by the Department; the Divisions 1,2,3,4,5,7, 8,9, and 13 issued actions to black males more than their workforce representation.

2019 Disciplinary Actions by Race/Ethnicity and Gender

Ethnicity/ Gender	Div. 1	Div. 2	Div. 3	Div. 4	Div. 5	Div. 6	Div. 7	Div. 8	Div. 9	Div. 10	Div. 11	Div. 12	Div. 13	Div. 14	DMV
WM			X								X			X	
BM	X	X	X	X	X		X	X	X				X		
HM			X				X	X	X						
AM			X			X		X				X			
WF						X				X					
BF									X						X
AI/AN F															

Disciplinary Actions Agency-Wide Analysis for the Period October 1, 2018 - September 30, 2019

DOT	WM	WF	BM	BF	HM	HF	AM	AF	AINAM	AINAF	NHPIM	NHPIF	2+M	2+F	Ethn Unk	Total
Disc Act.	153	12	53	18	6	0	3	0	10	2	0	0	0	0	17	274
% Actions	55.8	4.3	19.3	6.5	2.1	0	1	0	3.6	0.7	0	0	0	0	6.2	100
Total in Workforce	5644	1254	942	621	80	40	75	28	135	21	2	1	10	2	639	9,494
% DOT Workforce	59.4	13.2	9.9	6.5	0.8	0.4	0.7	0.2	1.4	0.2	0.01	0.01	1	0.02	5.7	100

TRAINING AND DEVELOPMENT

Internal Training: NCDOT and the Office of Civil Rights is committed to providing quality learning and development opportunities to all NCDOT employees. As part of that commitment and our commitment to maintaining our knowledge base on diversity, inclusion, equal employment opportunity, and affirmative action-related topics, the unit continues to engage training.

The Department's training courses are designed to accomplish career development objectives for its employees to increase advancement opportunities. The Office of Civil Rights and the Human Resources Division provide in-service training to all Department employees.

The Office of Civil Rights, in collaboration with the Human Resources Division, shall ensure all employees attend diversity related training. The Department's training policies and procedures are designed to enhance employee development and advancement opportunities. This EEO/AAP program provides the basis for the following monitoring activities:

- Supervisors and managers who have input into the selection process have attended Equal Opportunity/Affirmative Action training.
- NCDOT shall enroll each newly appointed supervisor or manager within one year of appointment in EEODF (Equal Employment Opportunity and Diversity Fundamentals) under N.C.G.S. §126.16.1, which covers lessons on the EEO and Affirmative Action programs, also covers the value of diversity, skills for tolerance, perceptions, primary and secondary dimensions of diversity, workplace harassment laws and forms of harassment, applying affirmative action in hiring, civil rights laws, enforcement agencies, and how the complaint and accommodation request processes work.
- Supervisory personnel counsel and provide career guidance to employees through explanations of classifications requirements and through discussion of how an employee may meet the minimum position qualifications to help facilitate the upward mobility of minorities and females.

Completion of the online training class, Diversity for Today's Employee, is mandatory for all NCDOT employees. All NCDOT employees have access to their training history and the ability to request training online through the NC Learning and Development Center (LMS). Employees discuss and plan developmental opportunities in their Employee Training and Development Plan with supervisors. Employees are encouraged to use this opportunity to put their career paths in action by formally requesting the training and career development opportunities needed to accomplish their career objectives.

Diversity and Inclusion Related Training for NCDOT Employees

Training Topic	Audience	# of Attendees
Diversity for Today's Employee	New hires	599
EEO Training for Transportation Engineering Associates	TEA participants	25
Reasonable Accommodations for Employees	NCDOT supervisors	1,800
Disability Sensitivity and Customer Service Training	DMV employees	700

The number of classes taken by employees by race and gender for the State Fiscal Year (SFY) 2019.

Race	Total	Male	Female	% Male	% Female	% by Race
White	123651	103100	20551	60.8%	12.1%	72.9%
Black	26481	15963	10518	9.4%	6.2%	15.6%
Hispanic	2350	1519	831	0.9%	0.5%	1.4%
Asian	1165	860	305	0.5%	0.2%	0.7%
American Indian/Alaska Native	3232	2921	311	1.7%	0.2%	1.9%
Native Hawaiian/Pacific Islander	40	31	9	0.0%	0.0%	0.0%
Two or More Races (Non-Hispanic)	310	276	34	0.2%	0.0%	0.2%
Unknown	12441	8611	3830	5.1%	2.3%	7.3%
Total	169670	133281	36389	78.6%	21.5%	100.0%
Source: LMS Training Profiles Report - Training Diversity Analysis						
*Report results = the number of classes taken by employees						

NCDOT's Equal Employment Opportunity Statement signed by the Secretary prohibits creating a hostile or intimidating work environment. All personnel policies and practices are to be conducted in a work environment that is fair and free from discrimination and harassment.

As a result, the EEO unit has provided EEO Training Basic 101 starting in 2019. The training consisted of Unlawful Workplace Harassment, Hostile Work Environment, Quid Pro Quo and Retaliation education as described below:

Unlawful Workplace Harassment: is unwelcomed, or unsolicited speech or conduct based upon race, color, national origin, sex, religion, age, genetic information, or handicapping condition as defined by G.S. §168A-3 that creates a hostile work environment or circumstances involving quid pro quo.

Hostile Work Environment: is one that both a reasonable person would find hostile or abusive and one that a reasonable person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance.

Quid Pro Quo: harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Retaliation: is adverse treatment which occurs because of opposition to unlawful workplace harassment.

In addition to EEO Training Basic 101, indicated below reflects training opportunities that were available:

Other Training Provided:

- EEO Training for NCDOT Community Engagement Series.
- EEO Compliance Curriculum.
- Diversity for Today's Employees.

External Training: Many employees require external training to remain certified or abreast in their areas of expertise. These employees are encouraged to use the LMS system to request external learning opportunities due to the current budget restraints.

OBSERVATIONS AND CHALLENGES

EEO UNIT STAFFING CHALLENGES. There was no Reduction in Force (RIF) across NCDOT in SFY or FFY 2019, however, there was a decrease in staff in the Office of Civil Rights EEO Unit due to both turnover and attrition. A historical view of the unit reflected a total full-time employee (FTE) turnover rate of 100% in calendar year of 2018. However, the EEO Unit was able to ramp up to consisted of 6 full-time positions and 2 temporary positions yielding a total staff of 8.

Throughout 2019, the EEO Unit's staff, reflected no turnover in the 1st Quarter, 25% in the 2nd Quarter, 100% in the 3rd Quarter, and 25% in the 4th Quarter. During this time, the EEO Unit comprised of 1 EEO Manager, 1 EEO Program Specialist, and 1 EEO Investigator, 2 temporary staff. As the unit continued to experience transition, the staff was reduced from a total of 5 to 3 which consisted of 1 EEO Investigator, 1 EEO Program Specialist, 1 temporary staff for reporting; the ADA Manager acted as an Interim Manager during this time. Additional transition led to EEO staff decreasing 2 Program Specialist positions within the unit; the ADA Manager continued to act as Interim Manager.

The Interim Manager assigned investigations to a seasoned investigator within his unit who previously worked in the EEO unit to ensure there was no lapse and response times were met as required. The EEO Unit staff was eventually increased to comprise of 4 full-time employees inclusive of the EEO Manager, 2 EEO Investigators, and 1 EEO Program Specialist.

Although the staff comparison is not on par with over 9,000 NCDOT employees, it is important to note that the EEO investigations staff have maintained investigation requirements, servicing internal and external North Carolinians. The EEO Program Specialist has continued to work to complete recommended revisions to FHWA AAP and the Annual Update Report.

Although the OCR EEO Unit has experienced extensive transition in staff during 2019, the EEO/AA Officer continues to be dedicated to creating and maintaining a work environment free of any conduct that falls under the definition of unlawful workplace harassment. The strategy is to provide training to employees and management on how to recognize and effectively resolve unlawful workplace harassment.

This will be accomplished by:

- Disseminating the EEO Policy Statement to all employees. DOT's EEO Policy Statement is posted conspicuously at all DOT facilities.
- Providing annual policy reviews to all employees and managers.

- Sensitizing employees to the subject through training, orientation, and literature.
- Issuing disciplinary actions appropriately for unlawful workplace harassment in accordance with established disciplinary action procedures. Violation of the Unlawful Workplace Harassment policy will result in disciplinary action and it is administered on a case-by-case basis. Disciplinary actions shall be entered into the HR-Payroll system as needed.
- Communicating and disseminating the EEO Policy Statement to all employees.
- Coordinating, scheduling, and/or providing workshops/training sessions.
- Developing methods to evaluate program activities.
- Overseeing investigations of allegations of unlawful workplace harassment.
- Advising, as appropriate and necessary, all parties involved in cases alleging unlawful workplace harassment to include supervisor, complainant, and alleged harasser.
- Monitoring procedures and disciplinary actions of all alleged cases.
- Serving as resource person to all employees.

WORKFORCE AND UNDERREPRESENTATION ANALYSIS

FFY 2018 workforce utilization statistics have been challenging as the entire state underwent a major classification and compensation project midyear. This project resulted in large scale EEO category adjustments for many positions. The following chart illustrates the changes to the NCDOT workforce makeup for FFYs 2018 and 2019 by race and gender. NCDOT had 9,494 full-time employees in its workforce in FFY 2019, up from 9,370 for FFY 2018. Female representation increased by 27 from 1,940 to 1,967 making up 20.7% of the total. Minority representation remained 20.6% in FFY 2018 and FFY 2019 for a total number of 1,957 employees.

The difference in all totals are due to those individuals that identified as either Two or More Races (8 individuals in 2018, 12 individuals in 2019) or did not provide an ethnicity which is specified in IHRPS as Ethnicity Unknown (540 individuals in 2018, 639 individuals in 2019).

Representation of Total Workforce for FFYs 2018 and 2019:

EEO Quantitative Analysis												
AGENCY: NC DOT												
	White Males		White Females		Black Males		Black Females		Hispanic Males		Hispanic Females	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
TOTAL EMPLOYEES	5647	5644	1256	1254	940	942	598	621	75	80	37	40

Source: IHRPS B0031 as of 9.30.18 and 09.30.19

Representation of Total Workforce for FFYs 2018 and 2019 continued:

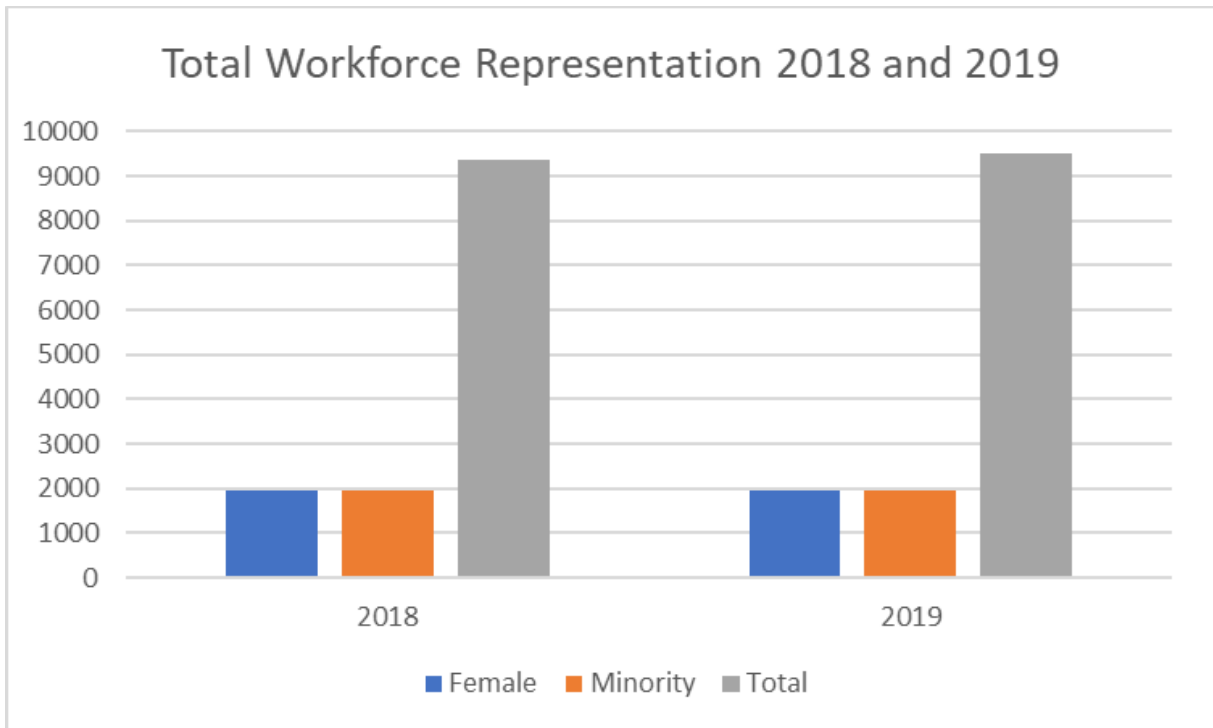
EEO Quantitative Analysis												
AGENCY: NC DOT												
	Asian Males		Asian Females		American Indian/Alaskan Native Males		American Indian/Alaskan Native Females		Native Hawaiian/Pacific Islander Male		Native Hawaiian/Pacific Islander Female	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
TOTAL EMPLOYEES	77	75	29	28	142	135	19	21	1	2	1	
*No breakdown of female and male representation is available for Ethnicity Unknown or Two or More Races												

Source: IHRPS B0031 as of 9.30.18 and 09.30.19

Representation of Total Workforce for FFYs 2018 and 2019 continued:

EEO Quantitative Analysis				
AGENCY: NC DOT				
	Two or More Races		Ethnicity Unknown	
	2018	2019	2018	2019
TOTAL EMPLOYEES	8	12	540	639

Source: IHRPS B0031 as of 9.30.18 and 09.30.19



Source: IHRPS B0031 as of 9.30.18 and 09.30.19

Workforce Breakdown based on Race/Ethnicity and Gender in FFY 2019:

Ethnic Origin

Ethnic Origin / Gender

White (Non-Hispanic/Latino)

Male

Female

Black or African American (N-H/L)

Male

Female

Asian (Non-Hispanic/Latino)

Male

Female

American Indian or Alaskan Native (N-H/L)

Male

Female

Native Hawaiian or Other Pacific Islander

Male

Female

Two or More Races (Non-Hispanic/Latino)

Male

Female

Hispanic/Latino

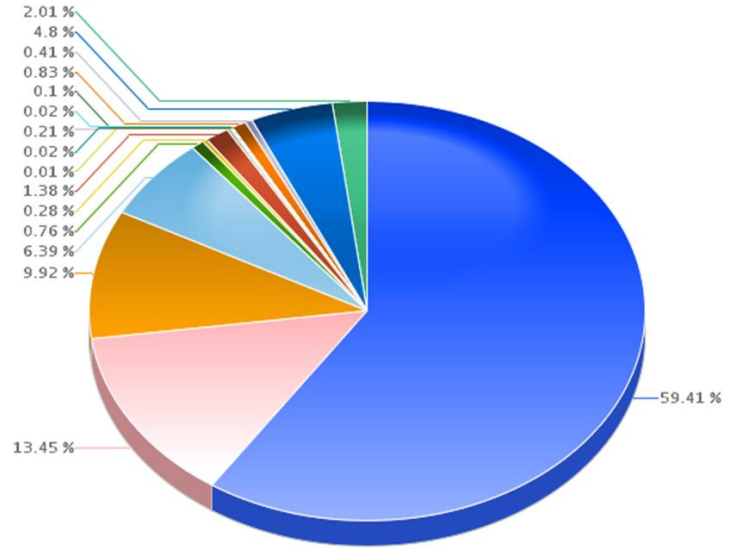
Male

Female

10/Not assigned

Male

Female



COMPLAINTS OF DISCRIMINATION POLICY AND PROCEDURES

Effective December 3, 2015, the Department implemented a new Employee Grievance Policy pursuant to N.C.G.S. Chapter 126 to handle complaints of discrimination. (A copy of the policy is available on the OSHR website under the “Policies” tab at: <https://oshr.nc.gov/policies-forms/discipline-appeals-grievances>). The Employee Grievance policy provides procedural consistency, allows grievances to be processed at the lowest level, and utilizes mediation as the first step in the formal process. The provisions make the policy clearer, more understandable, and allow employee grievances to be quickly addressed.

Under the Office of State Human Resources’ (OSHR) Grievance Policy, filing an EEO Informal Inquiry with NCDOT’s Equal Employment Opportunity/Affirmative Action Officer is the first step for complainants alleging unlawful discrimination, harassment, or retaliation that is based on one of the protected classes. As recommended by Federal regulations (23 CFR 230), the EEO Informal Inquiry is a procedure whereby employees and applicants may process allegations of discrimination to an impartial body without fear of reprisal. In addition to investigating internal discrimination complaints filed by an employee or applicant and those referred by management, the EEO Unit investigates and responds to all external administrative discrimination complaints.

Unlawful Discrimination, Harassment or Retaliation Complaints

The EEO Informal Inquiry with NCDOT’s Equal Employment Opportunity/Affirmative Action Officer is the first step for complainants alleging unlawful discrimination, harassment, or retaliation. As required by Federal regulations (23 CFR 230), the EEO Informal Inquiry is a procedure whereby employees and applicants may process allegations of discrimination to an impartial body without fear of reprisal. This process is not to be confused with the Formal Internal Grievance Process, which is designed for grievances other than unlawful discrimination, harassment, or retaliation.

- Complainants file first with the NCDOT’s Equal Employment Opportunity/Affirmative Action Officer within 15 days of the alleged discriminatory or retaliatory act that forms the basis of the complaint.
- The Internal EEO Investigations unit then investigates the complaint, determines whether or not there is reasonable cause to believe that the alleged act rises to the level of unlawful discrimination, harassment or retaliation, and then is required to respond to the complainant within 45 calendar days.
- A 15-day extension is allowed if mutually agreed upon by the agency and the complainant. NCDOT then communicates the outcome to the complainant in writing.
- If reasonable cause exists, management takes action to resolve the matter.

- If successfully resolved, the complainant and management sign an agreement detailing the terms of the resolution.
- If the matter is not successfully resolved, the complainant may file a formal grievance within 15 calendar days of the written response from the EEO Informal Inquiry.

Discrimination Complaint Tracking

Complainants alleging unlawful discrimination, harassment, or retaliation may complain to the Equal Employment Opportunity Commission (EEOC) at any time. Beginning in Q2 of FFY 2013, OCR developed an Access database to track discrimination charges and run reports however, the EEO unit returned to a tracking mechanism using an Excel spreadsheet while the Access database is reevaluated.

Discrimination Complaint Analysis

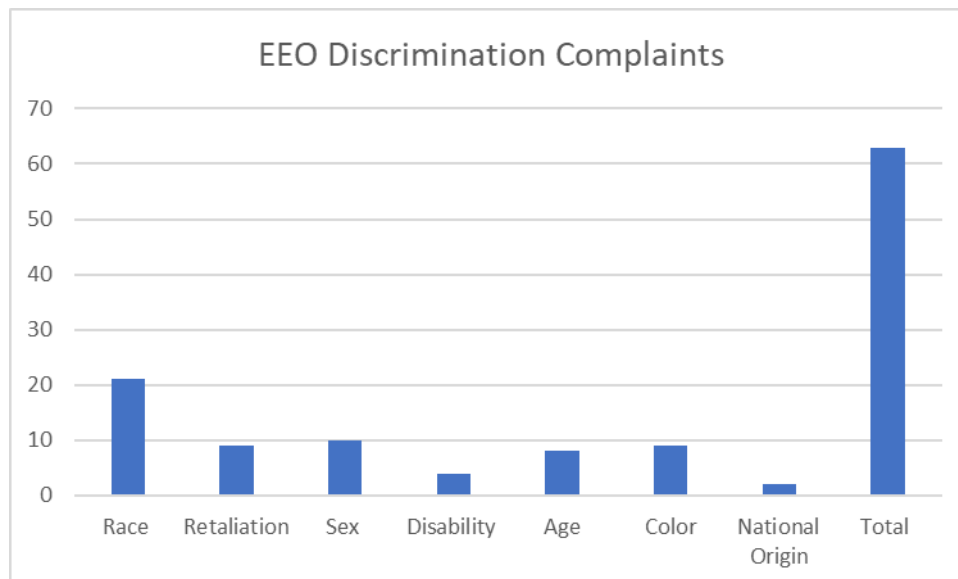
Since Q1 FFY 2014, discrimination charges have been handled by the EEO Unit. There was a total of 43 discrimination charges filed in FFY 2019, down from the 48 charges filed in FFY 2018. Of the 43 charges filed, there were 13 EEOC/OAH charges and 30 internal grievances. There were 39 charges filed by complainants alleging at least one type of discrimination; the remaining 4 charges included allegations of multiple types of discrimination.

Below is a summary of the discrimination charges filed in FFY 2019. The information contained in the table regarding types of discrimination complaints filed and the race/gender of persons who filed them exceeds the actual number of complaints filed during FFY 2019 because of the occasions when multiple types of discrimination were filed.

Discrimination Charges Filed

For the period of October 1, 2018 to September 30, 2019: Race discrimination (21), sex (10) retaliation and color, both (9) were the leading bases for discrimination charges. These were followed by age (8), disability (4), and national origin (2). Black females filed the largest percentage of complaints (32%) followed by Black males (16%), White males (14%), and Hispanic females (10%).

- Race discrimination was alleged in 21 complaints (27% of all complaints): majority of race complaints were 38% by Black females, and 29% by Black males.
- Retaliation was alleged in 9 complaints (12% of all complaints): majority of complaints were 33% by Black females.
- Sex discrimination was alleged in 10 complaints (13% of all complaints): majority of the complaints were 60% by Black females.
- Disability discrimination was alleged in 4 complaints (5.2% of all complaints): majority of the complaints were 50% by White males.
- Age discrimination was alleged in 8 complaints (10 % of all complaints): majority of the complaints were 37.5% by White males.
- Color discrimination was alleged in 9 complaints (12% of all complaints): majority of race complaints were 44% by Black females, and 33% by Black males.
- National origin discrimination was alleged in 2 complaints (2.5% of all complaints): majority of race complaints were 50% by Black females.



Reasonable Accommodation Requests

The review period for this reporting runs from October 1, 2018 through September 30, 2019. During the review period the ADA program received nine (9) reasonable accommodation requests from NCDOT employees. Each request was reviewed and assessed based on ADA requirements then processed accordingly. Of the nine requests received four were satisfied, one was denied (unable to accommodate), one was closed due to no response and three remained open.

Satisfied

Four of the total requests were satisfied. The accommodations included permissions for an emotional support animal, special transportation while at work, special accommodations while at training, and specific work scheduling.

Denial

One of the total requests was denied. The denial was due to the type of accommodation being requested did not fall within reasonable accommodation guidelines.

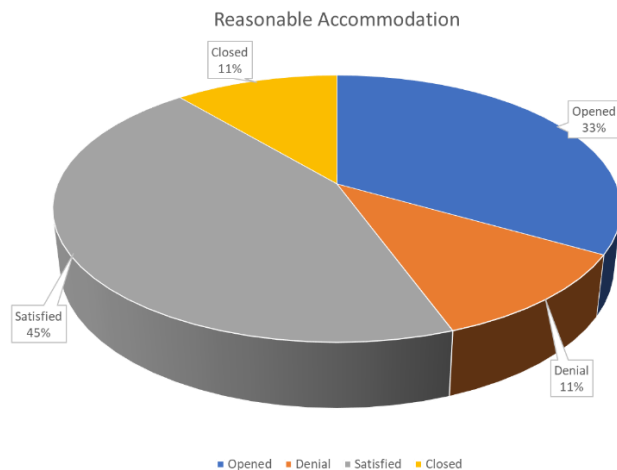
Opened

Three of the total requests remained open at the end of the reporting period.

Closed

One of the total requests was closed. The request was closed due to lack of employee response to follow-up emails.

Disposition of Reasonable Accommodation Requests:



WORK PLAN:

Due to several transitions within the EEO Unit, previous plans were delayed or have become obsolete. At current, the EEO unit will make efforts towards those listed below:

- Increase staff within the EEO unit to better service NCDOT's 9,494 employees to be more effective and efficient in assisting employees and applicants (note: the total number of employees is as of September 30, 2019).
- Relaunch the EEO Advisory Committee that has been on hiatus since 2018.
- Continue to complete On-site Evaluations as part of our dedication to equal employment opportunities inclusive of six (6) month follow ups on recommendations and commitments.
- Schedule meetings either in person, via MS Teams, Skype, or conference call to follow up on actions taken by the Divisions as a result of On-site Evaluations, Recommendations on Final Report and agreement via Commitment Memo.
- Increase internal training to accomplish career development objectives.
- Seek training and development for EEO unit employees to ensure awareness of changes/updates within the equal employment opportunity profession.
- Develop a marketing plan for the EEO Program Unit which includes efforts to continue to update and enhance the NCDOT EEO Program website.
- Make the EEO Program portal of *Inside NCDOT* (Internal website) more user-friendly, regarding information on how to file a complaint, what is discrimination, harassment, and retaliation along with other basic EEO-related information.
- Communicate with the divisions and employees to ensure the information we provide is useful.
- Complete a Comprehensive Diversity and Inclusion Strategy as commitment to equal employment opportunity.
- Partner with OSHR and other State/Federal Agencies about EEO to stay abreast of current trends.
- The EEO unit will continue to provide Basic 101 training to one division per quarter as needed.
- Create new hire training, employee training, and remote-based training for the learning management system.



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