

WVDOT Division of Highways EEO Division

- Guidelines For Completing Form EEO-150 -

The purpose of Form EEO-150 is to monitor the contractor's workforce on a per project basis. This form applies only to Federal-Aid projects in the State of West Virginia.

All active Federal-Aid projects must be reported monthly by submitting Form EEO 150 to the EEO Division by the 5th of each month. Mail to WVDOH, 1900 Kanawha Blvd., E., Building 5, Room 618, Charleston, WV 25305, fax to 304.558.4236 or email nancy.j.casto@wv.gov

Instructions:

- Employees are not to be double counted.
- If a contractor has multiple contracts and the same employees worked on more than one project in the reporting timeframe the contractor should submit (in addition to the project report) a SUMMARY EEO-150 showing the total number of employees that worked on the Federal Aid projects. This will ensure that the contractor's workforce representation is calculated correctly within the WVDOH database.
- If no work was performed during the month, on an on-going project, EEO-150 should be marked as "NO Work Performed" and submitted monthly.
- When project is complete please submit form marked as "Final".

Directions for Completing Employee Data:

1. **Job Classifications:** The list contains the Craft Classifications typically used in Highway construction. Only employees that worked at the physical location of the project are to be included. Office staff are not to be included on the EEO-150. The Clerical classification will only be counted if the contractor has clerical personnel on the project.
2. **Total Employees:** All employees that worked on the project during the reporting period are to be listed in these columns, regardless of racial designation.
3. **Total Minorities:** Indicate total number of minority employees within the Classification. Total number should include both male and female minorities. **Reminder:** Caucasian females are not minorities and are counted for monitoring of the Federal Highway Administration Female participation goal of 6.9%. Minority participation goal is based on Census data for project location.
4. **Racial Designation Columns:** Complete using the racial identification reported by employee.
Census Definitions:
 - **Black:** (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
 - **Native American/Alaska Native:**) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
 - **Asian/Pacific Islander:** (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands).
5. **OJT:** If contractor has an On-The-Job Trainee requirement on the project indicate in which classification he/she is being trained. OJT trainees are those individuals enrolled in the WVDOH OJT Program. Enrollees may be, but are not required to be apprentices.
6. **Apprentices:** Indicate by craft the number of apprentices employed on project. Apprentices are those employees enrolled in a USDOL approved apprenticeship program. **Important:** Trainees are counted either as an OJT trainee or Apprentice, never both.

The External Contract Compliance Section is always available for questions and guidance.