



pennsylvania

DEPARTMENT OF TRANSPORTATION
BUREAU OF EQUAL OPPORTUNITY

Examples of Verifiable Documentation

Request for Workers from the Union Hall

Minority Goals DSP 12 Appendix B Woman Goals DSP 12 Appendix A

Requested Classification: _____

Date Required _____, Time _____

Please check the appropriate box

- We are deficient in our women workforce goal, or are looking to increase women participation
- We are deficient in our minority workforce goals, or are looking to increase minority participation

Date and Time of Request: _____

Union Dispatcher Name and ID: _____

Union Response _____

**** Name & Title of Requestor:** _____

Date: _____

**** Make sure the CBA includes an EEO Clause and indicates the amount of time the Union must provide a referral once the request is made. Notify PENNDOT immediately when the union referral process impedes the Contractor's ability to meet its goals. Neither the provisions of any CBA nor failure by a union to refer minorities and women shall excuse the Contractor's obligation.**

Annual Periodic Review of Personnel Actions

Month _____ Year _____

Date of Hire	Personnel Action	Date of Action	Reason for the Action	Ethnicity	Sex M/F
--------------	------------------	----------------	-----------------------	-----------	---------

Personnel Actions: Recall=RC, Transfer= TR, Termination=TM, Layoff=LO, Suspension=S