FISCAL YEAR 2023

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PLAN

SEPTEMBER 2022
EEO/AA Plan Checklist

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_ X _ EEO/AA Policy Statement of the Chief Executive Officer
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_ X _ Identification and Duties of the Agency EEO/AA Officer
_ X _ Internal EEO/AA Organizational Chart/Agency-Wide Organizational Chart
_ X _ Methods of Disseminating the Agency’s AA Policy/Plan

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_ X _ Availability Analysis
_ X _ State Regional Map by County

Section Three

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Section Six

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_ X _ Exit Questionnaire (DHR-30)
# EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION PROGRAM CERTIFICATION

<table>
<thead>
<tr>
<th>AGENCY:</th>
<th>ILLINOIS POWER AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN ADDRESS:</td>
<td>105 W Madison Street, Suite 1401, Chicago, IL 60062</td>
</tr>
<tr>
<td>MAIN OFFICE NUMBER:</td>
<td>312-793-0263</td>
</tr>
<tr>
<td>WEBSITE:</td>
<td><a href="http://www.illinois.gov/ipa">www.illinois.gov/ipa</a></td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER:</td>
<td>Anthony Star, Director</td>
</tr>
<tr>
<td>EEO/AA OFFICER:</td>
<td>Sharon A. Johnson, Diversity, Equity &amp; Inclusion Manager</td>
</tr>
<tr>
<td>ADA COORDINATOR:</td>
<td>Sharon A. Johnson, Diversity, Equity &amp; Inclusion Manager</td>
</tr>
</tbody>
</table>

This is to certify that the attached document represents the Equal Employment Opportunity / Affirmative Action Program of this agency.

![Signature](Chief Executive Officer)

9/29/2022

Date

![Signature](EEO/AA Officer)

9/29/2022

Date

January 2019
EEO/AA Statement of the Chief Executive Officer

The Illinois Power Agency is committed to the following policies:

- Agency decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits must not discriminate on any of the bases listed in the Agency’s Employee Handbook, which include "race, gender, national origin, religion, age, marital or parental status, ancestry, sexual orientation, disability unrelated to ability to perform job duties, or any other status protected by law."
- The Agency commits to undertaking affirmative action if or when needed to correct underutilization of minorities, females, and disabled persons in all levels of employment.
- The Agency does not tolerate sexual harassment and is committed to implementing anti-sexual harassment policies and programs.
- Any employee who files a complaint will be safe from retaliation.
- All executive, managerial, and supervisory Agency staff are expected to provide full support and commitment to implementing the Agency’s equal opportunity employment/affirmative action plan.

Anthony M. Star
Director, Illinois Power Agency
Agency Profile

The Illinois Power Agency ("IPA") facilitates the provision of adequate, reliable, affordable, efficient and environmentally sustainable electric service to eligible customers at the lowest total cost over time, taking into account any benefits of price stability, and carries out other duties as provided by law. The Agency also facilitates development of new generation facilities, including clean coal facilities, and procures renewable energy resources and zero emission credits on behalf of the state’s electric utilities.

SUMMARY OF IPA OPERATIONS

The operations of the Agency require the Agency to:

1. Develop procurement plans for participating electric utilities (at present, ComEd, AmerenIllinois, and MidAmerican)
   a. Develop an annual procurement plan for the procurement of standard wholesale products, such as energy, capacity, and ancillary services at lowest total cost to consumers over time, considering the benefits of price stability
   b. Develop a long-term renewable resources procurement plan for the procurement of renewable energy credits and the implementation of the Adjustable Block Program, the Illinois Solar for All Program, the Large Customer Self-Direct Program, and the Equity Accountability System.
   c. Develop a zero-emission standard procurement plan for the procurement of zero emission (nuclear) generating facilities and a carbon mitigation credit procurement plan for the procurement of carbon mitigation credits from carbon-free (nuclear) generating facilities.

2. Conduct competitive procurement processes and implement programs to procure the sources identified in the plans
   a. Ensure appropriate price benchmarks are established.
   b. Secure qualified procurement administrators.
   c. Assess compliance with plans and provide expert advice to the Illinois Commerce Commission and the Agency’s procurement administrators.

3. Document Agency procedures, policies and create fiscal management tools
   a. Memorialize all reporting requirements as required by law.
   b. Create a process to ensure Agency fees are sufficient to recover costs.
   c. Develop an Agency financial accounting system.

4. Successfully execute all other responsibilities identified in the Illinois Power Agency Act (20 ILCS 3855).
IPA-SPECIFIC EEO/AA PROBLEMS AND NEEDS

One challenge faced by the Agency in achieving equal opportunity and affirmative action targets is that the Agency primarily consists of technical and professional employees, some of whom are in a highly specialized area (specifically, those dealing with energy and renewable energy credit procurement, and supporting policy and legal work). Although the Agency has not comprehensively studied the availability of potential employees from underrepresented groups in the energy procurement area, anecdotal evidence suggests that there are qualified candidates, but perhaps represented at a rate lower than other professions. Thus, the Agency will continue to be conscious and vigilant with outreach to qualified candidates from underrepresented groups in order to maintain diversity at a high level within the Agency.

A second challenge exists in the Agency’s size. With one Director (appointed by the Executive Ethics Commission and confirmed by the Senate) and 22 full-time employees (hired at the discretion of the Director) at the conclusion of FY22, a change in one Agency position can significantly impact the diversity percentage levels of the Agency’s entire full-time workforce. Minor employee turnover can create large shifts in Agency totals that may not fully reflect the diligence of the Agency’s EEO/AA commitments.

A third challenge exists in the Agency’s stability. Since FY14, the Agency has only seen turnover at five positions (Office Administrator, Chief Financial Officer, Deputy Legal Counsel, Planning and Procurement Bureau Chief, and Senior Project Manager). While the Agency has added positions, because the Agency’s existing staff generally performs at a high level and appears to be satisfied in their positions, opportunities for increased diversity in Agency employment have been limited at times by a lack of turnover.

That said, in FY22 that Agency added eleven staff which included three Black Females (DEI Manager, IT Manager, and Office Administrator/Business Analyst), one Hispanic Female (Program Associate), and five White Females (Two Program Associates, Associate Legal Counsel, Consumer Protection Counsel, and Fellow).

The Agency is generally proud of its success to date in meeting EEO/AA goals; of the twenty-two full-time employees (inclusive of the Director) to work for the IPA during FY 2022, six were classified as minorities while one was classified as disabled, and the Agency now features 70/30 female/male gender balance.
Equal Employment Opportunity/Affirmative Action Officer

The EEO/AA Officer is the Diversity, Equity, and Inclusion Manager, Sharon A. Johnson

Her contact information is:
105 W. Madison St., Suite 1401
Chicago, IL 60602
(312) 814-8780
Sharon.Johnson@illinois.gov

The Agency has a single location, and no other EEO/AA Officers. The duties of the EEO/AA Officer are as follows:

1. To develop the agency’s affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To serve as liaison between the agency and EEO enforcement authorities;
4. To serve as liaison between the agency, minorities, women and disability organizations;
5. To inform management of developments in the EEO field;
6. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
7. To regularly confer with managers, supervisors and employees to assure that the agency’s EEO policies are observed;
8. To advise managers and supervisors if employment practices comply with the Act;
9. To report to the Department all internal and external complaints of discrimination against the agency;
10. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
11. At the request of the agency’s Chief Executive Officer, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Chief Executive Officer on the progress of actions taken;
12. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency’s Affirmative Action Plan;
13. To immediately notify the Chief Executive Officer and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or the disabled;
14. If the agency is in noncompliance, as described in § 2520.795(c)(2)(3) of the Department’s Rules, to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question.
15. Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women, and the disabled. The agency EEO Officer will also assist in the recruitment of minorities, women and people with disabilities;
16. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, order
of protection status, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status, and disability.
17. Review layoff plans for adverse impacts on minorities, women, and the disabled;
18. Fill out Department of Human Rights Hiring Monitor and Promotion Monitor documentation;
19. Analyze and report on exit questionnaires.

The Agency has the following programmatic goals for Fiscal Year 2023:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Assignment of Responsibility</th>
<th>Target Completion Date</th>
<th>Monitoring Procedure(s)</th>
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<tbody>
<tr>
<td>1. DEI Awareness Training</td>
<td>EEO/AA Officer</td>
<td>November 1, 2022</td>
<td>Documentation of training on One Net State online system</td>
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<td>2. IPA Program Initiative Outreach with Professional Organizations</td>
<td>EEO/AA Officer, Director</td>
<td>Ongoing</td>
<td>Documentation of outreach to IDHR</td>
</tr>
</tbody>
</table>
In FY22 the Agency hired a DEI Manager who assumed the EEO/AA Officer and ADA Coordinator roles that were previously held by the Chief Legal Counsel.

**Dissemination of the Plan and Policy**

The EEO/AA Plan and Policy will be disseminated as follows:

1. A copy will be e-mailed to all current employees and new employees as they are hired.
2. A hard copy will be kept in plain view in the Agency’s office.
3. The Employee Handbook will be updated to reflect availability of the Plan and Policy.
4. A copy of the Plan and Policy will be available on the Agency’s website.
5. The Plan and Policy will be filed with the Illinois State Library.
Workforce Analysis

As of the end of FY22, the Illinois Power Agency had one Director and twenty-two other full-time employees—primarily professionals, but also including other categories. While staffing now exceeding ten employees, the Agency conducted an availability analysis for FY22. The Agency reaffirms its commitment to diversity in the workplace, and notes that it will continue to reflect equitable minority and female representation in Agency staff.

As presented in the summary analysis below, the Agency made eleven new hires in FY22. Results of analysis reflect the Agency has reached Parity. The Agency’s minority employee population reflects that employee availability and utilization are equal, for the Region 1, under the Federal Human Rights Act.

In addition to the summary analysis below, the Agency also notes that in FY22, it will likely be required to further expand to help meet additional statutory responsibilities resultant from Public Act 102-0662. The Agency is proud of its diverse workforce and will approach recruiting and hiring for those positions with this same commitment to diversity and inclusion in the workplace.
# Workforce Transactions Report
## by EEO Category

### Agency:
ILLINOIS POWER AGENCY

### Reporting Period:
FISCAL YEAR 2022

<table>
<thead>
<tr>
<th>EEO Category:</th>
<th>PROFESSIONALS</th>
</tr>
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</table>

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<th>Transaction</th>
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<th>Total</th>
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</tr>
<tr>
<td>Intra-Agency Transfers</td>
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<td>0</td>
</tr>
<tr>
<td>Suspensions</td>
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<td>0</td>
</tr>
<tr>
<td>Separations</td>
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<td>2</td>
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<tr>
<td>Discharges</td>
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<tr>
<td>Lay Off</td>
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<td>0</td>
</tr>
<tr>
<td>Demotions</td>
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<tr>
<td>Reductions</td>
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<tr>
<td>Reinstatements</td>
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<tr>
<td>Reemployment</td>
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</tr>
<tr>
<td>Downward Reallocations</td>
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</tr>
</tbody>
</table>

W = White  B/AA = Black or African American  H/L = Hispanic or Latino  A = Asian  AI/AN = American Indian or Alaskan Native  NH/OP = Native Hawaiian or Other Pacific Islander  PWD = People with Disabilities

DHR-10 (Rev. Feb 2016)
### Summary of Workforce Transactions Report
by EEO Category

**Agency:** ILLINOIS POWER AGENCY

**Reporting Period:** FISCAL YEAR 2022

<table>
<thead>
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<th>EEO Category:</th>
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<td><strong>Transaction</strong></td>
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<tr>
<td></td>
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</tr>
<tr>
<td>New Hires</td>
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<tr>
<td>Promotions</td>
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<td>Intra-Agency Transfers</td>
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<td>Suspensions</td>
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<td>Separations</td>
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<td>Discharges</td>
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<td>Lay Off</td>
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<td>Demotions</td>
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<td>Reductions</td>
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<tr>
<td>Upward Reallocations</td>
<td></td>
</tr>
<tr>
<td>Downward Reallocations</td>
<td></td>
</tr>
</tbody>
</table>

- **W**=White
- **B/AA**=Black or African American
- **H/L**=Hispanic or Latino
- **A**=Asian
- **AI/AN**=American Indian or Alaskan Native
- **NHOP**=Native Hawaiian or Other Pacific Islander
- **PWD**=People with Disabilities

DHR-10 (Rev. Feb 2016)
# Workforce Analysis by Region

**Agency:** ILLINOIS POWER AGENCY

**Region:** 1

**Reporting Period:** FISCAL YEAR 2022

### Table: Workforce Analysis by Region

<table>
<thead>
<tr>
<th>EEO Category</th>
<th>Grand Total</th>
<th>MALES</th>
<th>FEMALES</th>
<th>PERCENTAGES</th>
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<td></td>
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<td>B/AA</td>
<td>H/L</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Professionals</td>
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<td>0</td>
</tr>
<tr>
<td>Service / Maintenance</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>22</td>
<td>6</td>
<td>5</td>
<td>0</td>
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</table>

### Grand Total Employees for Region 1:

- **Males:** 6 (27.27%)
- **Females:** 16 (72.73%)
- **Total Minorities:** 8 (36.36%)

**White:** 14 (63.64%)
**Black/African American:** 5 (22.73%)
**Hispanic/Latino:** 1 (4.55%)
**Asian:** 2 (9.09%)
**AI/AN:** 0
**NH/PI:** 0
**PWD:** 1 (4.55%)

**Key:**
- W = White
- B/AA = Black or African American
- H/L = Hispanic or Latino
- A = Asian
- AI/AN = American Indian or Alaskan Native
- NH/PI = Native Hawaiian or Other Pacific Islander
- PWD = People with Disabilities

**Note:** DIR-A (Rev. Feb. 2016)
### Summary of Workforce Analysis by Region

**Agency:** ILLINOIS POWER AGENCY

**Fiscal Year:** FISCAL YEAR 2022

#### Grand Total

<table>
<thead>
<tr>
<th>FED Category</th>
<th>Grand Total</th>
<th>Males</th>
<th>Females</th>
<th>Percentages</th>
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<tr>
<td></td>
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<td>B/AA</td>
<td>H/L</td>
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<td>Officials / Administrators</td>
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<td>Professionals</td>
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<td>Technicians</td>
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<td><strong>TOTAL</strong></td>
<td>22</td>
<td>6</td>
<td>5</td>
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</tbody>
</table>

#### Grand Total Employees:

- **Males:** 22
- **Females:** 16
- **Total Total Minorities:** 38

- **White:** 14 (63.64%)
- **Black/African American:** 5 (22.73%)
- **Hispanic/Latino:** 1 (4.55%)
- **Asian:** 2 (9.09%)
- **AI/AN:** 1 (4.55%)
- **NH/POI:** 1 (4.55%)
- **PWD:** 1 (4.55%)

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DHR-9 (Rev. Feb. 2016)
Equal Employment Opportunity Complaint Investigation Procedure

A. Policy

The Illinois Power Agency affirms its commitment to a policy of equal employment opportunity through the implementation of EEO complaint investigation procedures to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this EEO complaint investigation policy, and corresponding procedures, shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, the EEO/AA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. In the event of a conflict of interest, the EEO/AA officer shall seek a suitable replacement within the Agency.

The use of these internal EEO complaint investigation procedures does not preclude the rights of an employee to file a charge directly with the state (DHR) or the federal government (EEOC) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures

The discrimination complaint form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/AA Officer for investigation.

1. Scope and Timeliness

Unless of a continuing nature, all complaints must be received by the EEO/AA Officer in writing, within 30 days, consistent with agency practice. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

2. Intake-Screening

Immediately upon receipt of the discrimination complaint form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint.

The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint for investigation within 10 days after the complaint is received by the EEO/AA Officer consistent with agency practice. The complainant shall be promptly notified if further information or documentation is required to support the charge.

3. Investigation
Within 20 days after the complaint is received by the EEO/AA Officer consistent with the agency practice, the EEO/AA Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded within 30 days after acceptance of the complaint.

4. Withdrawal of the Complaint

The complaint, or any part of the allegation, may be withdrawn during the investigation upon a written request for withdrawal by the complainant.

5. Settlement During Investigation

If a settlement is reached an agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed.

6. Dismissal of the Complaint

After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal within 5 days after the investigation concludes.

7. Investigation Findings

At the conclusion of the investigation, if substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit a written notice to the Agency’s Director with the findings and recommendations to resolve the complaint. Within 20 days after the Agency’s Director receives the findings, a conciliation meeting shall be initiated and the EEO/AA Officer shall participate to seek an equitable resolution of the complaint.

c. Conciliation Efforts

The EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within a reasonable amount of time not less than five business days after the conciliation conference, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the CEO for the final review, approval or other determination. The CEO shall make known to the EEO/AA Officer the official position of the agency within 15 days of receipt of the EEO/AA Officer’s written report.

The employee has the right to file with the Illinois Department of Human Rights (IDHR) or with the U.S. Equal Employment Opportunity Commission (EEOC) or any other appropriate government agency. The EEO Officer shall represent the agency in responding to any charges.

Illinois Department of Human Rights
555 W. Monroe St. 7th Floor Chicago, Illinois 60601
312-814-6200
TTY 866-740-3953


Equal Employment Opportunity Commission JCK Federal Building 230 South Dearborn Street Suite 1866 (Enforcement, State and Local & Hearings) Suite 2920 (Legal & ADR) Chicago, IL 60604 312-872-9744 Enforcement/File Disclosure Fax 312-558-1200

Equal Employment Opportunity Commission 1222 Spruce Street, Room 8-100 St. Louis, Missouri 63103 800-669-4000 TTY 800-669-6820

To file with the IDHR or EEOC, the complaint must be filed within 300 days from date of harm. The IDHR also administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00) Website: www.illinois.gov/sexualharassment
Discrimination Complaint Form

To: Illinois Power Agency EEO/AA Officer

1. Name________________________________ Telephone_________________________________
   Home Address______________________________________________________________

2. Are you currently employed by the agency? Yes______ No______

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:
   Job Title __________________________________ Status __________________________
   Location __________________________________ Phone Number __________
   Length of Service ____________________________

4. Date of the alleged discriminatory practice(s): ________________________________

5. Basis of the alleged discriminatory practice:
   ______ Race ______ Color ______ Sex ______ Religion ______ Age ______
   ______ National Origin ______ Disability ______ Marital Status ______ Military Status ______
   ______ Pregnancy ______ Ancestry ______ Retaliation ______ Sexual Orientation ______
   Other: ______________________________________________________________________

6. The discrimination occurred in connection with:
   ______ Interview ______ Hiring Selection ______ Promotion ______ Disciplinary Action
   ______ Compensation ______ Transfer ______ Lay Off ______ Training Opportunity
   Other (specify) __________________________________________________________________

7. The facts of the alleged discriminatory employment practice are:
   ____________________________________________________________________________
   (Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

   Name ______________________________ Title ______________________________ Location ______________________________ Phone Number ______________________________

   Name ______________________________ Title ______________________________ Location ______________________________ Phone Number ______________________________
9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes____ No____

If yes, describe attachments:

(Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes____ No____

If yes, please explain indicating the outcome of the efforts:

(Continue on additional sheets, if necessary)
Reasonable Accommodation Policy

ILLINOIS POWER AGENCY REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois Power Agency to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. The Illinois Power Agency recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Illinois Power Agency to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency’s business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency’s policy in this area.

__________________________________________  __________________________
Anthony M. Star                                      Date
Director, Illinois Power Agency
Labor Force Analysis for People with Disabilities

<table>
<thead>
<tr>
<th>Agency:</th>
<th>ILLINOIS POWER AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2022</td>
</tr>
<tr>
<td>Total Employees:</td>
<td>11</td>
</tr>
<tr>
<td>Percent of People with Disabilities in Illinois Labor Force:</td>
<td>5.10%</td>
</tr>
<tr>
<td>Labor Force Number:</td>
<td>0</td>
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<tr>
<td>Number of Employees with Disabilities in Agency:</td>
<td>1</td>
</tr>
<tr>
<td>Underutilization or Parity:</td>
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</table>

DHR 34-AAP (Rev. June 2013)
State of Illinois
Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodation that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency’s EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Division</th>
<th>Telephone Number</th>
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Functional Limitations

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

Purchase or modification of equipment or devices

Job restructuring or task modification

Provision of reader, sign language interpreter or personal assistant

Structural modification to work site or facility

Modification of work schedule or leave policy

Modification of examinations, training materials or personal assistant

Reassignment to vacant position

Other

Narrative Explanation
Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

Employee’s Signature

Date

RAC Recommendation

<table>
<thead>
<tr>
<th>Grant</th>
<th>Deny</th>
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<tr>
<td>Date</td>
<td>Return for</td>
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(RAC’s initials)

Chief Executive Officer’s Final Action

<table>
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<tr>
<th>Grant</th>
<th>Deny</th>
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<tbody>
<tr>
<td>Date</td>
<td>Return for</td>
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</table>

(CEO’s initials)

Remarks

-----------------
Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.

2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.

3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.

4. The Division manager shall review the supervisor’s recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor’s recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency’s EEO/AA Officer and/or the ADA Coordinator.

5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager’s recommendation. The RAC shall review the accommodation request. Once the Committee’s review is complete, the Committee’s recommendation shall be submitted to the Director within five (5) working days of the Committee’s review for the Director’s approval or denial.

6. The Director shall review the RAC’s recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.

7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency’s decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.

8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.

9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director’s decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.

10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 calendar days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.

11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.

Rev. June 2018
State of Illinois
Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

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<th>Name:</th>
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<thead>
<tr>
<th>Telephone:</th>
<th>Functional Limitations:</th>
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**Type of Accommodation Needed**

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) ____________________

**Narrative Explanation**

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

<table>
<thead>
<tr>
<th>Applicant’s Signature:</th>
<th>Date:</th>
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**Agency Action**

Interviewing Officer’s Determination

- Grant
- Deny

Remarks (If denied, provide explanation) ____________________

**Final Agency Approval**

<table>
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<th>Date:</th>
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Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.

2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.

3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewing officer.

4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.

5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.

6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 calendar days of the denial. An applicant may also have the right to file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their timeframe.

Rev June 2018
Additional Procedures Regarding Persons with Disabilities

The Illinois Power Agency currently has a single office at 105 W. Madison St. in Chicago. To the knowledge of the Agency, the building is free of physical barriers to the extent required by law and/or is in the process of resolving any non-compliant physical barriers. The Agency further understands that building has building-wide procedures for evacuation of employees with disabilities.

To the extent that an employee becomes aware of any physical barriers, raises concerns regarding the evacuation plan, or has any questions regarding physical or procedural barriers, the employee may contact the EEO/AA Officer, who also serves as the ADA Coordinator.

With regard to hiring procedures for persons with disabilities, the Agency shall:

1. Review, on an ongoing basis, employment criteria and job descriptions to assure they have no adverse impact on disabled persons;
2. Not make inquiries regarding an applicant's disability during the interview process;
3. Not require or request a pre-employment medical examinations before an offer of employment and further not require or request a pre-employment medical examinations after an offer of employment, unless the post-offer and pre-employment examinations are job related and required of all applicants for that position.

At this time, no employee has requested assistance with physical barriers or evacuation. However, the Agency is committed to addressing all such requests made going forward. The Agency will monitor results of disability survey reports and will use the survey report results to ensure employee evacuation needs are met.

Additionally, at this time, the Agency does not have a testing requirement for employment. However, if testing is required in the future, the Agency will create a reasonable accommodations policy.

In addition to the procedures listed above, Agency staff are currently working remotely with only certain staff going to the office on an intermittent basis. Remote work provides additional accommodations to persons with disabilities.
Required Summary of Non-Discrimination Laws

CIVIL RIGHTS ACT OF 1964, as amended
Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972
This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

PREGNANCY DISCRIMINATION ACT
This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

CIVIL RIGHTS ACT OF 1991
The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967
This Act prohibits arbitrary discrimination against persons 40 years of age or older.

REHABILITATION ACT OF 1973
This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

EQUAL PAY ACT OF 1963
This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008
Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the
protection of the law. EEOC issued regulations under this Act.

**FAMILY MEDICAL LEAVE ACT of 1993**
This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor’s Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:
- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.
UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)
USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008
This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.
Hiring and Promotion Monitor

The EEO/AA Officer, in consultation with the Director, will complete a Hiring Monitor and Promotion Monitor form, when a new position is filled, or a current employee is promoted.
HIRING MONITOR

Name of Agency: __________________________
City / County: __________________________
IDHR Region / (Facility): ____________
EEO Job Category: ________________________
Title of Job to be filled: ________________

Candidate’s Name: ____________
Position Number: ____________
Bid Number: ____________
Date of Hire: ____________

1. Is the EEO category underutilized? [No] [Yes] If yes, indicate number for each group:
   Women: ____________ Black or African American: ____________
   Hispanic or Latino: ____________
   Asian: ____________ American Indian or Alaskan Native: ____________
   Native Hawaiian or Other Pacific Islander: ____________
   People with Disabilities: ____________

2. Indicate: Race of person selected: [Choose One]
   Veteran: [Yes] [No]
   Disability: [Yes] [No]

3. Number of individuals who applied or were on the list of eligible(s)

   Total by Category # Invited # Interviewed # Selected
   ____________ ____________ ____________ ____________
   Women
   Black or African American
   Hispanic or Latino
   Asian
   American Indian or Alaskan Native
   Native Hawaiian or Other Pacific Islander
   People with Disabilities
   Veterans

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted? [Yes] [No]

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: [Choose One] with this hire. Remarks on reverse side.

______________________________
EEO/AA Officer

______________________________
Date

I approve of this hire

______________________________
Chief Executive Officer

______________________________
Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]
PROMOTION MONITOR

Candidate's Name: 
Position Number: 
Bid Number: 
Date of Promotion: 

1. Is the EEO category underutilized? [ ] No [ ] Yes. If yes, indicate number for each group:
   - Women: ________
   - Black or African American: ________
   - Hispanic or Latino: ________
   - Asian: ________
   - American Indian or Alaskan Native: ________
   - Native Hawaiian or Other Pacific Islander: ________
   - People with Disabilities*: ________

2. Indicate the race and sex of person promoted: [Choose One] [ ] (Choose One)

3. Number of individuals who applied or were on the list of promotable(s):
   Total by Category      # Invited  # Interviewed  # Selected
   ____________  __________  __________  __________
   Women
   Black or African American
   Hispanic or Latino
   Asian
   American Indian or Alaskan Native
   Native Hawaiian or Other Pacific Islander
   People with Disabilities
   Veterans

4. Did it change the employee's EEO Job Category? [ ] No [ ] Yes. If yes, from what EEO job Category?
   (Choose One) [ ] (Choose One)

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? [ ] No [ ] Yes

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: [ ] (Choose One) [ ] with this promotion. Remarks on reverse side.

__________________________  __________________________
EEO/AA Officer  Date

I approve of this hire

__________________________  __________________________
Chief Executive Officer  Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-20 (Rev. Feb. 2016)
EXAMPLE

Discrimination Complaint Form
To: Agency EEO/AA Officer

Name______________________________ Telephone______________________________
Home Address______________________

2. Are you currently employed by the agency? Yes_____ No_____

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Status</th>
<th>Unit</th>
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<tbody>
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<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
<th>Length of Service in Classification</th>
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4. Date of the alleged discriminatory practice:______________________________

5. Basis of the alleged discriminatory practice:
   - Race
   - Color
   - Sex
   - Religion
   - Age
   - Disability
   - National Origin
   - Ancestry
   - Marital Status
   - Military Status
   - Pregnancy
   - Retaliation
   - Sexual Orientation
   - Other________________________

6. The discrimination occurred in connection with:
   - Interview
   - Hiring Selection
   - Promotion
   - Disciplinary Action
   - Compensation
   - Transfer
   - Lay Off
   - Training Opportunity
   - Other________________________

7. The facts of the alleged discriminatory employment practice are:

   ________________________________________________________________

   (Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone Number</th>
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</table>

9. Please supply evidence to document the basis for the discriminatory practice you are claiming, as indicated in your response to number five of the form.
   I have attached supporting evidence: Yes_____ No_____ If yes, describe attachments:

   (Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes_____ No_____ If yes, please explain indicating the outcome of the efforts:

    (Continue on additional sheets, if necessary)
Employment Exit Questionnaire

Instructions

This employee exit questionnaire shall be given to any employee at the time of his/her separation from the Agency, whether voluntary or involuntary. The exiting employee is not required to complete this questionnaire. If, however, the exiting employee elects to complete this questionnaire, the employee shall forward the completed questionnaire in a sealed envelope to the Agency Chief Legal Counsel, who is also the Agency EEO/AA and ADA Officer.

Employee Name ___________ Employment Start Date ___________

Job Title ___________ Date of Separation from the Agency ___________

Supervisor Name ___________ Starting Salary ___________ Ending Salary ___________

Work Location ___________

Race/Ethnic Background ___________ Hispanic or Latino ___________ Gender ___________ Age ___________

Reason(s) for Separation

If applicable, were you terminated during your probationary period? ___________

If your response was "yes", then what could the Agency have done to ensure you successfully addressed your probationary period?

Would you work for the Agency again? ___________ Please explain ___________

Would you work in the same position? ___________ Please explain ___________

Would you work for the same supervisor? ___________ Please explain ___________

Were the work conditions satisfactory? ___________ Please explain ___________

What suggestions do you have to improve employee morale? ___________
Employment Exit Questionnaire

Instructions

This employee exit questionnaire shall be given to any employee at the time of his/her separation from the Agency, whether voluntary or involuntary. The exiting employee is not required to complete this questionnaire. If, however, the exiting employee elects to complete this questionnaire, the employee shall forward the completed questionnaire in a sealed envelope to the Agency Chief Legal Counsel, who is also the Agency EEO/AA and ADA Officer.

Were you satisfied with your pay for work performed and with promotions?

Please explain

Were you satisfied with supervision and were you trained properly?

Please explain

Do you believe Agency management acknowledged employee contributions? If not, how would you recommend to improve this?

Did you receive any equal opportunity / affirmative action orientation?

Comments

During your employment with the Agency, did you request an accommodation based on your disability?

Comments

Did you experience any kind of discrimination during your employment with the Agency?

Comments

Are you aware of any instances where other Agency employees experience any kind of discrimination?

Comments

If you answered "yes" to either of the questions regarding discrimination, did you discuss and/or give written notice to the Agency Chief Legal Counsel, who is also the Agency EEO/AA Officer?

Comments

***Note: If the exiting employee answered "yes" to either of the discrimination questions above, the Agency will follow-up as needed.***
Employment Exit Questionnaire

Instructions

This employee exit questionnaire shall be given to any employee at the time of his/her separation from the Agency, whether voluntary or involuntary. The exiting employee is not required to complete this questionnaire. If, however, the exiting employee elects to complete this questionnaire, the employee shall forward the completed questionnaire in a sealed envelope to the Agency Chief Legal Counsel, who is also the Agency EEO/AA and ADA Officer.

Do you have any additional comments/concerns?  

Please explain

Employee Signature ___________________________ Date ___________________________

Agency Sign-off ___________________________ Date ___________________________

Signature ___________________________

Title ___________________________