

2014 National AASHTO Civil Rights Subcommittee Training Symposium

Conducting Successful and Efficient Affirmative Action Reviews

Presented by

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Review Purpose

To evaluate the implementation of the agency's Affirmative Action Plan.

Provides feedback to improve internal programs.

Review Process

- Preliminary Examination
- Onsite Review
- Exit Review
- Final/Closing Reports

Preliminary Examination Tennessee

- Evaluate Total Unit Picture
- Review Complaints
- Pass Over History

Preliminary Examination Mississippi

- Evaluate Employment Data
- Evaluate Training Data
- Review Complaints

Onsite Review Tennessee

- Opening Meeting with Division Director
- Manager/Employee Interviews
- Close Out Meeting
- Bulletin Board Review

Onsite Review Mississippi DOT

- Opening Conference
- Employee/Supervisor Interviews
- Bulletin Board Review (EEO/ADA Policy Statements)
- Exit Review

Reports Tennessee

- Program Implementation Observations
- Significant Accomplishments
- Problem Areas
- Recommendation for Improvements
- Conclusion of Evaluation

Based on the following criteria:

- A Exhibited a Strong Effort of implementation of the AAP
- B Exhibited a Supportive Effort of implementation of the AAP
- C Exhibited Progressing Effort toward the implementation of the APP
- D Exhibited No Effort toward the implementation of the APP
- F Failing

A grade of D or F shows a low or lack of understanding of their inherent role/responsibility to implement the AAP.

Reports

Mississippi DOT

- Report to Division Director/District Engineer of findings, conclusions, and recommendations
- Summary of all reviews to the Executive Director outlining findings, conclusions, and recommendations

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THANK YOU