CONTRACTOR MONTHLY EMPLOYMENT UTILIZATION REPORT
Vermont Agency of Transportation
Office of Civil Rights and Labor Compliance

PROJECT NAME AND NUMBER: _____	CURRENT GOALS MINORITY: _____ FEMALE: 6.9%	REPORTING PERIOD FROM: _____ TO: _____

CONTRACTOR'S NAME AND ADDRESS: _____

_____

_____

NUMBER OF WORK HOURS OF EMPLOYMENT												PERCENTAGE		NUMBER OF EMPLOYEES			
CONSTRUCTION TRADE CLASSIFICATION	TOTAL NUMBER - ALL WORK HOURS OF EMPLOYEES *BY TRADE*	BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		ASIAN OR PACIFIC ISLANDERS		AMERICAN INDIAN OR ALASKAN NATIVE		WHITE (NOT OF HISPANIC ORIGIN)		*PERCENTAGE* OF TOTAL WORK HOURS BY MINORITY & FEMALE		TOTAL *NUMBER* OF EMPLOYEES		TOTAL *NUMBER* OF MINORITY EMPLOYEES	
	(BOTH MALE AND FEMALE)	M	F	M	F	M	F	M	F	M	F	MINORITY	FEMALE	M	F	M	F
TOTALS												%	%				

COMPANY OFFICIAL'S SIGNATURE AND TITLE	TELEPHONE NUMBER	DATE SIGNED	PAGE _____ OF _____

INSTRUCTIONS FOR FILING
MONTHLY EMPLOYMENT UTILIZATION REPORT

1. PROJECT NAME AND NUMBER
Complete project name and number as assigned by the Vermont Agency of Transportation.

2. CONTRACTOR'S NAME AND ADDRESS
Indicate the name and address of the *PRIME CONTRACTOR* with a construction contract funded in whole or in part with Federal funds.

3. CURRENT GOALS
See section of contract regarding requirement for Affirmative Action (Executive Order 11246).

4. REPORTING PERIOD
Monthly, beginning with the effective date of the contract.

5. CONSTRUCTION TRADE CLASSIFICATION
Indicate only those classifications used on this contract.

6. TOTAL NUMBER – ALL WORK HOURS OF EMPLOYEES BY TRADE
Indicate the total number of hours (male and female *combined*) worked by employees in each trade classification.

7. BLACK,/HISPANIC/ASIAN/AMERICAN INDIAN/WHITE CATEGORIES
Indicate the total number of hours (male and female *separated*) worked by each specified ethnic group of employees in each classification.

8. PERCENTAGE OF TOTAL WORK HOURS - MINORITY
Indicate the PERCENTAGE of total minority work hours (male and female MINORITIES *combined)* of all work hours (the sum of the BLACK, HISPANIC, ASIAN, and AMERICAN INDIAN columns divided by the sum of TOTAL NUMBER OF ALL WORK HOURS - just one figure for each construction trade.)

9. PERCENTAGE OF TOTAL WORK HOURS - FEMALE
Divide the TOTAL NUMBER – ALL WORK HOURS OF EMPLOYEES BY TRADE for each classification by the total number of females reported in BLACK, HISPANIC, ASIAN, AMERICAN INDIAN **and WHITE** for each classification.

10. TOTAL NUMBER OF EMPLOYEES
Indicate the total number of male employees and the total number of female employees working in each classification in the contractor's work force during the reporting period.

11. TOTAL NUMBER OF MINORITY EMPLOYEES
Indicate the total number of male *MINORITY* employees and the total number of female *MINORITY (non-white)* employees working in each classification in the contractor's work force during the reporting period.

12. COMPLETE THE FORM: SIGNATURE, TITLE, PHONE NUMBER, DATE, PAGE ____ OF ____.

13. AT THE END OF EACH MONTH, SUBMIT the completed Monthly Employment Utilization Report Form to the VTrans Office of Civil Rights and Labor Compliance. One of these forms should be completed for each month of the contract. **NOTE:** If you are working on a federally funded local project, managed by a town or municipality, please submit your monthly utilization forms (and your payrolls) to your local project manager.