AFFIRMATIVE ACTION PLAN UPDATE

CALENDAR YEAR 2017

January 1, 2017 – December 31, 2017

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January 29, 2018
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INTRODUCTION

The Kentucky Transportation Cabinet’s (The Cabinet) internal Equal Employment Opportunity (EEO) program is an integral part of its daily operation. The EEO program includes the Affirmative Action Plan (AAP) update that covers elements of The Cabinet’s personnel management policies and practices.

The development of the Cabinet’s AAP is in accordance with Executive Order 11246, the Kentucky State Government AAP and Federal Highway Administration (FHWA) program requirements.

The Executive Order 11246 (E.O. 11246), issued on September 24, 1965, prohibits federal contractors and subcontractors and federally-assisted construction contractors and subcontractors that generally have contracts that exceed $10,000 from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. It also requires covered contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

Any non-construction (Supply and Service) contractor that serves as a depository of Government funds in any amount or a financial institution, which is an issuing and paying agent for U.S. saving bonds and saving notes in any amount, must develop an affirmative action program.

Under Section 503, a Government contractor with 50 or more employees and a Government contract of $50,000 or more must develop a Section 503 affirmative action program. 41 CFR 60-741.40(a). The Section 503 regulations define a Government contract as "any agreement or modification thereof between any contracting agency and any person for the purchase, sale, or use of personal property or non-personal services." 41 CFR 60-741.2(i). The term "non-personal services" as used in this section includes fund depository.

As part of its compliance assistance initiative OFCCP has posted a sample AAP on its website, which contractors should find helpful. Federal contractors may contact the nearest District Office to make a compliance assistance appointment and/or learn about the periodic seminars that these offices conduct which are designed to share compliance assistance information with contractors and keep them informed of the latest OFCCP developments.

Governor Matt Bevin announced on April 12th, 2016 the appointment of Greg Thomas as Secretary of the Kentucky Transportation Cabinet. Greg Thomas was appointed Deputy Secretary in February 2016 and was serving as Acting Secretary since March 2016.
PURPOSE OF THE AFFIRMATIVE ACTION UPDATE

Confirm the Cabinet’s commitment to EEO in accordance with the principles, intent, and purpose of the laws and regulations cited throughout this update.

Confirm the Cabinet’s position that Affirmative Action is an effective legal tool for achieving EEO.

Promote the Cabinet’s EEO and Affirmative Action programs.

Address goals set forth in the AAP, successes, and areas of opportunity for improvement.
ACTION STATEMENT

It is the challenge and charge of the Office for Civil Rights and Small Business Development to take the lead in assuring that the Secretary’s resolution plan toward strong Affirmative Action implementation will create a stronger, more diversified workforce.

In an effort to improve and transform the identified under-represented categories noted in the Cabinet’s five-year AAP and to meet the state’s goals, the activities, goals and accomplishments identified in this update show support in the promotion of a fair and equitable workplace.

In accordance with FHWA’s civil rights reporting requirements, the OCRSBD will provide the following:

- Quarterly AAP Report
- AAP Annual Update by January 30th
- Title VI Program Plan by October 1st
- Title VI Goals and Accomplishments November 1st
- State Employment Practice Report (EEO-4) by September 30th.

**AFFECTED GROUPS FOR AFFIRMATIVE ACTION PURPOSES**

The affected group members as defined by federal and state law are listed below.

- Asian/Pacific Islander
- African American/Black
- Hispanic
- American Indian/Alaska Native
- Female

Federal and state law expands the definition to include the following:

- Persons with Disabilities
- Disabled Veterans
- Vietnam-Era Veterans
- Persons Age Forty and Over

OCRSBD provides centralized leadership, coordination, monitoring, assessment, and evaluation of Cabinet-wide EEO and Affirmative Action activities. It develops EEO policies and procedures with management personnel, employees, and applicants. OCRSBD Executive Director participates in senior level staff meetings and planning sessions where significant management issues, staffing plans, and other vital information are discussed. Management personnel rely on the OCRSBD for assistance in resolving problems that affect the Cabinet’s progress toward EEO and Affirmative Action goals and objectives.
**Special Elections**

There were 11 Special Election Memorandums that informed employees of special local elections. A listing of the memorandums and notices are below.

Pertaining to Special Elections

<table>
<thead>
<tr>
<th>KYTC Postmaster</th>
<th>Date Issued</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/15/2016</td>
<td>Special Election in Ballard County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>12/15/2016</td>
<td>Special Election in Carlisle County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>12/15/2016</td>
<td>Special Election in Jefferson County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>12/15/2016</td>
<td>Special Election in Owen County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>03/27/2017</td>
<td>Special Election in Greenup County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>05/06/2017</td>
<td>Special Election in Trimble County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>05/18/2017</td>
<td>Special Election in Bath County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>07/17/2017</td>
<td>Special Election in McCreary County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>09/05/2017</td>
<td>Special Election in Crittenden County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>09/09/2017</td>
<td>Special Election in Breathitt County, Kentucky</td>
</tr>
<tr>
<td></td>
<td>12/21/2017</td>
<td>Special Election in Boyd County, Kentucky</td>
</tr>
</tbody>
</table>
Office of Human Resource Management Policies

The Office of Human Resource Management within the Kentucky Transportation Cabinet revised 18 personnel policies in 2017. The following policies were updated in the Cabinet’s General Administration and Personnel Manual and can be accessed on the Cabinet’s website.


Listed below are the revised policies.

- GAP 01  Table of Contents
- GAP 206-1  Central Office Procedures
- GAP 206-2  District Office Procedures
- GAP 208  Temporary Labor Services
- GAP 403-1  Regulations
- GAP 414  Funeral & Bereavement Leave
- GAP 506  Professional Licenses & Certifications
- GAP 603  Transferees
- GAP 604  Supervisor Responsibilities
- GAP 606  Interim Meetings
- GAP 607  Year-End Review
- GAP 608  Reconsideration Process
- GAP 806  Employee Dress
- GAP 807  Confidential or Sensitive Information
- GAP 809  Political Activity
- GAP 1104-2  User Requirements, Assignments & Responsibilities
- GAP 1105  Monitoring Sub recipients of Federal Awards
- GAP 1204  TCOB Conference Center
MONITORING AND EVALUATION

Monitoring of AAP action items and goals is the responsibility of the EEO Coordinator. The primary objectives of this role are as follows:

- Determine if the EEO/AAP objectives are being implemented as intended throughout The Cabinet.
- Determine if the EEO/AAP objectives listed in the five-year plan actually identify and eliminate barriers for minorities and females seeking career opportunities and growth with The Cabinet.
- Determine if the Cabinet’s established employment goals are progressing in correlation with the percentages of minorities and females seeking employment in the Commonwealth.
- Maintain statistical data on new hires, promotions, terminations, disciplinary actions, and retirements by ethnicity, gender, and race according to EEO-4 categories.

Each of the twelve District Offices has an Administrative Coordinator to assist with EEO/AAP monitoring and reporting. The Administrative Coordinator’s primary responsibilities are to direct administrative functions within the District. In addition, the Administrative Coordinator serves as an EEO counselor to employees. This enables the Cabinet to have an EEO counselor in every district. Beginning April 1st, 2016 the Cabinet started distributing a workforce analysis quarterly report to each district and each program office/division in the Central Office regarding employment by job classification, ethnicity, gender, and race according to the EEO-4 categories for each respective district and Central Office division. These workforce analysis quarterly reports will also be distributed to the Office for Human Resource Management Director for review. The reports will give management a profile of the workforce in their district and/or division. The Cabinet will encourage management to use these reports as a tool to assist them in helping The Cabinet recruit, hire and retain minorities and females in those areas where there is identified underutilization and/or underrepresentation.

KENTUCKY TRANSPORTATION CABINET TRAINING DEVELOPMENT COURSES

The Cabinet offers various programs and initiatives to support employee development. The Cabinet publicizes training and development opportunities by using print media, e-mail notifications, and the Cabinet’s intranet and internet websites.

The ROADMAP Program is a series of 12 administrative and soft-skills trainings geared toward entry and mid-level employees. Classes occur once a month beginning in April through October. Course titles include, but are not limited to, Behavioral Interviewing, Constant Change, and Excellent Customer Service, Leading on Every Level, Managing Work Relationships, and Personal Accountability.

The Supervisor Training and Resource (STAR) Program serves as the Transportation Cabinet's primary source of supervisory training for Cabinet personnel. The program offers an in-depth orientation to the responsibilities and expectations of those who oversee and evaluate the job performances of others. The program consists of 10 courses specifically designed to develop and enhance supervisory skills and to increase understanding of Cabinet policies and procedures, thereby ensuring compliance with state and federal statutes and regulations.

The Cabinet requires that all employees newly appointed or promoted to a management role (those with less than a year of Cabinet management experience) complete the program's 10 courses within 9 months of their appointment or promotion.
The Advanced Leadership Academy (ALA) Program identifies and develops the employee leadership skills essential to the success of future operations of the Transportation Cabinet. The program includes formal mentoring, shadowing, and experiential training opportunities for selected employees.

The ALA is a two-year program designed specifically for potential career leaders of the Cabinet. Each class has the maximum enrollment of 20. The two-year program includes 102 hours of classroom instruction.

Kentucky Engineering Exposure Network (KEEN) is a Kentucky Transportation Cabinet Program dedicated to teaching children of the Commonwealth about engineering. The KEEN Program places engineers employed with The Cabinet in classrooms all across Kentucky. These employees visit schools throughout the state to discuss the application of math and science in daily situations and the opportunities and challenges available to students in the field of engineering. Presentations are designed and adapted for grade school, middle school, high school, and college students and cover many different subject matters in the fields of math, science, technology, and engineering. Topics include, but are not limited to, the work of engineers, specific math, science, technological subjects, and scholarship programs.

The Project Development Academy (PDA) provides a big picture overview of the Cabinet’s project development process that helps employees perform their jobs better. PDA is an eight-day training event over a two-month timeframe that follows a highway project from its beginning through design to construction and then to maintenance. The academy’s emphasis is preliminary engineering and environmental processes, but the program also discusses the right-of-way process, utility relocation, construction procurement, construction, maintenance, and much more. Included in the PDA agenda are several soft skills lessons to help attendees focus on their people skills, team building, ethics, and public speaking.

The Guiding Potential Supervisors Program (GPS) is a series of six half-day courses and two online courses delivered over a six-month period. The training program is designed for those employees who aspire to, and demonstrate potential for, becoming supervisors. These courses focus on developing the necessary leadership skills that employees need when preparing to enter a supervisory position. The program is open to all Cabinet employees and accepts 60 people per six-month program period. The GPS program courses include, but are not limited to the following: Employee Engagement, Effective Communication, Shared Accountability, Forward Thinking, Coping with Difficult Behaviors, and Transitioning from “Buddy to Boss.”

The Cabinet is committed to attracting and retaining the most qualified personnel. It seeks every opportunity to provide additional management skills sets to all employees and managers. In today’s complex work environments, the skill sets demanded of supervisors are ever increasing and managers must be more versatile than ever before. As employees advance through the ranks, they must master a broader range of skills to meet the challenges of a career in state government. The training courses listed below are offered to all employees.

- Anti-discrimination
- Behavioral Interviewing Skills
- Performance Matters
- Teambuilding
- Training People How to Treat You
- Workplace Violence Prevention/Anti-harassment

The Personnel Cabinet initiated the Certificate of Supervisory Essentials (CSE) Program in June 2014 to replace the Certificate of Management Fundamentals. This program is designed to help current and developing supervisors gain the skills needed to succeed with the extensive regulatory framework of the Commonwealth. Applications will be accepted twice per year, June 1-30 and December 1-31. There were no changes in the Certificate of Supervisory Essentials (CSE) Program for 2017.
Additional courses are available through the Governmental Services Center (GSC) whose mission is to provide quality services in training, consultation, performance management, and organizational development that help the individuals and agencies of Kentucky state government continuously improve their performance and meet the challenges of the future. GSC is a branch of the Personnel Cabinet, located on the Personnel Cabinet campus. The Government Service Center regularly offers the following courses: Anti-harassment, Business Writing, Critical Thinking, Embracing Diversity, and Personal Accountability to name a few.

The Kentucky Transportation Center serves as the research division for the cabinet and provides training courses for transportation professionals. The Roads Scholar Program training series is designed to provide local and state government employees with basic information on maintaining local streets and roads. Completion of this program leads to the designation of Roads Scholar. The Road Master’s Program is an additional level of training for Roads Scholars that requires seven more days of training courses; completion of the four required courses and at least three optional courses from the lists below lead to the Road Master designation. The Work Zone Qualification Training Program was developed after the Cabinet issued the Policy and Procedures for the Safety and Mobility of Traffic through Work Zones with a primary goal of reducing crashes and injuries in and around highway work zones; as well as providing a safe and efficient environment for workers.

**APPLICATION SUBMITTAL PROCEDURE**

The Kentucky Personnel Cabinet uses an applicant tracking system labeled Career Opportunities System (COS), which provides applicants a convenient electronic method for submitting applications and exploring current employment opportunities within the Commonwealth. As vacancies occur, the Cabinet publishes merit positions on the Personnel Cabinet’s web site for a minimum of ten (10) calendar days.

The Kentucky Personnel Cabinet is responsible for the implementation of the merit system. Cabinet management and supervisors are required to attend training on the Cabinet’s hiring and selection process. Additionally, they are provided a copy of the Cabinet’s *Hiring Guidance Manual* which is indicated in the link below.

https://bpm.kytc.ky.gov/


The Kentucky Personnel Cabinet has an Internal Mobility Program for all merit employees. This program provides current state employees who have successfully completed their initial probationary period and obtained merit status, the opportunity to compete for promotions before outside applicants are considered.

**DISCIPLINARY ACTIONS, DEMOTIONS, AND TERMINATION ACTIVITIES**

The Office of Human Resource Management (OHRM) handles all forms of disciplinary action. The OHRM’s Division of Professional Development and Organizational Management conducted 3 training session on Employee Compliance (which covers the disciplinary process) in 2017.

**RECRUITMENT ACTIVITIES**

OHRM’s Professional Development Branch and the Kentucky Personnel Cabinet are responsible for recruiting a qualified, diverse pool of applicants for employment with the Cabinet. The Executive Director and the Assistant Director of OHRM monitor the placement of employees throughout the Cabinet. Recruitment literature, brochures, and other media are to be applicable to all employees, including minorities, females, ESL applicants, and the disabled. Furthermore, supervisors and managers have been advised that recruitment, placement, and assignment of work duties and responsibilities will be accomplished on a non-discriminatory basis.
Zuri Johnson, a Training Development Specialist II in the Professional Development Branch, has remained as the Cabinet Recruiter. Zuri has participated in 4 career fairs within the Commonwealth to promote the Cabinet’s scholarship program, internship program and current and future employment opportunities.

The Cabinet, Professional Development Branch, has not set a goal of attending career fairs per quarter to recruit a qualified workforce, which includes minorities and females during the next fiscal year (FY 2018).

**KENTUCKY TRANSPORTATION CABINET ENGINEERING SCHOLARSHIP PROGRAM**

The Kentucky Transportation Cabinet Engineering Scholarship Program has enrolled 80 students for the 2017-2018 school years. There are 7 minorities and 21 women in the program. The recruiting efforts are ongoing from the KEEN initiatives and interaction with schools and students. The Program Coordinator and Manager contacted schools with a high percentage of minority students by telephone and email to encourage participation application into the program. The scholarship coordinator also spoke with central Kentucky’s National Society of Black Engineers, UK’s Minority College Awareness Program, school coordinators, high school guidance counselors, math teachers, science teachers and utilized print media for press releases.

Strategies for the upcoming year include collaborating with schools to inform them of the Cabinet’s scholarships programs, identify potential candidates for the scholarship program and encouraging students to excel in academics.

**EEO COMPLAINT ANALYSIS REPORT FOR 2016**

There were no complaints of discrimination filed against any outside employer this reporting period.

The Cabinet’s Office for Civil and Small Business Development (OCRSBD) received 14 complaints of discrimination in calendar year 2017 from employees of the Cabinet. The chart below indicates the race, sex of the complainants, the allegations made and the dispositions or status of the complaints as of the date of this report.

<table>
<thead>
<tr>
<th>Race</th>
<th>Sex</th>
<th>Allegation(s)</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Sex</td>
<td>Complaint does not fall under the purview of OCRSBD. Closed and filed in inactive.</td>
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<tr>
<td>Caucasian</td>
<td>Female</td>
<td>No allegation indicated</td>
<td>Inactive</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Other</td>
<td>Complaint does not fall under the purview of OCRSBD. Closed and filed in inactive.</td>
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<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Race &amp; Age</td>
<td>No TC 18-6 form received.</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Female</td>
<td>Sex</td>
<td>Un-substantiated</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Probation Appeal</td>
<td>Complaint does not fall under the purview of OCRSBD. Closed and filed in inactive.</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>No allegation indicated</td>
<td>Complaint does not fall under the purview of OCRSBD. Closed and filed in inactive.</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Disability</td>
<td>Pending-Case has been appeal by KYTC</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Female</td>
<td>Sex</td>
<td>No TC 18-6 form received.</td>
</tr>
<tr>
<td>Caucasian</td>
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<td>Sex</td>
<td>Pending</td>
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<tr>
<td>Unknown</td>
<td>Male</td>
<td>Age</td>
<td>Inactive</td>
</tr>
<tr>
<td>Race</td>
<td>Sex</td>
<td>Allegation(s)</td>
<td>Disposition</td>
</tr>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Harassment</td>
<td>Complaint does not fall under the purview of OCRSBD. Closed and filed in inactive.</td>
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<tr>
<td>Caucasian</td>
<td>Female</td>
<td>Sex</td>
<td>Pending</td>
</tr>
<tr>
<td>Caucasian</td>
<td>Male</td>
<td>Age Discrimination</td>
<td>Complaint does not fall under the purview of OCRSBD. Closed and filed in inactive.</td>
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GOALS and ACCOMPLISHMENTS

OHRM continues to educate Cabinet management on their responsibilities to implement the Cabinet’s AAP and provide periodic statistical analysis to assist them in determining their progress toward meeting established goals within their perspective areas.

Accomplishments -- Training

(1) Employee performance evaluation training continued to be delivered across the state. Included in this training is the additional requirement of managers’ accountability to ensure action items are implemented and supportive of the AAP. Continuous training will be conducted as new supervisors are appointed or advanced.

(2) The STAR Program serves as the Transportation Cabinet's primary source of supervisory training for Cabinet personnel. The program is required of all newly appointed or promoted managers and offers an in-depth orientation to the responsibilities and expectations of those who oversee and evaluate the job performances of others. The program consists of 8 courses specifically designed to develop and enhance supervisory skills and to increase understanding of Cabinet policies and procedures, thereby ensuring compliance with state and federal statutes and regulations. The STAR program had 42 graduates in 2017. Of those 9 were female. Due to a new software update and tracking system, minorities were not able to be tracked in 2017.

(3) The Cabinet’s Advanced Leadership Academy consists of 102 hours of course work designed to train and educate employees as potential leaders and policy makers for future positions within the Cabinet. Employees are not required to participate in this program, but are strongly encouraged, through Postmaster email bulletins that reach all employees with computer access, and through bulletin board postings of the emails in Cabinet locations with limited computer access. The Advanced Leadership Academy had 48 participants in the program in 2017. There were 15 graduates in 2017. There were 19 females and 2 minorities enrolled in this program. 10 women graduated, 1 woman promoted to another agency and 8 are still enrolled. 1 minority graduated and 1 are still participating.

(4) The Cabinet’s Project Development Academy (PDA) program no longer exist.

(5) The Guiding Potential Supervisors Program (GPS) is a series of 6 half-day courses and 2 online courses. The training program is designed for those employees who aspire to and demonstrate potential for becoming supervisors. These courses focus on developing the necessary leadership skills that employees need when preparing to enter a supervisory position. The program is open to all Cabinet employees. The GPS program had 73 graduates in 2017. Of this number, there were 16 females and the Professional Development Branch did not record minority graduates.

(6) All employees are required to complete the Cabinet’s Hiring and Selection Process training prior to participating in an interview process.

(7) The Cabinet has established the ROADMAP Program to help entry to mid-level employees expand their administrative portfolio and increase their chances for advancement. The program consists of 11 relevant, monthly, half-day classes, interactive team building, personal awareness, and insights. The
ROADMAP Program had 28 graduates in 2016 including 37 females. The Professional Development Branch did not record minority graduates.

(8) The 31st Annual Governor’s EEO Conference was held on November 8th, 2017. Training topics focused on sharing information and insight on when and how managers, executive leaders and human resource professionals should get involved to make our workplaces better!

Ten (10) Cabinet employees attended this conference, including four women and four minorities.

Accomplishments – Hiring Goals

(1) The Cabinet updated its placement of federal policies, state policies, and updated Kentucky Transportation Cabinet assurances throughout the district offices across Kentucky, Central Office in Frankfort, KY and outlying maintenance garages or barns and facilities throughout the commonwealth.

(2) OHRM continues to acquire, review, and maintain reports of all personnel activities and population.

OHRM will strive to increase employment numbers to reach the former governor’s goal of 12.2% minority and 50.8% female workforce by 2018. This composition was revised by former Governor Steven L. Beshear and maintained by current Governor Matt Bevin to reflect the most recent Census data, with special emphasis on the minority population. The job classifications in this EEO-4 job category are filled through the Kentucky Personnel Cabinet’s Internal Mobility Program and the Career Opportunities System (COS).

(3) Minority and female goals are an ongoing effort. OHRM continues to emphasize to management personnel the necessity of supporting the five-year AAP. Classifications that the Cabinet employs categorized in the EEO-4 Officials and Administrators category are management-level positions. Therefore, to assist in ensuring the diversity of the applicant pool, the Professional Development Branch will continue its employee development programs. The objective of these programs is to assist employees who aspire to promote to management level positions in developing both interpersonal and professional skills that will aid in making them more viable candidates.

(4) The Cabinet continues the Civil Engineering Scholarship Program and the Civil Engineering Technology Scholarship Program and strives to increase female and minority population within the program. All universities participating in the Civil Engineering Scholarship Program will be held accountable for compliance with the Cabinet's commitment to recruit and retain a diversified workforce.

(5) The Office for Civil Rights and Small Business Development has established an internship program. Since February 16, 2016, the Cabinet has had thirteen minority students, six of which are female, from Kentucky State University/University of Kentucky participate in its internship program. The minority students selected have met the eligibility requirements of being a U.S. citizen, enrolled as a full time undergraduate or graduate student during the term of internship, maintained a 3.0 GPA, earned 60 undergraduate semester hours and is at least 18 years of age. The Cabinet’s objectives of the minority internship program will be development of interpersonal and leadership skills, exposure to the various opportunities with the Cabinet, providing real time work experiences within fields of study, provide networking opportunities, provide assigned mentors from within The Cabinet and offer tools for professional success.
The Cabinet employed 4,672 persons at the end of calendar year 2016 (December 31, 2016) and 4,500 persons at the end of 2017 (December 31, 2017). Each EEO-4 job group category is comprised of Kentucky Personnel Cabinet Occupational Groups (job classifications).

The Cabinet is conscientiously monitoring its hiring practices in the job categories listed below to increase the number of minorities and females in the workforce. A comparison of the number of employees and the gains and losses in each job category for the past two calendar years is listed below:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CY 2016</th>
<th>CY 2017</th>
<th>GAIN (LOSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials and Administrators</td>
<td>90</td>
<td>56</td>
<td>(24)</td>
</tr>
<tr>
<td>Professionals</td>
<td>1854</td>
<td>1835</td>
<td>(19)</td>
</tr>
<tr>
<td>Technicians</td>
<td>386</td>
<td>336</td>
<td>(50)</td>
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<tr>
<td>Protective Service Workers</td>
<td>5</td>
<td>4</td>
<td>(1)</td>
</tr>
<tr>
<td>Paraprofessionals</td>
<td>83</td>
<td>48</td>
<td>(35)</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>118</td>
<td>115</td>
<td>(3)</td>
</tr>
<tr>
<td>Skilled Craft Workers</td>
<td>1717</td>
<td>1718</td>
<td>1</td>
</tr>
<tr>
<td>Service Maintenance Workers</td>
<td>462</td>
<td>379</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>4625</strong></td>
<td><strong>4500</strong></td>
<td><strong>(83)</strong></td>
</tr>
</tbody>
</table>

Workforce availability is calculated for affected groups by EEO-4 job categories. EEO groups consist of Kentucky Personnel Cabinet classification titles.

2010 United States Census Data for Kentucky
Governor Matthew Bevin used the 2010 Kentucky Census to determine the employment goals established for Kentucky State Government labor force. The relevant data is listed in the chart below.

<table>
<thead>
<tr>
<th>JOB CATEGORY</th>
<th>TOTAL EMP</th>
<th>MIN</th>
<th>%MIN</th>
<th>MIN PROJ</th>
<th>% GOAL</th>
<th># MIN NEEDED</th>
<th>FEMALE EMP</th>
<th>% FEMALE</th>
<th>FEMALE PROJ % GOAL</th>
<th># FEMALE NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials &amp; Administrators</td>
<td>56</td>
<td>4</td>
<td>7.1</td>
<td>12.2</td>
<td>7</td>
<td>17</td>
<td>30.4</td>
<td>50.8</td>
<td>28.48</td>
<td>28.48</td>
</tr>
<tr>
<td>Professional</td>
<td>1835</td>
<td>118</td>
<td>6.4</td>
<td>12.2</td>
<td>224</td>
<td>654</td>
<td>19.6</td>
<td>50.8</td>
<td>278</td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>336</td>
<td>19</td>
<td>5.7</td>
<td>12.2</td>
<td>41</td>
<td>59</td>
<td>17.6</td>
<td>50.8</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>Protective Service Workers</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>12.2</td>
<td>1</td>
<td>1</td>
<td>25</td>
<td>50.8</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>48</td>
<td>2</td>
<td>4.17</td>
<td>12.2</td>
<td>6</td>
<td>6</td>
<td>12.5</td>
<td>50.8</td>
<td>24.4</td>
<td></td>
</tr>
<tr>
<td>Administrative Support</td>
<td>115</td>
<td>10</td>
<td>8.7</td>
<td>12.2</td>
<td>14</td>
<td>37</td>
<td>32</td>
<td>50.8</td>
<td>58.5</td>
<td></td>
</tr>
<tr>
<td>Skilled Craft Workers</td>
<td>1718</td>
<td>62</td>
<td>3.6</td>
<td>12.2</td>
<td>210</td>
<td>34</td>
<td>1.98</td>
<td>50.8</td>
<td>873</td>
<td></td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>379</td>
<td>8</td>
<td>2.1</td>
<td>12.2</td>
<td>46.5</td>
<td>12</td>
<td>3.2</td>
<td>50.8</td>
<td>192.5</td>
<td></td>
</tr>
</tbody>
</table>

EMPLOYMENT ACTIVITY
JANUARY 1, 2017– DECEMBER 31, 2017

Total employment population 4500 (223 minorities – 4.95%) (820 females – 18.2%).

<table>
<thead>
<tr>
<th></th>
<th>Category Total</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Hires</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Promotions</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Terminations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reclassification</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retirement</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Demotion</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>

The annual goal set forth in the AAP five-year plan for Officials & Administrators was to increase minority representation by 7 and females by 24.48. The goal to increase females and minorities was not met due to the appointment of only 0 females and only 0 minorities into Officials and Administrators. The Cabinets outreach to females and minorities continues to be problematic due to the availability of qualified female and minorities in the Cabinet’s recruitment areas, availability of qualified females and minorities that maintain the knowledge, skills and abilities to be promoted into Officials and Administrators job group category and the lack of minority and female candidates applying for open positions. The Cabinet has projected goals to increase the representation of minorities and females, which can be met by increasing minority representation by (7) and increasing female representation by (24.48). The Cabinet will continue to monitor its activities in Officials and Administrators and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority and female employees.
Barrier Statements

Following is justification on why the goals for this category were not met:

The Governor’s Office of Policy Management at the direction of the Governor of Kentucky establishes personnel hiring goals numbers for each state agency. To stay within the allotted personnel hiring goals, positions can only be filled when there is an actual vacant, funded personnel cap available. This number has been reduced due to budget and revenue restrictions. Non-merit positions are under this EEO-4 job category. Those positions are filled at the direction of the Governor and The Cabinet Secretary.

Merit management and supervisory positions are under this EEO-4 job category. Those positions are normally filled through the Internal Mobility Program from current workforce. Kentucky Administrative Regulation 1:400 states, “Agencies shall consider an applicant’s qualifications, record of performance, conduct, seniority, and performance evaluations in the selection of an employee for a promotion.” Kentucky Revised Statute 18A.0751 states, “…vacancies shall be filled by promotion whenever practicable and in the best interest of the service.”

Candidates must apply through the Kentucky Personnel Cabinet in order to be eligible for consideration. Minimum requirements are set forth in the job classification specification. Candidates must meet minimum requirements and be placed on a merit register to be considered for vacancies. Applicants recommended for employment have a background check completed by the Administrative Office of the Courts background check.

Actions to Be Taken:

- The action items identified in the five-year plan will continue to be implemented.
- The Cabinet will strongly encourage all managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.
- The Professional Development Branch will work diligently with the Personnel Cabinet to develop a strategy for targeted recruitment, and advertise for a diverse population.
- The Cabinet will deliver training for all supervisors/managers in each of the protective classes: ADA, FMLA, Discipline, Grievances, Sexual Harassment, Workplace Violence, Drug and Alcohol Program, EEO, and Affirmative Action.
- The Cabinet now has a full-time recruiter who will be working with the OCRSBD to meet the goals of the AAP.

<table>
<thead>
<tr>
<th>Professionals</th>
<th>Category</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>17</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Promotions</td>
<td>260</td>
<td>24</td>
<td>105</td>
</tr>
<tr>
<td>Terminations</td>
<td>3</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Reclassification</td>
<td>77</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>Retirement</td>
<td>136</td>
<td>10</td>
<td>38</td>
</tr>
<tr>
<td>Demotion</td>
<td>4</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>497</td>
<td>39</td>
<td>181</td>
</tr>
</tbody>
</table>

The annual goal set forth in the AA five-year plan was to increase minority representation by 224 and females by 278. The Cabinet appointed 0 minorities and 11 female’s employees in this category this year. The goal to
increase females and minorities was not met due to the appointment of 6 females and 1 minorities into Professionals. The Cabinet’s outreach to females and minorities continues to be problematic due to the availability of qualified female and minorities in the Cabinet’s recruitment areas, the availability of qualified females and minorities that maintain the knowledge, skills and abilities to be promoted into Professionals job group category and the lack of minority and female candidates applying for open positions. The Cabinet has projected goals to increase the representation of minorities and females, which can be met by increasing minority representation by (224) and increasing female representation by (278). The Cabinet will continue to monitor its activities in Professionals and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority and female employees.

Barrier Statements

Following is justification as to why the goals for this category were not met.

The Governor’s Office of Policy Management at the direction of the Governor of Kentucky establishes personnel hiring goals numbers for each state agency. To stay within the allotted personnel hiring goals, positions can only be filled when there is an actual vacant, funded personnel cap available. This number has been reduced due to budget and revenue restrictions.

Non-merit positions are under this EEO-4 job category. Those positions are filled at the discretion of the Governor and Cabinet Secretary.

Merit management and supervisory positions are under this EEO-4 job category. Those positions are normally filled through the internal mobility program from current workforce. Kentucky Administrative Regulation 1:400 states, “Agencies shall consider an applicant’s qualifications, record of performance, conduct, seniority, and performance evaluations in the selection of an employee for a promotion.” Kentucky Revised Statute 18A.0751 states, “…vacancies shall be filled by promotion whenever practicable and in the best interest of the service.”

Candidates must apply through the Kentucky Personnel Cabinet’s Career Opportunities System (COS) to be eligible for consideration. Minimum requirements are set forth in the job classification specification. Candidates must meet minimum requirements and be placed on a merit register to be considered for vacancies. Applicants recommended for employment must successfully pass an Administrative Office of the Courts background check.

Actions to Be Taken:

- The action items identified in the five-year plan will continue to be implemented. The OHRM will develop mandatory supervisor/manager training that will include elements of the AAP. Frequency of the training is to be determined.
- The Cabinet will strongly encourage all managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.
- The Professional Development Branch will work diligently with the Personnel Cabinet to develop a strategy for targeted recruitment. The strategy will include ideas on where to look and advertise for a diverse population.
- The Cabinet will deliver training for all supervisors and managers in each of the protective classes: ADA, FMLA, Discipline, Grievances, Sexual Harassment, Workplace Violence, Drug and Alcohol Program, EEO, and Affirmative Action.
- The Cabinet now has a full-time recruiter who will be working with the OCRSBD to meet the goals of the AAP.
The annual goal set forth in the AA five-year plan was to increase minority representation by 41 and females by 110. The Cabinet appointed 4 females employees this year. The goal to increase females and minorities was not met due to the appointment of 4 females and 0 minority into Technicians. The Cabinets outreach to females and minorities continues to be problematic due to the availability of qualified female and minorities in The Cabinets recruitment areas, the availability of qualified females and minorities that maintain the knowledge, skills and abilities to be promoted into Technicians job group category and the lack of minority and female candidates applying for open positions. The Cabinet has projected goals to increase the representation of minorities and females, which can be met by increasing minority representation by (41) and increasing female representation by (110). The Cabinet will continue to monitor its selection rates in Technicians and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority/female employees.

Barrier Statements

Following is justification as to why the goals were not met.

The Governor’s Office of Policy Management at the direction of the Governor of Kentucky establishes personnel hiring goals numbers for each state agency. To stay within the allotted personnel hiring goals, positions can only be filled when there is an actual vacant, funded personnel cap available. This number has been reduced due to budget and revenue restrictions.

Merit management and supervisory positions are under this EEO-4 job category. Those positions are normally filled through the internal mobility program from current workforce. Kentucky Administrative Regulation 1:400 states, “Agencies shall consider an applicant’s qualifications, record of performance, conduct, seniority, and performance evaluations in the selection of an employee for a promotion.” Kentucky Revised Statute 18A.0751 states, “…vacancies shall be filled by promotion whenever practicable and in the best interest of the service.”

Candidates must apply through the Kentucky Personnel Cabinet in order to be eligible for consideration. Minimum requirements are set forth in the job classification specification. Candidates must meet minimum requirements and be placed on a merit register to be considered for vacancies. Applicants recommended for employment must successfully pass an Administrative Office of the Courts background check.

Actions to Be Taken:

- The action items identified in the five-year plan will continue to be implemented.
- The OHRM will develop mandatory supervisor/manager training that will include elements of the AAP. Frequency to be determined.
o The Cabinet will strongly encourage all managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.

o The Professional Development Branch will work diligently with the Personnel Cabinet to develop a strategy for targeted recruitment. The strategy will include ideas on where to look and advertise for a diverse population.

o The Cabinet will deliver training for all supervisors and managers in each of the protective classes: ADA, FMLA, Discipline, Grievances, Sexual Harassment, Workplace Violence, Drug and Alcohol Program, EEO and Affirmative Action.

o The Cabinet now has a full-time recruiter who will be working with the OCRSBD to meet the goals of the AAP.

<table>
<thead>
<tr>
<th>Protective Service Workers</th>
<th>Category Total</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Promotions</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Terminations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reclassification</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retirement</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Demotion</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

The annual goal set forth in the five-year AAP did not include adding any new employees in this specific job category.

The Cabinet does not expect to fill any vacancies within this EEO-4 job category over the next five years. If a vacancy occurs, however, consideration will be given to minority and female candidates. Action items are not required due to the Cabinet’s not expecting to fill positions in this EEO-4 job category within the next five years.

<table>
<thead>
<tr>
<th>Paraprofessionals</th>
<th>Category Total</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>4</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Promotions</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Terminations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reclassification</td>
<td>4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retirement</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Demotion</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>

The annual goal set forth in the AA five-year plan was to increase minority representation by 6 minorities and female representation by 24 females. The goal to increase females and minorities was not met due to the appointment of one 4 females and three 1 minorities into Paraprofessionals. The Cabinets outreach to females and minorities continues to be problematic due to the availability of qualified female and minorities in the Cabinets recruitment areas, the availability of qualified females and minorities that maintain the knowledge, skills and abilities to be promoted into Paraprofessionals job group category and the lack of minority and female candidates applying for open positions. The Cabinet has projected goals to increase the representation of
minorities and females, which can be met by increasing minority representation by (6) and increasing female representation by (24). The Cabinet will continue to monitor its activities in Paraprofessionals and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority and female employees.

<table>
<thead>
<tr>
<th>Administrative Support</th>
<th>Category Total</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>13</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Promotions</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Terminations</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Reclassification</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retirement</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Demotion</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

The annual goal set forth in the AA five-year plan was to increase minority representation by 14 minorities and female representation by 59 females. The goal to increase females was not met due to the appointment of 0 females into Administrative Support. The goal to increase minority representation was not met due to the appointment of 2 minorities into Administrative Support. The Cabinet’s outreach to females continues to be problematic due to the availability of qualified female in the Cabinet’s recruitment areas, the availability of qualified females that maintain the knowledge, skills and abilities to be promoted into Administrative Support job group category and the lack of female candidates applying for open positions. The Cabinet has projected goals to increase the representation of minorities and females, which can be met by increasing minority representation by (6) and increasing female representation by (24). The Cabinet will continue to monitor its activities in Administrative Support and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority and female employees.

Actions to Be Taken:

- The action items identified in the five-year plan will continue to be implemented.
- OHRM will develop mandatory supervisor/manager training that will include elements of the AAP. Frequency to be determined.
- The Cabinet will strongly encourage all managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.
- The Professional Development Branch will work diligently with the Personnel Cabinet to develop targeted recruitment strategies. The strategies will include ideas on where to look and advertise for a diverse population.
- The Cabinet will deliver training for all supervisors and management in each of the protective classes: ADA, FMLA, Discipline, Grievances, Sexual Harassment, Workplace Violence, Drug and Alcohol Program, EEO, and Affirmative Action.
- The Cabinet now has a full-time recruiter who will be working with the OCRSBD to meet the goals of the AAP.
<table>
<thead>
<tr>
<th>Skilled Craft Workers</th>
<th>Category</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>13</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Promotions</td>
<td>343</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Terminations</td>
<td>8</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reclassification</td>
<td>92</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Retirement</td>
<td>66</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Demotion</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>522</td>
<td>12</td>
<td>10</td>
</tr>
</tbody>
</table>

The annual goal set forth in the AA five-year plan was to increase minority representation by 210 minorities and 873 females. The Cabinet appointed 0 minority and 0 female employee in this classification. The goal to increase females and minorities was not met due to the appointment of zero females and zero minority into Skilled Craft Workers. The Cabinets outreach to females and minorities continues to be problematic due to the availability of qualified female and minorities in the Cabinets recruitment areas, the availability of qualified females and minorities that maintain the knowledge, skills and abilities to be promoted into Skilled Craft Workers job group category and the lack of minority and female candidates applying for open positions. The Cabinet has projected goals to increase the representation of minorities and females, which can be met by increasing minority representation by (873) and increasing female representation by (210). The Cabinet will continue to monitor its activities in Skilled Craft Workers and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority and female employees.

**Barrier Statements**

The following justification is offered as to why the goals were not met.

The Governor’s Office of Policy Management at the direction of the Governor of Kentucky establishes personnel hiring goals numbers for each state agency. To stay within the allotted personnel hiring goals, positions can only be filled when there is an actual vacant, funded personnel cap available. This number has been reduced due to budget and revenue restrictions.

Classifications in this EEO-4 job category are normally filled through the internal mobility program from current workforce and the Career Opportunity System (COS). Kentucky Administrative Regulation 1:400 states, “Agencies shall consider an applicant’s qualifications, record of performance, conduct, seniority, and performance evaluations in the selection of an employee for a promotion.” Kentucky Revised Statute 18A.0751 states, “…vacancies shall be filled by promotion whenever practicable and in the best interest of the service.”

Candidates must apply through the Kentucky Personnel Cabinet in order to be eligible for consideration. Minimum requirements are set forth in the job classification specification. Candidates must meet minimum requirements and be placed on a merit register to be considered for vacancies. Applicants recommended for employment must successfully pass an Administrative Office of the Courts background check.

**Actions to Be Taken:**

- The action items identified in the five-year plan will continue to be implemented.
- OHRM will develop mandatory supervisor/manager training that will include elements of the AAP. Frequency to be determined.
The Cabinet will strongly encourage all managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.

The Professional Development Branch will create a targeted recruitment strategy for all search efforts. The strategy will include ideas on where to look and advertise for a diverse population.

The Cabinet will deliver training for all supervisors and managers in each of the protective classes: ADA, FMLA, Discipline, Grievances, Sexual Harassment, Workplace Violence, Drug and Alcohol Program, EEO, and Affirmative Action.

The Cabinet now has a full-time recruiter who will be working with the OCRSBD to meet the goals of the AAP.

<table>
<thead>
<tr>
<th>Service Maintenance Workers</th>
<th>Category Total</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>131</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Promotions</td>
<td>4</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Terminations</td>
<td>17</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Reclassification</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retirement</td>
<td>4</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Demotion</td>
<td>4</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>161</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

The annual goal set forth in the AA five-year plan was to increase minority representation by 47 and females by 193. The Cabinet appointed 1 minority and zero females’ employees to this classification. The goal to increase females and minorities was not met due to the appointment of zero females and 1 minorities into Service Maintenance Workers. The Cabinets outreach to females and minorities continues to be problematic due to the availability of qualified female and minorities in the Cabinets recruitment areas, high internal turnover, the availability of qualified females and minorities that maintain the knowledge, skills and abilities to be promoted into Service Maintenance Workers job group category and the lack of minority and female candidates applying for open positions. The Cabinet has projected goals to increase the representation of minorities and females, which can be met by increasing minority representation by (47) and increasing female representation by (193). The Cabinet will continue to monitor its activities in Service Maintenance Workers and illustrate good faith efforts by appointments, promotions, transfers and training qualified minority and female employees.

Barrier Statements

Following is justification as why the goals were not met:

The Governor’s Office of Policy Management at the direction of the Governor of Kentucky establishes personnel hiring goals numbers for each state agency. To stay within the allotted personnel hiring goals, positions can only be filled when there is an actual vacant, funded personnel cap available. This number has been reduced due to budget and revenue restrictions. This number was reduced due to budget and revenue restrictions.

Candidates must apply through the Kentucky Personnel Cabinet in order to be eligible for consideration. Minimum requirements are set forth in the job classification specification. Candidates must meet minimum requirements and be placed on a merit register to be considered for vacancies. Applicants recommended for employment must successfully pass an Administrative Office of the Courts background check.
Several classifications within this category are entry-level positions with low pay, resulting in a significantly high attrition rate.

Actions to Be Taken:

- The action items identified in the five-year plan will continue to be implemented.

- OHRM will develop mandatory supervisor/manager training that will include elements of the AAP. Frequency to be determined.

- The Cabinet will strongly encourage all managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.

- The Professional Development Branch will create a targeted recruitment strategy for all search efforts. The strategy will include ideas on where to look and advertise for a diverse population.

- The Cabinet will deliver training for all supervisors and managers in each of the protective classes: ADA, FMLA, Discipline, Grievances, Sexual Harassment, Workplace Violence, Drug and Alcohol Program, EEO, and Affirmative Action.

- The Cabinet now has a full-time recruiter who will be working with the OCRSBD to meet the goals of the AAP. Cumulative Summary for Calendar Year 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Minority</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>193</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Promotions</td>
<td>642</td>
<td>31</td>
<td>113</td>
</tr>
<tr>
<td>Terminations</td>
<td>34</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Reclassification</td>
<td>193</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td>Retirement</td>
<td>213</td>
<td>12</td>
<td>43</td>
</tr>
<tr>
<td>Demotion</td>
<td>13</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1288</td>
<td>59</td>
<td>206</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goals Compared to Progress</th>
<th>Annual Goal</th>
<th>12 Month Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minority</td>
<td>Female</td>
</tr>
<tr>
<td>Officials and Administrators</td>
<td>7 24</td>
<td>- -</td>
</tr>
<tr>
<td>Professionals</td>
<td>224 278</td>
<td>1 6</td>
</tr>
<tr>
<td>Technicians</td>
<td>41 110</td>
<td>- 4</td>
</tr>
<tr>
<td>Protective Service Workers</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>Paraprofessionals</td>
<td>6 24</td>
<td>1 -</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>14 59</td>
<td>2 -</td>
</tr>
<tr>
<td>Skilled Craft Workers</td>
<td>210 873</td>
<td>- -</td>
</tr>
<tr>
<td>Service Maintenance Workers</td>
<td>47 193</td>
<td>1 -</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>549 1561</td>
<td>5 10</td>
</tr>
</tbody>
</table>

The Cabinet set forth an annual goal to increase minority representation by 549 and females by 1561. The Cabinet appointed 5 minorities and 10 females.
The Cabinet is committed to its affirmative action plan and faces major obstacles in the upcoming year. Major limitations have been placed on the Cabinet in regards to reaching the goals for the next year with the reductions in personnel positions and budget and revenue.

The following are action items that the Cabinet will take within the next calendar year to achieve its AAP goals:

Continue implementation of action items listed within the Five-year Plan.
**Target Date: Ongoing throughout 2018**

Office of Human Resource Management will continue mandatory supervisor/manager training that will include elements of the AAP.
**Target Date: Ongoing throughout 2018**

The Cabinet will strongly encourage all supervisors and managers to nominate and support minorities and females for participation in the Cabinet internal programs via reminders and notices to management to distribute to qualified individuals.
**Target Dates: Ongoing throughout 2018**

OHRM Professional Development Branch will work diligently with the Personnel Cabinet to develop a strategy for targeted recruitment for positions. The strategy will include ideas on where to look and advertise for a diverse population.
**Target Date: Ongoing throughout 2018**

The Cabinet will deliver training for all supervisors/managers and other employees in each of the protected classes: ADA, FMLA, Discipline, Grievances, Anti-Harassment, Workplace Violence and Drug and Alcohol Program.
**Target Date: Ongoing 2018**

OCRSBD will educate OHRM and the Cabinet management on their responsibilities to implement the AAP and provide periodic statistical analysis to assist them in determining their progress toward meeting established goals within their perspective areas.
**Target Date: Quarterly**

OHRM will strive to increase employment numbers whenever possible to reach the former Governor’s goal of (12.2%) minority workforce composition and (50.8%) women workforce composition with special emphasis on the minority population.
**Target Date: Ongoing throughout 2018**

OHRM Professional Development Branch will continue its employee development programs, to assist in ensuring the diversity in management opportunities. The objective of these programs is to assist employees who aspire to promote to management-level positions in developing both interpersonal and professional skills that will aid in making them candidates that are more viable.
**Target Date: Ongoing throughout 2018**

The Cabinet will monitor all universities pertaining to the Civil Engineering Scholarship Program for compliance with The Cabinet’s commitment to recruit and retain a diversified workforce.
**Target Date: Ongoing**
The Cabinet’s identified recruiter in the Professional Development Branch will attend career fairs at state universities, community colleges, and vocational schools to recruit students in identified areas of study. Career fairs will be attended during the first quarter of 2018 and more are scheduled to be added as information becomes available.

**Target Date: Ongoing throughout 2018**

When budget will permit, interim and summer programs will be utilized with a strong emphasis on minorities and females.

**Target Date: Ongoing**

The Cabinet will evaluate and improve its Civil Rights Programs, including internal EEO, Title VI & VII and external Title VI & VII.

**Target Date: Weekly meetings, monthly reports, quarterly reports, and yearly reports**

The Cabinet will continue to revise personnel policies and procedures to ensure compliance with federal and state civil rights laws.

**Target Date: Ongoing**

The Cabinet begin distributing a workforce analysis quarterly report, per request of FHWA, in April of 2016 to each district and each program office/division in the Central Office regarding employment by job classification, ethnicity, gender and race according to the EEO-4 categories.

**Target Date: Quarterly**
EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

OFFICIAL ORDER 110253

It is the policy of the Kentucky Transportation Cabinet ("Cabinet") to assure equal employment opportunities to all persons. All Cabinet employees and applicants for employment shall be treated impartially and without regard to race, color, religion, national origin, sex, sexual orientation or gender identity, ancestry, age, disability or veteran status in all aspects of employment, including but not limited to recruitment, hiring, compensation, recognition (awards), benefits, merit promotions, demotions, transfers or reassignments, disciplinary actions, lay-offs and other terminations, training and career development within the Cabinet.

The Cabinet policy further prohibits discrimination and harassing behavior on account of race, color, religion, national origin, sex, sexual orientation or gender identity, ancestry, age, disability or veteran status. Such discrimination or harassing behavior will not be tolerated and allegations of discrimination or harassing behavior will be immediately investigated, and where allegations are substantiated, appropriate action will be taken.

The Cabinet policy further prohibits discrimination and harassing behavior on account of race, color, religion, national origin, sex, sexual orientation or gender identity, ancestry, age, disability or veteran status. Such discrimination or harassing behavior will not be tolerated and allegations of discrimination or harassing behavior will be immediately investigated, and where allegations are substantiated, appropriate action will be taken.

The Cabinet also maintains the same impartial and nondiscriminatory policy in the selection of persons, firms or businesses that do business with the Cabinet.

Cabinet head and management personnel shall be responsible to ensure this policy is announced and enforced throughout this agency. Employees or applicants for employment seeking assistance in these matters may contact the Office of Human Resources Management, Employee Relations Branch at 502-564-4610 and/or the Office for Civil Rights and Small Business Development at 502-564-3601.

This policy shall be prominently posted in all personnel offices, EEO offices and on the Cabinet's internal website.

Retaliatory action of any kind is prohibited, will not be tolerated and will be regarded as a separate and distinct cause for complaint. The Cabinet supports the rights of all employees to exercise their rights under the civil rights statutes.

Signed and approved this 27th day of June 2016

Greg Thomas, Secretary
Kentucky Transportation Cabinet

APPROVED FOR FORM AND LEGALITY

Todd Shipp, Esq., Special Assistant
Office of Legal Services

Kentucky
An Equal Opportunity Employer M/F/D
SEXUAL HARASSMENT POLICY AND PROCEDURE

OFFICIAL ORDER 110252

Sexual harassment of any kind will not be tolerated in the Kentucky Transportation Cabinet ("Cabinet"). Sexual harassment is defined as a continuing pattern of unwelcome sexual advances, request for sexual favors or physical contact of a sexual nature under any of these conditions.

1. When submission to the conduct involves a condition of the individual’s employment.
2. Submission or refusal of such conduct is used as a basis for employment decisions.
3. The conduct unreasonably interferes with the individual’s job performance or creates a work environment that is intimidating, hostile or offensive.

It is the responsibility of each employee to understand and abide by this policy. Any person who is found by the Cabinet to have sexually harassed another employee is subject to appropriate disciplinary action, including termination. The Cabinet provides sexual harassment awareness training and requires all employees to attend these sessions.

Any employee with a concern, grievance or complaint of harassment should utilize the procedures outlined in the Cabinet’s Internal Discrimination Complaint Procedures. Any employee who believes that he/she is a victim of sexual harassment should report the matter to their immediate supervisor and or District Administrative Manager, Office of Human Resources Management, Employee Relations Branch and/or the Office for Civil Rights and Small Business Development. A report need not be in writing, but must contain sufficient detail to permit an investigation of incidents. All information reported will be held in strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter. The alleged harasser will be informed of the complaint and given an opportunity to respond to the allegations.

This policy shall be prominently posted in all personnel offices, EEO offices and on the Cabinet’s internal website.

Retaliatory action of any kind is prohibited and will be regarded as a separate and distinct cause for complaint.

Signed and approved this 27th day of June, 2016

Greg Thomas, Secretary
Kentucky Transportation Cabinet

APPROVED AS TO FORM AND LEGALITY

Todd Shipp, Esq., Special Assistant
Office of Legal Services

Kentucky
An Equal Opportunity Employer M/F/D
DISCRIMINATION COMPLAINT PROCEDURES
AUTHORITY
The Transportation Cabinet has developed the policy herein pursuant to:

- Title VII of the Civil Rights Act of 1964
- Kentucky Civil Rights Act
- 29 Code of Federal Regulations (C.F.R.) 1604
- KRS Chapter 344
- KRS 344.040(1)
- KRS 18A.140
- KRS 18A.095
- KRS 509.080(1)(d)
- KRS 532.090(1)
- 101 KAR 1:345
- 104 KAR 1:050 Section 2

PURPOSE
The Transportation Cabinet is committed to maintaining a work environment free from discrimination and harassment, and this policy applies to all personnel actions, including but not limited to recruiting, hiring, classification, compensation, benefits, promotions, transfers, layoffs, reinstatement, and educational programs.

The Cabinet does not tolerate discrimination or harassment of any kind against any “protected class,” as defined below. Such acts constitute misconduct, which undermines the integrity of the employment relationship, and the offending employee shall be subject to disciplinary action, up to and including dismissal.

DEFINITIONS
Affirmative Action (AA)—Taking aggressive and positive steps to ensure equal employment opportunity for all citizens

Complainant—An employee of The Cabinet or an applicant who formally files a harassment or discrimination complaint in accordance with one or more of the authorities listed above
Confidentiality—Protection of the privacy and due process rights of the complainant and the accused individual

Definitions (cont.)  Note: Consultation with others shall be strictly limited to those who may have information about an alleged incident or have a need to know.

Discrimination—The unfavorable or unfair treatment of a person or class of people in comparison to others who are not members of the protected class because of race, color, national origin, sex, age (40 or older), religion, sexual orientation, gender identity, veteran status, disability, political affiliation, or smoking status or in reprisal for opposition to discriminatory practices or participation in the Equal Employment Opportunity (EEO) process

Note: The Cabinet strictly prohibits job discrimination based on membership in any of the legally protected classes.

EEO Coordinator—The administrator of The Cabinet's EEO and Affirmative Action programs, located in the Office for Civil Rights and Small Business Development (OCRSBD)

EEO Counselor—A liaison between the complainant and OCRSBD for reporting and filing the complaint (the administrative coordinators in the district offices serve as EEO counselors; the EEO coordinator in the Central Office serves as an EEO counselor)

Equal Employment Opportunity Commission (EEOC)—The federal agency with jurisdiction to investigate and resolve complaints of discrimination

Note: An individual must file a written complaint within 180 days of the alleged discriminatory incident.

Hostile Work Environment—A situation in which an employee cannot do his or her job without feeling harassed or threatened

The condition is determined by examining all circumstances, including:

- How frequently the alleged harassment occurs
- How severe the conduct is
- Whether it is physically threatening, intimidating, humiliating, or offensive
- Whether it unreasonably interferes with an employee's work performance

Kentucky Human Rights Commission—The state agency with jurisdiction to investigate and resolve complaints of discrimination
Note: An individual must file a written complaint within 180 days of the alleged discriminatory incident.

Definitions (Cont.) Protected Classes—Those legally protected against discrimination and harassment on the basis of race, color, national origin, sex, age (40 or older), religion, sexual orientation, veteran status, or disability

Note: Kentucky law expands “protected classes” to include persons with HIV; gender identity; or persons’ political affiliation or smoking status (if the smoker complies with workplace smoking rules). Kentucky law also prohibits retaliation against persons who have filed a discrimination complaint or assisted someone else in filing a discrimination complaint.

Quid pro quo—(“something for something”); one thing in return for another

Retaliation—Actions including but not limited to the following:

- Verbal or physical threat against the person involved with a protected activity
- Denial of an employment benefit to which the employee is entitled
- Demotion
- Transfer or temporary assignment to a less-desirable position or location
- Encouragement of a hostile work environment

Three essential elements of retaliation:

- Protected activity—participation in the statutory complaint process
- Adverse actions—negative effects of terms and conditions of employment
- Causal connection—must be the reason for adverse action

Prohibited Activities Employees are entitled to a work environment free from harassment. The Cabinet strictly prohibits verbal or physical conduct by anyone in the workplace that harasses, disrupts, or interferes with work performance or that creates an intimidating, offensive, or hostile work environment.

To ensure an environment free from harassment, The Cabinet prohibits certain behaviors in the workplace, which include but are not limited to:

- Derogatory comments, jokes, or slurs based on one’s membership in one or more of the protected classes
- Unwanted physical contact of any kind, impeding or blocking movement, or physical interference with normal work movement
when directed at an individual based on his or her membership in one or more of the protected classes

**PROHIBITED ACTIVITIES (cont.)**

- The display, mailing, or emailing of derogatory posters, cartoons, photographs, or drawings based on protected-class status
- Behavior that sexually harasses another person, as explained below

**SEXUAL HARASSMENT**

No person shall be subjected to or subject another person to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, in the workplace. Sexual harassment includes unwelcome heterosexual and homosexual advances. Sexual harassment, whether perpetrated by supervisory or nonsupervisory personnel, is unlawful.

Behavior that may constitute sexual harassment includes but is not limited to:

- Touching another person in an unwelcome manner
- Making unwelcome advances or requests for sexual favors
- Using sexually explicit, suggestive, or abusive language
- Making sexually suggestive jokes or degrading remarks about a person, a person's body, or clothing
- Displaying, mailing, or emailing sexually explicit or suggestive literature, pictures, photographs, or objects
- Making submission to sexual advances a condition of employment, continued employment, evaluation, compensation, benefits, promotion, or any other privilege

The Cabinet is committed to preventing sexual harassment of Cabinet employees within the workplace by outside customers, agents, vendors, consultants, contractors, and others who conduct business with The Cabinet when The Cabinet knows, or should have known, of the behavior and fails to take immediate and appropriate corrective action.

The Cabinet is also committed to preventing harassment of outside customers, agents, vendors, consultants, contractors, and others who conduct business in The Cabinet workplace by
Cabinet employees when The Cabinet knows, or should have known, of the behavior and fails to take immediate and appropriate corrective action.

**EMPLOYEE MISCONDUCT TOWARD NONEMPLOYEE**

The Cabinet prohibits employee harassment or discrimination of anyone with whom The Cabinet conducts business and is an applicant for employment.

In addition to the prohibited activities aforementioned, an employee of The Cabinet who is responsible for providing services or benefits is forbidden from having a romantic or sexual relationship with a customer of The Cabinet when the relationship may pose a real or perceived conflict of interest with the employee’s duties as an agent or representative of The Cabinet.

If an employee promises to grant benefits or services to a customer, or threatens to withhold them, to coerce favors, the employee not only could be subject to disciplinary action but also could face prosecution under KRS 509.080(1)(d) of the Kentucky Penal Code. Criminal coercion is a Class A misdemeanor under KRS 532.090(1) and is punishable by up to 12 months in jail.

**EMPLOYEE RESPONSIBILITY**

It is the responsibility of each Cabinet employee to understand and abide by the policy herein.

If an employee believes that he or she is being subjected to harassment, discrimination, or other prohibited behavior, the employee should tell the perpetrator in specific terms that the behavior is offensive or unwelcome; request, either in person or in writing, that he or she stop; and specify terms for future interactions.

The employee shall:

- Report the prohibited behavior, in writing with signature, to the employee’s immediate supervisor; district, office, or department management; an EEO counselor; or The Cabinet’s EEO coordinator in OCRSBD. If the alleged behavior involves the immediate supervisor, the employee shall file the complaint with the next-line supervisor or The Cabinet’s EEO coordinator in OCRSBD. The signed report shall include:
  - Date of occurrence
  - Time of occurrence
  - Location of occurrence
  - Details of situation
EMPLOYEE RESPONSIBILITY (cont.)

If an employee feels discriminated against because he or she is a member of a protected class, the employee may file a discrimination complaint through one or more of the following channels:

- Verbal or written notification to the immediate supervisor; office, department, or district management; an EEO counselor; or The Cabinet’s EEO coordinator in OCRSBD
- Grievance procedure (see the Personnel Cabinet's Employee Handbook)
- Personnel Board appeal
- Human Rights Commission
- Equal Employment Opportunity Commission

Employees shall file a complaint according to GAP-902, “EEO/Civil Rights Complaint Procedures.”

No provision herein prevents the complainant from pursuing redress through outside enforcement agencies such as the United States Equal Employment Opportunity Commission, the Kentucky Commission on Human Rights, or the Kentucky Personnel Board.

Retaliation against anyone involved in an investigation is unlawful. Anyone initiating or assisting in an investigation shall not be adversely affected in terms and conditions of employment or discriminated against in any manner because of the complaint. Any employee who reports or substantiates wrongdoing shall not be threatened or subjected to reprisal, either directly or indirectly.

SUPERVISOR RESPONSIBILITY

Supervisors should take steps necessary to prevent harassment, discrimination, or other prohibited behavior from occurring by:

- Affirmatively reinforcing The Cabinet’s policies prohibiting such behavior
- Expressing strong disapproval
- Developing appropriate sanctions
- Immediately calling the EEO counselor or the EEO coordinator in OCRSBD
- Informing employees of their right to file a complaint
Developing methods to sensitize all concerned

SUPERVISOR RESPONSIBILITY (cont.)

The supervisor with whom an employee files a complaint or witnesses an incident of inappropriate behavior that may constitute harassment, discrimination, or retaliation should:

- Encourage the employee to file a written and signed complaint and, if the employee refuses to put the complaint in writing, shall write the complaint to the best of his or her ability, using the information provided verbally by the complainant.
- Inform the complainant that The Cabinet is required by law to investigate allegations of harassment or discrimination, regardless of the employee’s cooperation or participation in the investigation.
- Inform the employee that The Cabinet shall protect the confidentiality of the allegation to the extent possible but cannot guarantee complete confidentiality because an effective investigation cannot be completed without revealing certain information to the alleged perpetrator and/or to potential witnesses.
- Inform the complainant that The Cabinet shall not tolerate retaliation toward an employee because he or she made a report of alleged harassment or discrimination or assisted with an investigation.
- Encourage the complainant to bring any retaliation to the attention of an immediate supervisor; district, office, or department management; an EEO counselor; or The Cabinet’s EEO coordinator in OCRSBD.
- Immediately forward the complaint to OCRSBD.

Note: Inaction by any supervisor after receiving a complaint may result in disciplinary action against the supervisor, up to and including dismissal.

OCRSBD RESPONSIBILITY

Upon receipt of a complaint, OCRSBD shall:

- Issue, if warranted, a Cease and Desist Memorandum to the alleged perpetrator.
- Investigate, if warranted, and make every effort to conclude an investigation and resolve the complaint within 60 days unless an extension is warranted.
- Request assistance, if necessary, from the Office of Human
Resource Management (OHRM) in an investigation of allegations of sexual harassment or discrimination

**OCRSBD Responsibility (cont.)**

- If an extension is warranted, notify complainant and respondent and provide an estimate of the additional time necessary to conclude and resolve the complaint
- Notify the complainant and respondent in writing of the final determination
- Forward a report to OHRM and to the Office of the Secretary

**OHRM Responsibility**

In an effort to ensure that no employee is harassed or discriminated against, OHRM shall:

- Inform new employees in employee orientation sessions of Cabinet policies and procedures pertaining to harassment and discrimination
- Provide all employees training in The Cabinet’s policies regarding anti-harassment and anti-discrimination and a copy of this anti-harassment and anti-discrimination policy
- Take appropriate action to remedy any violation identified in an investigative report from OCRSBD, including disciplinary action when warranted

**Disciplinary Action/Sanction**

Any employee who engages in discrimination or harassment shall be subject to disciplinary action, up to and including dismissal.

Anyone who retaliates against a complainant, who has assisted in the investigation of a charge, or who interferes with an investigation shall be subject to disciplinary action, up to and including dismissal.

All Cabinet employees have the right to pursue a complaint or grievance without threat of interference, coercion, restraint, or retaliation.

**Counseling**

Assistance is available through the Kentucky Employees Assistance Program (KEAP) for those employees that experience personal or work-related problems resulting from workplace harassment or discrimination.
TRAINING
All employees shall receive training in The Cabinet’s anti-harassment and anti-discrimination policies and procedures. The Cabinet shall:

- Provide all Cabinet employees with a copy of The Cabinet’s policies and procedures pertaining to anti-harassment and anti-discrimination

TRAINING (CONT.)

- Post the policies and procedures on The Cabinet’s website and display them conspicuously in work areas of the Central Office and the district offices
- Inform new employees of these policies and procedures during employee orientation sessions
- Obtain the signature of each employee acknowledging receipt of the policies and procedures
- Place the signed acknowledgment in the employee’s personnel file

All departments of The Cabinet shall maintain files on training regarding anti-harassment and anti-discrimination.

Investigators and other personnel involved in the implementation of the anti-harassment and anti-discrimination policies and procedures shall receive training as required by The Cabinet.

Every January, during an employee’s performance planning session, the supervisor shall present this anti-harassment and anti-discrimination policy and an employee acknowledgment (TC 12-262 form, General Policy Acknowledgment [Exhibit 9081]) to the employee, obtain the employee’s signature, retain the signed acknowledgment in the employee’s evaluation file for the year, and then deliver the acknowledgment along with the year-end evaluation to the evaluation liaison for his or her office, who will then submit the documentation to the Division of Personnel Management for filing.

CONTACT INFORMATION
To obtain information or file a complaint, please contact:

Kentucky Transportation Cabinet
Office for Civil Rights and Small Business Development
200 Mero Street Frankfort, KY  40622
Phone: (502) 564-3601 Fax: (502) 564-1491

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