



EQUAL EMPLOYMENT OPPORTUNITY

BULLETIN

CONSTRUCTORS ASSOCIATION OF WESTERN PENNA.



1201 Banksville Road
Pittsburgh, Pa. 15216
Phone: (412) 343-8000

Suggested Routing

- Company Management
- Field Supervision
- EEO Officer

EEO Bulletin #03-08
July 8, 2008

PENNDOT EEO REPORTING REQUIREMENTS

TO: CAWP/H2AP Contractors
FROM: Jason Koss, CSP, Director of Industry Relations
RE: Submitting the PennDOT EO-1391 Report

This Bulletin offers guidance on submitting the PennDOT EO-1391 Report. The purpose of the Report is to capture district-wide employment, apprentice and on-the-job trainee workforce data.

WHERE TO ACCESS THE REPORT:

- The EO-1391 Report, Project Info Entry Sheet, and Instructions can be accessed on the PennDOT website: www.dot.state.pa.us: Click on PennDOT organizations (left side of screen), Click on Bureaus & Offices, Click on Bureau of Equal Opportunity, Click on forms (left side of screen), Click on Federal-Aid Highway Construction Contractors Annual Report (EO-1391), Pop up box – click save (chosed a location easy for you).

WHERE TO SUBMIT THE REPORT:

- Contractors/Subcontractors must submit their consolidated district-wide EO-1391 Reports via email directly to the Bureau of Equal Opportunity at penndoteoreports@state.pa.us.

WHEN TO SUBMIT THE REPORT:

- The EO-1391 Report is due electronically to PennDOT by August 15, 2008.

GENERAL INFO:

- Information on the Report is district-wide, not project-specific.
- Submit a Report for each Federal-Aid highway project in excess of \$10,000.
- Do NOT include Turnpike or 100% State projects on Report.
- Report should represent the workforce for the week of July 19-25, 2008 as reported on certified payroll.
- Employees should only be counted once on the Report; do not double count employees.
- This EO-1391 Report is not the same as the monthly EO-400 Report.

PRIME CONTRACTORS:

- Must submit a Report for all Federal-Aid projects (active and inactive) within each district.
- Are not responsible for submitting Subcontractor Reports. Primes should inform their Subcontractors of the procedure for submitting their own Reports as a good faith effort.

SUBCONTRACTORS:

- Must submit a Report for all active Federal-Aid projects within each district.
- Must submit a Report for inactive Federal-Aid projects if work was performed on the job prior to July and work will resume after July.
- Do not submit Report if a project was completed prior to July and there is no return date.

This EEO Bulletin may be downloaded at www.cawp.org under EEO (left side); then click EEO Bulletins. If you have any questions, please contact the Constructors Association at 412-343-8000.