

## ANNUAL EQUAL EMPLOYMENT SUBMISSION

Contractors are required to provide the Montana Department of Transportation (MDT) with an annual (January 1 thru December 31) Equal Employment Opportunity (EEO) submission.

The EEO requirements/guidelines are found in the **FHWA 1273, paragraph II. NON-DISCRIMINATION** and available at:

[http://www.mdt.mt.gov/publications/docs/forms/dbe/eeo\\_board/fhwa-1273.pdf](http://www.mdt.mt.gov/publications/docs/forms/dbe/eeo_board/fhwa-1273.pdf).

***THE COMPANY EEO OFFICER MUST READ THIS SECTION FOR INSTRUCTIONS.***

**EVERY PRIME CONTRACTOR AND ALL SUBCONTRACTORS MUST SUBMIT AN ANNUAL EEO SUBMISSION PRIOR TO ANY CONTRACT RELATED WORK BEING PERFORMED.**

The **PRIME** contractor is **responsible** for insuring that all subcontractors have an approved EEO Submission on file with MDT Civil Rights Bureau (CRB).

To view a list of approved EEO Submissions, go to:

[http://www3.mdt.mt.gov:7782/mttplc/mttplc.tplk0015.eeo\\_init](http://www3.mdt.mt.gov:7782/mttplc/mttplc.tplk0015.eeo_init)

***WITHOUT AN APPROVED EEO SUBMISSION, THE MDT ENGINEER PROJECT MANAGER (EPM) WILL DENY YOU ACCESS TO THE PROJECT SITE.***

The annual submission consists of:

- **Policy Statement**
- **Designation of EEO Officer (EEOO)**

***NOTE: CONTACT MDT IMMEDIATELY IF THE EEOO IS REPLACED.***

- **Employee Discrimination Procedure**
- **Employee Discrimination Form**

This submission meets the EEO requirements for Federal-Aid Highway Construction Projects.

Fill in the required fields and submit the electronic version by clicking on the submit button or mail (keep a copy in your files) to:

EEO Submission-Civil Rights Bureau  
Montana Department of Transportation  
2701 Prospect Avenue  
Helena MT 59602-1001  
406-444-6331 phone  
406-444-7243 fax  
406-444-7696 TTY

When we approve your EEO submission, you will receive an email with directions where to obtain the necessary posters. It also provides instructions regarding bulletin boards and certified payrolls (be sure to provide to your payroll person).

Along with your approval letter, your Annual EEO Submission is to be placed in an area at your company office which is readily accessible to employees, applicants for employment and potential employees. At the project site, you need to have a copy of the approval letter and EEO submission on your bulletin board.

If you need assistance, please call 406-444-9270.

Thank you.

Revised December 2, 2013