

Florida Department of Transportation



Individuals with Disabilities Affirmative Action Plan

February 9, 2021 – September 30, 2023

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**Florida Department of Transportation's
Individuals with Disabilities Affirmative Action Plan (IWDAAP)**

Effective Date of AA Plan: February 9, 2021 – September 30, 2023

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SECTION ONE

Policy Statement,
Purpose of IWDAAP and
Dissemination of Policy

INTRODUCTION

The Florida Department of Transportation (the Department) is committed to a policy of equal employment opportunity for the disabled and to a plan of affirmative action to fulfill that policy. In accordance with Section 110.12 Florida Statutes, (Chapter 2016-3 laws of Florida Individuals with Disabilities Act), this affirmative action plan serves as a guide that outlines to management their responsibilities regarding the implementation of the Individuals with Disabilities Affirmative Action Plan (IWDAAP). The stated hiring goals within this plan are based on statewide data from the 2010 U.S. Census, available labor market for IWD in each of the equal employment opportunity job categories. This plan will be incorporated with the Department's Affirmative Action Plan on October 1, 2023, with acquired data as indicated above.

The Department was created by the Governmental Reorganization Act of 1969, by merging the powers, duties, and responsibilities of the Florida State Road Board; Florida State Road Department; Florida State Turnpike Authority; Florida Transportation Authority; Board of Highway Secondary Trust Fund Trustees; and the Aviation Section of the Board of Commissioners and Institutions.

Pursuant to Section 334.046, Florida Statutes, the mission of the Department shall be to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. The Department values of Integrity, Respect, Commitment, One FDOT, Trust, and Customer-Driven are the foundation of achieving the mission of the Department.

To support the Department in achieving the mission, this affirmative action plan reinforces equal opportunity employment principles by ensuring that individuals with disabilities have an equal opportunity to enter public service and work in an environment free of unlawful barriers to employment-based upon disabilities except as provided by law.

The Current Florida Department of Transportation Organization Chart is located at:
<https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/humanresources/documents/fdotorganizationchart.pdf>

Department Secretary’s Affirmation Statement in Support of Equal Employment Opportunity and Affirmative Action Inclusive of Individuals with Disabilities

As the Florida Department of Transportation (FDOT) moves forward in meeting the transportation needs of a growing state, I reaffirm our commitment to affirmative action and equal opportunity in employment inclusive of individuals with disabilities.

Regarding affirmative action, we must be an organization that seeks individuals with the best minds and broad experience to ensure that every qualified person has an equal chance to compete and contribute. Ensuring that individuals, including those with disabilities, are included in this search is affirmative action at its best.

Equal employment opportunity inclusive of individuals with disabilities covers all employment programs, management practices, and decisions including, but not limited to recruitment, hiring, promotion, transfer, reassignments, training and career development, benefits, and separation. FDOT supports the rights of individuals with disabilities who exercise their available rights under applicable civil rights laws. Retaliation against any individual including those with disabilities who engage in an exercise of their rights against unlawful discrimination will not be tolerated.

FDOT provides an environment that espouses excellence, teamwork, fairness, and equity. We will ensure that environment applies to individuals with disabilities. We strive to exemplify in all of our decision making the principle that individuals, including those with disabilities, have the freedom to compete on a fair and level playing field. Upon request and as appropriate, we will provide reasonable accommodations to qualified individuals with disabilities.

In furtherance of the FDOT’s policy regarding affirmative action and equal employment opportunity, we have developed a written Affirmative Action Program (AAP). The AAP sets forth the policies, procedures, and practices that FDOT is committed to ensure that affirmative action and equal opportunity for qualified individuals inclusive of those with disabilities is accomplished. The AAP is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the FDOT’s Equal Opportunity Office located at 605 Suwannee Street, Tallahassee FL 32399. Interested persons should contact the Equal Opportunity Office at 850-414-4747 for assistance.

Signed Copy on File
Kevin J. Thibault, P.E.
Secretary
Florida Department of Transportation

_____ Date

AFFIRMATION OF POLICY AND AFFIRMATIVE ACTION

Achieving the Department's affirmative action goals for individuals with disabilities requires the commitment, initiative and leadership of every manager and supervisor within the Department. To assist in the fulfillment of the established affirmative action goals, this affirmative action plan establishes several tools, which will be utilized during the process for any employment decisions made within the Department.

It is the Department's expectation of appointing authorities filling vacancies within the Department, they must initially inquire from the Department's Human Resources Office, whether the Department has a hiring need in the particular equal employment opportunity (EEO) job category, including individuals with disability, for the position being filled. In the event there is such a need, these appointing authorities will discuss with the Department's Human Resources Office, whether recruitment assistance is necessary to increase the pool of qualified individuals with disabilities applicants for the position.

Achieving the goals of the Department's Individuals with Disabilities Affirmative Action Plan will require all managers and supervisors to proactively take those actions necessary to ensure the Department is an equal opportunity employer with respect to recruitment, merit, retention, promotion, training, and all other terms and conditions of employment. All employment decisions will be made without consideration of disability, except as provided by law. To monitor and report compliance with EEO policies, the Department's Equal Opportunity Office will continue all necessary monitoring efforts, including the Quality Assurance Review (QAR) program, which includes reviewing Department-wide employment practices.

DISSEMINATION OF POLICY

The Department is committed to ensuring every employee or applicant is aware of their rights concerning affirmative action and the Department's policies addressing EEO protections or the internal procedure for filing complaints of discrimination. Supervisors and managers at all levels, are responsible for being familiar and complying with these policies, but also to communicate them to their subordinates.

1) Internal Dissemination

Listed below is the manner in which this affirmative action plan and related policies will be disseminated within the Department:

- a) Copies of the Department IWDAAP Plan will be disseminated at Cost Center level.
- b) Copies of the Department's EEO/AA Policy Statement and the Secretary's Affirmation Statement in support of EEO and Affirmative Action for Individuals with Disabilities will be posted in all District and Central Office facilities in prominent locations convenient to all employees. These statements, as well as procedure 275-010-001, Employment Discrimination Complaints, which specifies the process for filing discrimination complaints related to disability, are also available from the Department's Equal Opportunity Office website.

2) External Dissemination

Listed below is the manner in which this affirmative action plan and related policies will be accessible to the public, or outside of the Department:

- a) The Department's IWDAAP and related information will be made available to interested parties on the EEO's external internet site.
- b) American with Disabilities and Americans with Disabilities Amendment (BT-20-0123) is required training for all hiring managers and supervisors prior to taking any employment actions, including hiring decisions, on behalf of the Department.

Procedures

Topic No: 001-275-001 **Equal Employment Opportunity/Affirmative Action Policy** at:
https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/equalopportunity/investigationsandcompliance/eeo-aa-policy-2020.pdf?sfvrsn=912b78db_2

Topic No: 250-015-005 **Recruitment and Selection** at:
<https://fdotwp1.dot.state.fl.us/ProceduresInformationManagementSystemInternet/?viewBy=0&procType=pr>

Topic No: 275-000-001 **ADA Request for Recommendation for Payment of Reasonable Accommodation** at:
<https://fdotwp1.dot.state.fl.us/ProceduresInformationManagementSystemInternet/?viewBy=0&procType=pr>

SECTION TWO

Responsibility for the
IWDAAP

RESPONSIBILITIES FOR IMPLEMENTING THE INDIVIDUALS WITH DISABILITIES AFFIRMATIVE ACTION PLAN

- 1) **Secretary/ District Secretaries:** In accordance with Section 110.112, Florida Statutes, the Secretary of Transportation (the Secretary) is responsible for the development and implementation of the Department's IWDAAP. All District Secretaries and the Director of Turnpike Enterprise shall support the Secretary in implementing the Department's IWDAAP.

- 2) **EEO/AA Officer:** The Equal Opportunity Office Manager is the EEO/AA Officer for the Department; and reports to the Director of Transportation Support and has access to the Secretary, regarding matters relating to the IWDAAP. The EEO/AA Officer's responsibilities include oversight of:
 - a) Development of IWDAAP goals, monitoring compliance, and providing consultation to District managers regarding progress, deficiencies, and appropriate corrective actions to achieve Departmental goals.
 - b) Maintenance of the Department's IWDAAP and policy statements, and publicizing their content.
 - c) Monitoring of hiring, recruitment, promotion, lay-off, termination, training, and other conditions of employment, to ensure compliance with the IWDAAP goals and other related Department policies.
 - d) Development of reports, as required by the state and federal government, in the administration of the Department's IWDAAP.
 - e) Investigations of employment discrimination complaints related to disability.

- 3) **Director of Human Resources:** The Director of Human Resources oversees:
 - a) The hiring processes to ensure compliance with all relevant Department policies and procedures, in support of the Department's IWDAAP goals.
 - b) All new employees will be provided and acknowledge receipt of the Secretary's affirmation statement in support of the IWDAAP during the onboarding process.

- 4) **Human Resources Managers:** The Human Resources Managers are the EEO/AA Officers for the Districts. The Human Resources Managers report to the Director of Human Resources in the Central Office and have access to their District Secretary, regarding matters relating to EEO/AA. Their responsibilities include:

- a) Intake of employment discrimination complaints, and timely notifying the Director of Human Resources, Employee Relations Manager and the EEO of all discrimination complaints. Assisting in the resolution, including the investigation, of any complaints.
- b) Maintaining files on affirmative action-related materials ensuring proper documentation of good-faith efforts by the Department to address and resolve any EEO/AA matters.

5) Department Managers and Supervisors: It is the responsibility of all managers and supervisors to implement the following aspects of the Department's IWDAAP, and related policies:

a) **Managers:**

- (1) Monitoring and ensuring compliance with the Department's IWD affirmative action goals, by all subordinates under their authority.
- (2) Ensuring all subordinate managers and supervisors understand their duty and obligation to comply with and promote the Department's IWDAAP, and actively engage their full support in achieving the Department's IWD affirmative action goals and objectives.
- (3) Monitoring all employment actions under their authority, such as hiring, promotion, training, and any other term or condition of employment. The goal is to ensure that no barriers preclude equal employment opportunities based on disability.
- (4) Ensuring all subordinate managers and supervisors under their authority have completed the IWD computer-based training.
- (5) Reporting immediately, any request for an accommodation or complaint of disability discrimination to the Human Resources Office or the EEO.

b) **Supervisors:**

- (1) Identifying barriers to equal employment opportunity for IWD and notifying the appropriate manager or authority.
- (2) Ensuring that all non-management employees are aware of the Department's commitment to the IWDAAP.
- (3) Ensuring that no barriers exist which preclude the equal opportunity for IWD in hiring, promotion, training, or any other term or condition of employment with the Department.

(4) Reporting immediately any issue relating to disability or requests for accommodation to their Human Resources Office.

6) Review of Personnel Processes

The Human Resources Office will review all processes associated with recruitment and selection to ensure equal access. The goal of the review is to ensure equal access to personnel processes including, application, recruiting and hiring, promotions, training, accommodation requests, and accessibility (physical and virtual). This information will be reviewed in the Department's Equal Employment Opportunity Program Plan.

7) Review of Physical and Mental Qualifications

The Department maintains a position description website for all positions where hiring managers can review physical and mental qualifications for each position prior to advertising. The position descriptions are reviewed on a recurring basis to ensure that knowledge, skills, and abilities standards (and minimum qualifications for Career Service positions) are job-related for each position and consistent with business necessity. The link to this website is:

<http://fdotwp2.dot.state.fl.us/enterpriseinformationassets/fdotenterprisearch/positiondescription/positiondescriptionsearch.aspx>

SECTION THREE

Survey of Available Labor Market

FLORIDA LABOR AVAILABILITY ANALYSIS

Labor market information is useful when developing affirmative action plans. For example, the demographic characteristics of the population, labor force, or employment in particular occupations are compared to the characteristics of the employer's own workforce.

For IWDAAP purposes, availability is defined as the percentage of IWD in the relevant recruitment area, who have the skills necessary for entry into a specific job group or, who are capable of acquiring such skills. The purpose of the availability analysis is to determine the number of persons who disclose their disability that are available for employment within each of the job groups. The availability analysis provides the basis for determining whether or not IWD are underutilized in the workforce and the degree of significance of any such underutilization.

The availability analysis involves three (3) major steps:

- 1) Determining the sources providing employees to job groups;
- 2) Calculating the number of IWD from each source; and
- 3) Determining the relative number of available employees provided by each source.

For the purposes of this analysis, the percentage of IWD having requisite skills in the reasonable recruitment area applies to IWD and will be different for each job group. The sources used to determine this percentage is the 2010 Census Data and PeopleFirst.

Available Labor Market on the following page reflects the 2010 census data for the Florida Available Labor Market (ALM) in terms of population makeup, skills, and availability for employment in the EEO-4 job categories for IWDs and the available labor market with no disabilities.

Florida's Available Labor Market by EEO Job Category for Individuals with a Disability

Florida	TOTAL	01- OFFICIALS AND ADMINISTRATORS	02 - PROFESSIONALS	03 - TECHNICIANS	04 - PROTECTIVE SERVICE WORKERS	05 - PARAPROFESSIONALS	06 - ADMINISTRATIVE SUPPORT	07 - SKILLED CRAFT WORKERS	08 - SERVICE MAINTENANCE
TOTAL CIVILIAN LABOR FORCE (CLF) 16 YEARS AND OVER	8,982,788	838,181	1,716,558	300,243	232,443	450,159	2,468,425	956,513	2,020,266
# WITH DISABILITY	513,214	38,258	73,867	14,429	13,659	27,114	140,915	58,464	146,508
% CLF WITH DISABILITY	5.71%	4.56%	4.30%	4.81%	5.88%	6.02%	5.71%	6.11%	7.25%
# NO DISABILITY	8,469,574	799,923	1,642,691	285,814	218,784	423,045	2,327,510	898,049	1,873,758
% CLF NO DISABILITY	94.29%	95.44%	95.70%	95.19%	94.12%	93.98%	94.29%	93.89%	92.75%

Source: U.S. Census Bureau, 2008 - 2010 American Community Survey

SECTION FOUR

Analysis of FDOT's Workforce

JOB GROUP ANALYSIS

FDOT EEO-4 Job Groups Job Group Category Definitions

Officials/Administrators	Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for the execution of these policies, and direct individual departments or special phases of an agency's operations or provide specialized consultation on a statewide or District basis.
Professionals	Occupations which require specialized and theoretical knowledge which is usually acquired through college training or work experience, and other training which provides comparable knowledge.
Technicians	Occupations requiring a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary education, offered in many technical institutions and junior colleges, or through equivalent on-the-job training.
Administrative Support	Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information, and other paperwork required in an office. Paraprofessionals are included in this job category, and include occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status.
Skilled Craft	Occupations in which workers perform jobs which require special manual skills, as well as thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience, or through apprenticeship or other formal training programs.
Service Maintenance	Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public, or which contribute to the upkeep or care of buildings, facilities, or grounds on public property. Workers in this group may operate machinery.

In summary, FDOT had a total of 5,304 employees in its permanent workforce as of February 8, 2021. This total includes:

EEO Job Category	Current Employees
01 - Officials and Administrators	176
02 - Professionals	3899
03 - Technicians	441
06 - Administrative Support	156
07 - Skilled Craft	379
08 - Service Maintenance	253

SECTION FIVE

IWDAAP Goals

UNDERUTILIZATION ANALYSIS

The utilization analysis is a comparison of the estimated availability percentages (calculated in the availability analysis) to the actual employment percentages (reflected in the job group analysis). This analysis serves as the basis for setting minimum goals.

This IWDAAP will establish goals based upon the statewide analysis of IWD based upon the **Any Difference Rule**. The **Any Difference Rule** determines if underutilization exists by simply doing a visual inspection to determine if there is any difference between the current percentage of employees and their percentage of availability. If the current workforce is less than availability, underutilization is declared and a goal is set.

For example, if the representation of IWD among incumbents in a particular job group is far enough below the corresponding estimated availability, IWD should be declared underutilized in that job group and a goal set for the hiring or promotion of IWD into that job group. The same goal establishment procedure applies to all job groups found to be underrepresented for IWD.

IDENTIFICATION OF AREAS OF CONCERN

The Department's economic parity reporting process has been an effective mechanism for monitoring and improving its level of compliance with its race/sex affirmative action goals. To achieve IWDAAP goals, the Department's economic parity reporting process will be used as well. IWDAAP goals will be added to the monthly economic reporting process and is one area of concern to be monitored by the Department during the effective period of this affirmative action plan. Another area of concern includes ensuring that employment opportunities offered by the Department are available to all employees without regard to race, color, national origin, sex, religion, **disability**, age, and marital status, except as provided by law. While these areas of concern will continue to be monitored by the Equal Opportunity Office, each manager and supervisor within the Department will fulfill his/her responsibility to ensure that the Department is an equal employment opportunity employer.

AFFIRMATIVE ACTION GOALS

Affirmative action goals must be reasonable in consideration of the extent of under-representation, the availability of candidates, the number of vacancies, and the timeframe of the Affirmative Action Plan and not impose disproportionate harm on the interests of qualified individuals who are not members of an under-represented group. If significant numbers of employees in an underrepresented group must be hired to come close to the labor market, yet the turnover rate is low, it will take time before the goal can be reached. The availability of IWD candidates is also dependent on effective community outreach, Department recruitment, applicant flow, relevant qualifications, training, and promotions. Problems and barriers to the employment of targeted groups should be identified and eliminated.

The overall affirmative action goal is to attract and employ qualified IWD applicants for the equal employment opportunity categories identified as under-represented in our Department. In establishing affirmative action goals, we strive to achieve a workforce that closely reflects the available labor force. Because of various barriers in recruiting qualified applicants from the current labor market, goals may not be achievable within the time period of this affirmative action plan. However, managers and supervisors are encouraged to strive for equality in all equal employment opportunity groups as employment opportunities present themselves.

Using the **Any Difference Rule**, the Department's AAP goals for IWDs were developed by the following formula and are listed in the following table:

FDOT Employees # for EEO Job Category multiplied by the statewide IWD available labor force % equals the FDOT goal.

For example: 180 (FDOT Officials/Administrators EEO Job Category 1) x 4.6% (Florida statewide IWD for Officials/Administrators EEO Job Category 1) = 8 (FDOT goal)

IWD AAP Goals Using the Any Difference Rule

COLUMN NAME	01 - OFFICIALS AND ADMINISTRATORS	02 - PROFESSIONALS	03 - TECHNICIANS	04 - PROTECTIVE SERVICE WORKERS	05 - PARA - PROFESSIONALS	06 - ADMINISTRATIVE SUPPORT	07 - SKILLED CRAFT WORKERS	08 - SERVICE MAINTENANCE	TOTAL
TOTAL WORKFORCE #	177	3,913	441	0	45	159	378	255	5,368
STATUS NOT DISCLOSED #	177	3,797	413	0	45	152	365	247	5,196
IWD IN WORKFORCE #	0	116	28	0	0	7	13	8	172
IWD IN WORKFORCE %	0.00%	2.96%	6.35%	0.00%	0.00%	4.40%	3.44%	3.14%	3.2%
IWD ALM #	38,258	73,867	14,429	13,659	27,114	140,915	58,464	146,508	513,214
IWD ALM %	4.56%	4.30%	4.81%	5.88%	6.02%	5.71%	6.11%	7.25%	N/A
% DIFFERENCE	-4.56%	-1.34%	1.54%	-5.88%	-6.02%	-1.31%	-2.67%	-4.11%	N/A
UNDERUTILIZED?	Y	Y	N	Y	Y	Y	Y	Y	N/A
GOAL	4.56%	4.30%	N/A	5.88%	6.02%	5.71%	6.11%	7.25%	N/A

SECTION SIX

How Goals Will Be Achieved

ACTION ORIENTED INITIATIVES and GOOD FAITH EFFORTS

The Department is committed to meeting the goals, initiatives and requirements set out in the IWDAAP. As referenced throughout this Affirmative Action Plan, the IWDAAP initiatives and good-faith efforts outlined below are expected to be promoted and adhered to by every manager. All employees are expected to comply with and support the Department's IWDAAP and expect that the Department will be a discrimination-free workplace for IWD, by expressly demonstrating and practicing the highest values of inclusion and equality. These initiatives include:

- 1) Ensuring the needs and requirements to achieve the IWDAAP goals are followed and relevant matters are reported, as required.
- 2) Initiating active recruitment strategies, including developing process for attracting an applicant pool of qualified IWD applicants.
- 3) Exercising good-faith hiring practices and strategies.
- 4) When possible, mentoring, coaching, and developing IWD subordinates for promotional opportunities to assist in meeting AAP goals of creating opportunity for IWD and fostering inclusivity in the work environment.
- 5) Ensuring that all employment actions such as, recruitment, merit, retention, promotions, training, and all other terms and conditions of employment, are available to all IWD employees.
- 6) Actively demonstrating a firm commitment to the Department's EEO/AA programs and the IWDAAP.

SECTION Seven

Agency Specific Plan

FLORIDA DEPARTMENT OF TRANSPORTATION PLAN FOR EMPLOYMENT OF INDIVIDUAL WITH DISABILITIES

Goal 1: Ensure a collaborative effort to increase recruitment and hiring of individuals with disabilities is established among Senior Leadership, HR, EEO, and hiring managers.

Activity	Timeframe	Office/ Person(s) Responsible	Activity Description	Performance Outcomes
Issue notice from Agency Head encouraging managers and supervisors to recruit, hire and retain individuals with disabilities.	January 2021	Equal Employment Opportunity / Affirmative Action Officer (EEO/AA Officer)	Issue notice encouraging managers and supervisors to recruit, hire, and retain people with disabilities, describing the agency's obligation to do so under section 110.112, F.S.	Executive leadership, managers, and supervisors will demonstrate a shared commitment to the employment of individuals with disabilities.

Goal 2. Create and publicize a hiring goal for individuals with disabilities.

Activity	Timeframe	Office/ Person(s) Responsible	Activity Description	Performance Outcomes
Set a hiring goal for individuals with disabilities.	FY 2021-2023	EEO/AA Officer	Memorandum disseminating the hiring goal will be sent out by email by the Secretary once the plan is finalized. March 31, 2021.	All managers, supervisors, and HR staff are aware of the hiring goal.

Goal 3. Increase outreach and recruitment efforts for individuals with disabilities.

Activity	Timeframe	Office/ Person(s) Responsible	Activity Description	Performance Outcomes
Meeting with Division of Vocational Rehabilitation (VR).	March 31, 2021	Recruitment Manager and EEO/AA Officer	Provide information regarding agency job vacancies and discuss their client support services.	Build a direct relationship with VR to assist with identifying qualified candidates for job vacancies.

Goal 4. Ensure tools used within the selection process support the employment of individuals with disabilities.

Activity	Timeframe	Office/ Person(s) Responsible	Activity Description	Performance Outcomes
Review and ensure that job announcements are clear as to any required qualifications, especially any essential physical requirements.	FY 2021-2023	Recruitment Manager and ADA Coordinator	<ul style="list-style-type: none"> a. Eliminate non-essential physical requirements and add “with accommodation when necessary”. b. Distribute any revised “boiler plates.” c. Promote the use of the revised announcements. d. Review announcements to ensure that when physical requirements, such as lifting, are essential to the job, they are clearly stated. e. Include disability accommodation language. 	<ul style="list-style-type: none"> a. All agency job announcements will welcome individuals with disabilities and make any physical requirements clear. b. Applicants will understand what is needed to perform the essential functions of the position and how to request an accommodation.

Goal 5. Administer an effective reasonable accommodation program.

Activity	Timeframe	Office/ Person(s) Responsible	Activity Description	Performance Outcomes
1. Require reasonable accommodation training course using computer-based training (CBT).	On-going	EEO/AA Officer/Organizational Development Office	<ul style="list-style-type: none"> a. Mandatory training course b. Train current managers and supervisors. 	All new supervisors/hiring managers are trained on reasonable accommodation.
2. Inform all employees of the proper procedures for requesting a reasonable accommodation	On-going	EEO/AA Officer	<ul style="list-style-type: none"> c. Draft and release an agency notice. d. Post procedure on the Equal Opportunity Office website. 	All employees receive notice of proper procedures to request an accommodation.

SECTION Eight

Computer Based Training

Hiring managers and supervisors will take the Department's Computer Based Training (CBT) pertaining to the Americans with Disabilities Act and Americans with Disabilities Amendment prior to taking any hiring actions. The CBT will provide the required knowledge needed to ensure that all IWD applicants are protected in all phases of the hiring process. The weblink is listed below:

<http://cbt.dot.state.fl.us/ois/ADACBT/ADA2013.htm>

SECTION Nine

Employment Discrimination Complaints Procedure

If an applicant or employee (who is an IWD) believes they have been subject to discrimination or harassed based on their disability, in any aspect of employment, they can file a complaint of discrimination. The Department's procedure, "**Employment Discrimination Complaints**", provides details and information on the process for filing a complaint, either internally with the Department or externally with the Equal Employment Opportunity Commission or the Florida Commission on Human Relations.

Employment Discrimination & Sexual Harassment Complaint Procedure

https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/equalopportunity/title-vii/employment-discrimination-sexual-harassment-complaint-procedure.pdf?sfvrsn=a926f03b_2

Discrimination/Sexual Harassment Web Application

<https://eoic.fdot.gov/PublicComplaint/PublicComplaintForm>