



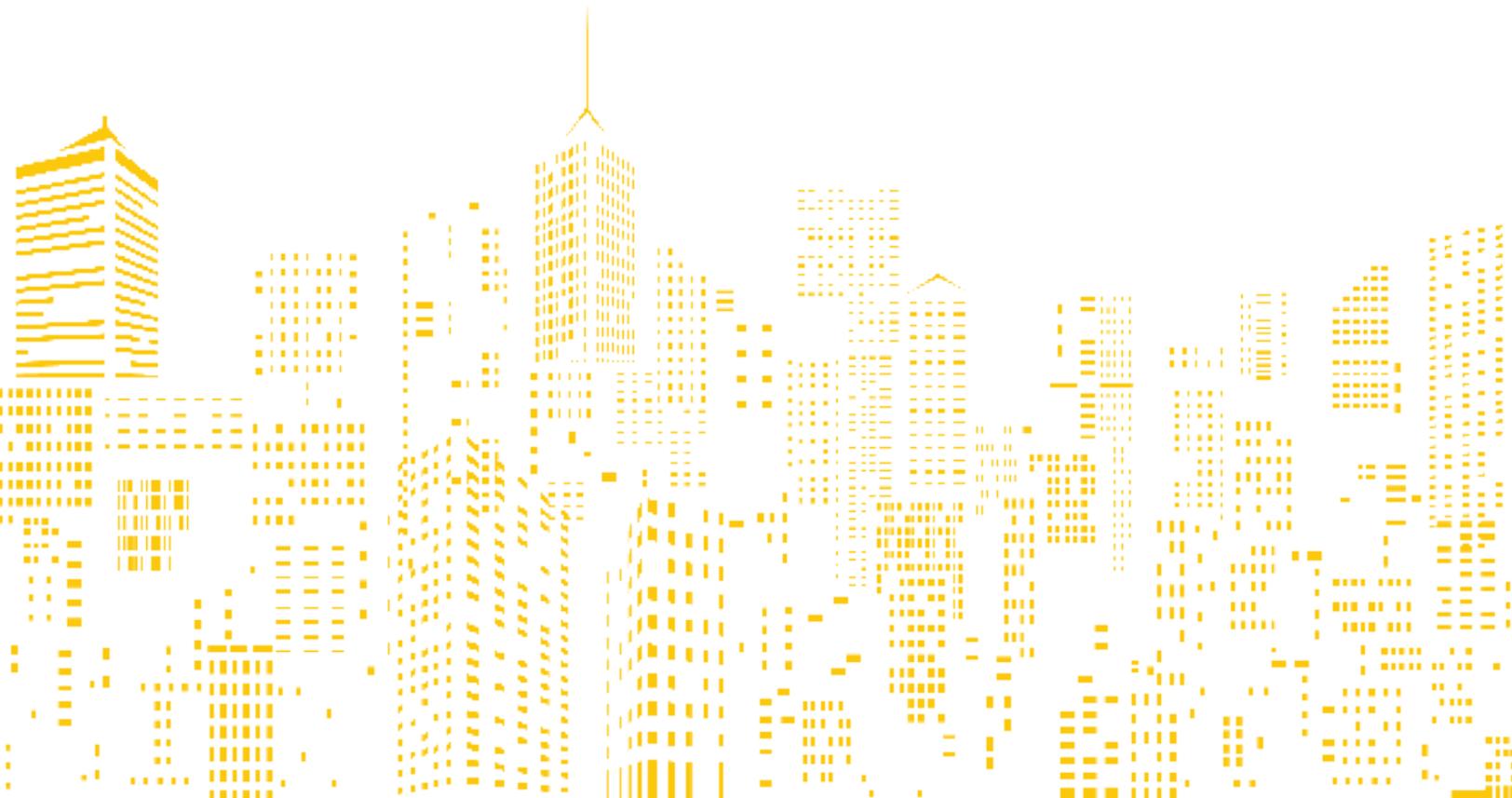
ENCOURAGING WORKFORCE AND SUPERVISORY DIVERSITY IN YOUR COMPANY

A Summary of Requirements

Under the 2019 Collective Bargaining Agreement

Between NYECA and Local #3 IBEW

and Recommended Best Practices





PART 1: REQUIREMENTS MANDATED BY THE 2019 COLLECTIVE BARGAINING AGREEMENT BETWEEN NYECA AND LOCAL #3 IBEW

STEP 1 : REVIEW SUPERVISION DIVERSITY DEMOGRAPHICS

A. Survey Your Employees for Interest in Supervision Responsibilities

Reach out to all minority and women workers in writing and in person and ask them if they are interested in becoming a supervisor. As a result of the 2019 Collective Bargaining Agreement, your company's On-Boarding New Hire Packet for field personnel must include a Supervision Interest Form. Here is a sample form for you to use:

SAMPLE FORM: SUPERVISION INTEREST FORM FOR THE CONSTRUCTION DIVISION ONLY

Name of Employer _____

The Company is interested in ensuring that qualified individuals who are interested in acting in a supervisory role are provided with an opportunity.

Are you currently interested in becoming a supervisor?

Please check yes or no, and then complete this form.

Check one:

Yes

No

Print Name _____

Signature _____

Date _____

B. When There is No Interest...

If there is no interest expressed by your current employees, call the Joint Industry Board Employment Department and inquire about individuals who have previously expressed interest in supervision who are not currently employed by your company. Remember to document these requests in your own files to confirm your company's intentions and goals to support and advance diverse supervisors within your workforce.

STEP 2 : FOLLOW REQUIRED COLLECTIVE BARGAINING TERMINATION PROCEDURES, AND DOCUMENT YOUR EMPLOYMENT FILES

Pay attention to how your workers are terminated. As part of the 2019 Collective Bargaining Agreement, you are required to attach the job ticket to the termination form before returning it to the Joint Industry Board Employment Department.

IN TERMINATION SITUATIONS

Be sure that the termination form is signed by an officer, executive, or superintendent of your company. As the owner or representative of a company, you are responsible for this. Also, make certain that the employee's file is updated with this information.

PART 2: RECOMMENDED BEST PRACTICES FOR ENCOURAGING WORKFORCE AND SUPERVISORY DIVERSITY IN YOUR FIRM.

KNOW YOUR EMPLOYEES, AND SURVEY THEIR INTEREST IN SUPERVISORY POSITIONS

In addition to the Collective Bargaining Requirements, NYECA encourages you to adopt some additional suggested best practices to expand and advance diversity in your firm.

Review your shop's demographic composition and record them. The Association office will provide an individual shop's workforce breakdown on a monthly basis. Maintain those records in your company's diversity file to examine the workforce breakdowns on monthly, bi-annual and annual bases.

The Association recommends that you take the CBA's requirement a step further and canvas your total workforce regularly to gauge interest in becoming a supervisor. You can accomplish this by implementing a short survey as part of your onboarding documents not only when an employee is hired, but by refreshing the survey annually to all active employees. Be sure to file the results and maintain them as part of your employee records.

A. When Your Employees Indicate Supervision Interest

Make sure the potentially interested supervision candidate has the opportunity to take all the required classes and obtain all certifications and qualifications needed to become a supervisor. Also, be sure to identify and document qualifications and certifications (i.e., New York City Building Department JIB Safety Programs, OSHA, NECA NYC Foreperson Training Class) in the employee's file. The classes required to be a foreperson are the diversity training course, CPR, Lockout/Tagout, High Voltage Theory class, OSHA 30 Safety Class, Confined Space Initial class (for subway and fiber optic) and a respiratory protection class (for asbestos).

B. Creating an Opportunity in Supervision.

If there isn't an opportunity, but you are interested in further developing a person in your shop, begin by making the employee a lead person with the intention of progressing them to supervision. Again, be sure to document your employee's file with these next steps and continue to record the individual's progress.

C. Supporting the Development of New Supervisors.

If there is a position available and the candidate does not have any or much experience, make sure there is support on the assigned job to help the person learn and develop. For example, support from project management, engineering, and other forepersons on the job.

EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY AND INCLUSION

The Association strongly suggests that you have an Equal Opportunity Employment Statement on file for your office. If you do not currently have one, please refer to the back page of this document for a suggested sample. We can also provide a PDF or word document for your use. Just call the Association office for a copy.

CONSIDER DEVELOPING A FOREPERSON MENTOR PROGRAM

The Association recommends that you develop a mentor program where the senior and experienced sub-forepersons and forepersons track and support potential employees with supervision potential in an effective manner. Make sure all forepersons have a JIB foreman registration card. Just paying the overscale foreman's rate is not enough.

NEXT STEPS

We must work towards further creating and fostering workforce and supervisory diversity within our industry. This effort will be advanced by intentional processes and procedures. We hope the requirements and suggestions summarized above can help you begin to formalize and implement an even more robust diversity program in your company.

We Welcome Your Ideas. If you have any questions, please contact The Association office with your questions, concerns and suggestion. NYECA's Association Office is here to help you as a resource for engaging and encouraging diversity in your firm.

The business case for encouraging and supporting diversity in your organization is a tested and proven one. Promoting equal opportunity within our member companies has been a tradition. Today, the regulatory and economic landscape demands that we follow more transparent steps to ensure that fair promotion, compensation and zero tolerance for discrimination or harassment of any form be the standard operating procedures for employment and terminations that you use to operate your firms.

Diversity in business was historically focused on gender, race and ethnicity. It now includes employees with diverse religious and political beliefs, education, socio-economic backgrounds, sexual orientation, cultures and disabilities. Companies are recognizing that by supporting and promoting a diverse and inclusive workplace, they are creating measurable benefits that are the foundation of a profitable and productive business.

The material provided here is presented as follows:

- Part 1: Requirements mandated by the 2019 Collective Bargaining Agreement Between NYECA and Local 3 IBEW
- Part 2: Recommended Best Practices for Encouraging and Engaging Diversity Workforce Supervision in your Firm.



For those companies that do not have an EEO Statement, below is one that you can adopt as your company policy.



SAMPLE STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY AND INCLUSION IBEW LOCAL 3 EMPLOYEES

To achieve success and maintain a competitive advantage, the Company must be able to draw on the most important resource – the skills of the workforce. With the increasing richness of diversity in the workforce, we seek to expand opportunities for all. Therefore, there shall be no unlawful discrimination regarding Union membership or terms and conditions of employment on the basis of actual or perceived race; creed; color; religion; national origin; alienage or citizenship status; ancestry; age; mental or physical disability; sex; pregnancy; childbirth; caregiver status; marital or partnership status; veteran or military status; sexual orientation or gender identity; genetic information; arrest record; status as victim of domestic violence, sexual violence or stalking; unemployment status; status as veteran or active military service member; or any other characteristic protected by applicable federal, state or local laws.

Discrimination is defined as treating employees differently because of their legally protected characteristics or unlawful harassment of an individual because of their protected characteristics. Discrimination may lead to discipline up to and including termination of employment, subject to the just cause provision of the collective bargaining agreement. The parties will make efforts to avoid minority underrepresentation regarding supervision and overrepresentation in workforce reductions.

Beyond prohibiting unlawful discrimination, the Company embraces the principles of diversity and inclusion. Our fundamental diversity and inclusion beliefs are that, as human beings, people share more similarities than differences; a difference in one respect does not prejudice a difference in another respect, let alone differences in all other respects; and many if not most differences that might be used to define or distinguish people as groups do not matter for workplace purposes.

We believe that by championing diversity and inclusion, it:

- Facilitates hiring, retention and promotion from a wider pool of qualified job candidates.
- Enhances decision-making at the company when viewpoints from employees with diverse backgrounds and experiences are considered.
- Enables employees to communicate better with each other, with other trade workers at the jobsite and with company clients.
- Increases productivity, safety and workplace harmony.

At this company:

- We value equity, inclusion, and dignity for all.
- We believe that our differences can make us stronger. We respect and seek out inclusion of differences, realizing we can learn from each other.
- We insist on a culture of respect and recognize that words and actions matter.
- Each employee shares responsibility to create a positive culture and to safeguard equity, inclusion dignity and respect for all.
- We take action when we observe someone being treated unfairly or in a demeaning manner.

This Company embraces the principles of diversity and inclusion and requests that all employees sincerely embrace those principles in all aspects of work.

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