

# **Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)**

**Fiscal Year 2026**

**New York City Police Pension Fund**



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## I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women<sup>1</sup>

## II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

### EXECUTIVE DIRECTOR'S POLICY STATEMENT

The following Policy is the New York City’s Equal Employment Opportunity (EEO) Policy. This Policy reflects the federal, state, and local laws that prohibit discrimination in employment. The New York City Police Pension Fund (NYCPPF) will follow and implement this policy with my strong commitment to preventing discrimination by ensuring that all of our employees, applicants for employment, external contractors, consultants, agency partners, and members of the public served by our agency are aware of their rights and obligations under this policy, and in providing a work environment that respects and values our differences.

As Executive Director, I want to make clear to every manager, supervisor, and employee of our agency that the NYC PPF remains firmly committed to recruitment, development, and retention of a diverse and inclusive workforce reflective of our City’s population. It is incumbent upon every employee of this agency to make the same commitment to celebrate diversity and comply with the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the EEO Policy, promote a work environment that is fair and safe, and values equity, inclusion, and respect for all employees.

The NYC EEO Policy provides that all employment decisions be made on the basis of equal opportunity and not on the basis of: **actual or perceived race, color, national origin or ethnicity, immigration or citizenship status, religion or creed, gender/sex (including, pregnancy, childbirth or related medical conditions), gender identity or expression, disability, age (18 and over), military or veteran status, prior record of arrest, conviction record, or pending case, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, unemployment status, consumer credit history, familial status, salary history, sexual and reproductive health decisions, pre-employment marijuana testing, cannabis usage, height and weight.**

I strongly urge all employees to become familiar with the NYC EEO Policy and procedures and to access the resources available within the NYC PPF to address any concerns you

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<sup>1</sup> See the Agency EEO Plans of the NYC EEO Policy (Section X) as well as the Agency Guide for preparing this template.

may have. No employee of this agency should tolerate discriminatory treatment, harassment, or retaliation for reporting practices that violate this Policy. The NYC EEO Policy is one of our highest priorities and has my full support. The agency will disseminate the EEO Policy statement and 55a Program description on our communication boards including the NYCPPF DocuShare Intranet, and a hard copy is available in common areas of the facility.

In accordance with the New York City Human Rights Law, the NYCPPF provides reasonable accommodations for employees' pregnancy, childbirth, and related medical conditions, including accommodations for lactation to employees who express milk during work hours. The NYCPPF will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Please refer to Policy Number HR-0019 on DocuShare for more information.

The agency EEO Officer, an immediate supervisor, or the Human Resources Director should be contacted with any questions, inquiries, concerns, or complaints you may have regarding your EEO rights and any allegation of violation of the EEO Policy. The agency EEO Officer, Alana Bassit (212-693-5126, [ABassit@nycppf.org](mailto:ABassit@nycppf.org)) will serve as a resource for agency managers and supervisors. Our EEO Counselor is Stephanie Gallop (212-693-5123, [SGallop@nycppf.org](mailto:SGallop@nycppf.org)). The agency EEO Officer's contact information is prominently available to all employees and both EEO contacts serve as our Disability Rights Coordinators.

The agency is committed to maintaining a workplace free from all forms of harassment and discrimination prohibited by the City's EEO Policy. The following federal, state, and local agencies enforce laws against discrimination: The New York City Commission of Human Rights, the New York State Division of Human Rights, the United States Equal Employment Opportunity Commission (EEOC), and the Department of Justice. Information about how to contact these agencies can be found on the DCAS website at <https://www1.nyc.gov/site/dcasa/agencies/equity-and-inclusion-resources.page>. Please note that there are statutory deadlines for filing complaints with each of these agencies. All complaints will be treated confidentially, promptly investigated, and employees who are found to have violated our EEO Policy are subject to discipline, up to and including termination.

- This statement is the same as last year.

**NOTE:** If this statement has been in use for more than two years the Agency Head should issue a revised statement.

- This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.
- Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

### III. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. The Agency has revamped the public PPF website to include accessibility compliance (5-Year Accessibility Plan in accordance with Local Law 12 of 2023). The agency submitted its first progress report on the 5-Year Accessibility Plan in accordance with Local Law 12 of 2023. The first annual progress report for the Accessibility Plan was posted on 4/18/2025 which included improved workplace accessibility tools implemented at the agency such as:
  - An audio induction loop assistive listening system was installed;
  - Braille signage across all common areas including all bathrooms were installed; and
  - Met web content accessibility guidelines 2.1 level AA for both our internal and public facing websites.
2. Disseminated the workplace DEI Climate Survey on 8/5/2024, to assess employee experiences of inclusion, equity, and respect across the agency.
3. Effective 9/8/2024, under Local Law 75, agencies are mandated to provide career counseling to any employee with at least one year of City service. We have announced the launch of our revamped Career Counseling program to all staff on 2/13/2025. We have facilitated 8 career counseling sessions in FY 2025.
4. The agency does outreach and utilizes many M/WBE vendors via NYS OGS, GSA, and Small Business Services (NYC SBS). We currently use five continuous M/WBE vendors with multi-year contracts. There are several contracts that were awarded in FY 2025. The agency was represented at the 2024 Citywide M/WBE Fair on 11/4/2024. The M/WBE Officer spoke to 126 vendors and gave out 200 flyers which included upcoming procurements. The Officer also reached out to vendors from the Citywide Fair via email, relaying information regarding upcoming projects and reminding vendors to view City Record and the Fund's website
5. During the year we host several educational programs such as Pension Seminars, Military Seminars, and an Orientation for the new recruits of the NYPD to promote the agency's services. The educational DEI conferences hosted by the agency in FY 2025 include the following:
  - On 3/7/2025, there was a Women in Policing Conference held.
  - On 2/2/2025 & 3/27/2025, there was a NYPD Military Conference.
7. The agency held its second Annual Employee Appreciation Day event in March 2025, again, led by the EEO Officer, with a renewed emphasis on recognizing staff contributions to DEI efforts and an appreciation for their hard work. On 3/19/2025, the agency celebrated Employee Appreciation Day with a Pizza Luncheon to reward the staff for their dedication and hard work for all that they do.

8. Building on the heritage month observances and CityTalk Panels promoted in the previous fiscal year, the agency continued to disseminate information on citywide DEI programming and heritage events.

- Disseminated information about DCAS' CityTalk Panels: Hispanic Heritage Month – Unity in Action: Hispanic Heritage and NYC's Future on 9/27/24; Veterans Day – Loyalty in Action: A Legacy of Service on 11/18/24.
- Disseminated information about presentations from the Mayor's Office: Domestic Violence Awareness Month – NYCGoPurple Day on 10/9/24; Sexual Violence Awareness Month – Denim Day on 4/22/25.
- Disseminated agency wide emails recognizing the following: Black History Month on 2/14/25.
- Disseminated information from WorkWell: Lunar New Year Instagram Post on 2/4/2025.

9. Training remained a core component of the agency's DEI strategy, maintaining strong compliance with mandatory training. The following trainings were completed in FY 2025:

- 100% compliance with the Sexual Harassment Prevention e-training.
- 99% compliance with LGBTQI+: The Power of Inclusion e-training.
- 96% compliance with Structured Interviewing and Unconscious Bias training.

## IV. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2025 as well as the number of employees in your agency whose demographic information is unknown.

[NOTE: These numbers are available on the total line for your agency in the FY 2025 Q4 EBEPR210 CEEDS report]

**Total Headcount:** 148

**Unknown Race/Ethnicity** 2      **Unknown Gender** 0      **Unknown Both** 0

Pursuant to Local Law 27 (2023) \*\* provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*\*\* Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).<sup>2</sup>*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
  - Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
  - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
  - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

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<sup>2</sup> Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

**a) Analysis of Agency Compensation Data:**

The agency applies a combination of analyses and discretion to ensure that employees are paid correctly according to their collective bargaining agreements and Mayor's Personnel Orders which include the following:

- i. Tenure: The length of time an employee has been with the agency, which can affect their level of experience, job expertise, and additions to gross pay (i.e., service increments, longevity pay, recurring increment payments).
- ii. Performance Evaluations: Compensation is influenced by how well an employee meets their assigned tasks and duties.
- iii. Equity between Genders: The agency strives to maintain fair and equitable compensation between those who identify as men and women, ensuring there is no gender-based pay disparity.
- iv. Pay Ranges & Levels: The analysis of compensation data includes looking at the collective bargaining agreements and MPO's and ensuring that pay range & levels fall within the contractual agreements for specific titles.

**b) Indicators of Occupational Segregation:**

In the quarterly CEEDS report analyses, there are no indicators of Job Groups that are experiencing significant over- or under- utilization of a minority ethnic group or gender in FY 2025.

**c) Actions undertaken to reduce occupational segregation considering previous analyses:**

No actions undertaken based on previous analyses.

**2. [Indicate, below, all steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means. Check all appropriate boxes.]**

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

### 3. Review and Analysis of Workforce Reports

[Indicate below your agency process in reviewing and analyzing quarterly workforce reports (CEEDS reports). Check the appropriate boxes to indicate the units involved and the frequency of reviews.]

**Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.
- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g. hiring patterns in specific job titles).

The EEO officer conducts workforce reviews with the following agency units:

#### **Agency Head**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

#### **Human Resources**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

#### **General Counsel**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

#### **Other (specify): Chief of Staff**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

## V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

### A. WORKFORCE

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.**

- o The NYCPPF is committed to recruiting, developing, and retaining a diverse and inclusive workforce which resembles that of the NYC community.

#### **Planned Programs, Initiatives, Actions aimed at Workforce:**

The agency ensures that there will be a diverse applicant pool for the anticipated vacancies where job postings are posted on multiple platforms, encourages employees to take promotional civil service examinations, and uses the quarterly workforce dashboard to identify specific job groups where underutilization exists to guide recruitment efforts to build an inclusive and sustainable pipeline across all levels. In the quarterly CEEDS report analyses, there are no indicators of Job Groups that are experiencing significant under-utilization of a minority ethnic group or gender in FY 2025.

Specific actions and initiatives planned with respect to the Workforce are:

- o Job postings will be posted on multiple platforms such as Smart Recruiters, Indeed, and Jobs NYC. Some positions may also be posted on LinkedIn. DCAS' civil service lists will also be used to fill vacancies within the agency.
- o Email blasts of scheduled open examinations available for filing will be sent monthly to employees.
- o Initiate pick-up and transfers using DP-72 for employees who receive a notice of hiring pool.
- o Targeted emails will be sent to employees permanently serving in underlying titles to apply for promotional civil service examinations.
- o Targeted emails will be sent to provisional employees and those serving in non-competitive titles to apply for civil service examinations.
- o The agency will analyze and interpret the workforce reports on a quarterly basis to guide recruitment efforts based on the results of those reports.

The agency analyzes the quarterly workforce report and dashboard to identify specific job groups where underutilization exists. When underutilization has been identified of a certain sex or race within a specific job group, the final candidate selection process takes into account the demographic pool of candidates available. Note that targeted recruitment is non-existent when using civil service lists, which is the primary method of how vacancies are filled.

Further, the EEO Officer serves as the Career Counselor for the agency and provides personal and professional development of employees by meeting one-on-one with employees who express interest in furthering their career with City government. Effective 9/8/2024, under Local Law 75, agencies are mandated to provide career counseling to any employee with at least one year of City service. We have announced the launch of our revamped Career Counseling program to all staff on 2/13/2025.

## **B. WORKPLACE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.**

- o The Agency will continue to establish an atmosphere of diversity and inclusion by recognizing key months/dates that relate to promoting diversity and inclusion.
- o Use the results of the workplace DEI Climate Survey disseminated on 8/5/2024, to assess employee experiences of inclusion, equity, and respect across the agency.
- o The Agency will continue to remind employees to update self-identification and professional skills in NYCAPS Employee Self-Service (ESS)
- o The Agency intends to implement a recognition program with a renewed emphasis on recognizing staff years of City service.
- o The Agency will continue to disseminate all mandatory training courses to all staff based on their yearly cycle.

### **Planned Programs, Initiatives, Actions aimed at Workplace:**

The NYCPPF sends agency wide emails to recognize key months/dates that relate to promoting diversity. In addition, the agency embarks on the Equity and Race Relations Initiatives from DCAS and the Mayor's Office such as CityTalk Panel Discussions, which are disseminated to all staff as part of our special initiatives to enhance equity in the workplace.

- o The Agency plans to continue disseminating information about DCAS' CityTalk Panels, presentations from the Mayor's Office, WorkWell, and Agency specific emails recognizing key months.

The agency implements several surveys including the new WISE-E Exit survey for employees voluntarily resigning, the Citywide Onboarding survey and the Climate survey. These surveys value the differences that each of our unique employees bring to the workplace and maintains focus on retaining talent across all levels. We have not received the results of the Climate survey.

In addition, the agency encourages staff to update their self-identifying information regarding race/ethnicity, gender, and preferred name within ESS, and update their highest level of education including any licenses/certifications on a yearly basis.

The agency continues to maintain strong compliance with all mandatory training courses adhering to the citywide cycle.

[Please select below the options that apply to your agency.]

- Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. N/A
- 2.
- 3.
- 4.
- 5.

- Agency does not presently have any ERGs.

- Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee

- Agency has an active Diversity Committee/Council

- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

- Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy

- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

#### **C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM**

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.**

- o Throughout the year, the agency plans to host several educational programs to promote its services.
- o The agency will continue to use M/WBE vendors.
- o Continue to maintain compliance with the 5 Year Accessibility Plan in accordance with Local Law 12 of 2023.

### **Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:**

The Agency will continue to conduct periodic educational programs and informational sessions designed to promote awareness of pension benefits, processes, and available resources.

In alignment with the 5-Year Accessibility Plan, NYCPPF will continue to improve access to agency information and services for individuals with disabilities and for those who may require alternative formats or accommodations. These efforts help reduce barriers and support equitable participation for all members and stakeholders.

NYCPPF will continue to utilize its five continuous M/WBE vendors through multi-year contracts and will reinforce internal procurement practices that promote equitable opportunities, broaden outreach, and sustain inclusive vendor relationships.

In FY 2026, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBEs)
- Expand language services for the public

## **VI. Recruitment**

### **A. Recruitment Efforts**

The NYCPPF is an eHire agency, and therefore, all vacancies are posted on Jobs NYC, Smart Recruiters, and Indeed. Some harder-to-fill titles are posted on LinkedIn when looking for candidates with a specific skillset. All job postings include an up-to-date diversity, inclusion and equal opportunity employer messaging tagline. On eHire, interviews are scheduled for all candidates. Recruitment efforts are assessed by reviewing the CEEDS underutilization report on a quarterly basis to determine whether such efforts adversely impact any particular group. In addition, all hiring managers and recruiters have taken Structured Interviewing and Unconscious Bias training and Everybody Matters: EEO and Diversity & Inclusion Training.

## B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2026 to promote open competitive and promotion civil service exams.]

- Email blasts of scheduled open examinations available for filing will continue to be sent monthly to employees.
- Continue to initiate pick-up and transfers using DP-72 for employees who receive a notice of hiring pool.
- Targeted emails will continue to be sent to employees permanently serving in underlying titles to apply for promotional civil service examinations.
- Targeted emails will continue to be sent to provisional employees and those serving in non-competitive titles to apply for civil service examinations.

List any planned recruitment events for FY 2026 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
	N/A	

List planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0
Other (include online)	0

## C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in hires. Recruitment sources

should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversify your workforce.]

1. Smart Recruiters
2. Jobs NYC
3. Indeed
4. LinkedIn
5. Citywide Hiring Pools/Civil Service Lists
- 6.

#### **D. Internships and Fellowships**

The agency plans to recruit interns for FY 2026 on a limited basis. The goal of the College Aide and/or Internship program is to provide students with meaningful part-time/full-time work experience in public service while they pursue their academic goals.

The agency provided the following internship opportunities in FY 2025:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M <u>  </u> F <u>  </u> Non-Binary <u>  </u> Other <u>  </u> Unknown <u>  </u>
2. Public Service Corps			M <u>  </u> F <u>  </u> Non-Binary <u>  </u> Other <u>  </u> Unknown <u>  </u>
3. Summer College Interns	5	White; 1 has identified as Hispanic/Latino as well	M <u>4</u> F <u>1</u> Non-Binary <u>  </u> Other <u>  </u> Unknown <u>  </u>
4. Summer Graduate Interns			M <u>  </u> F <u>  </u> Non-Binary <u>  </u> Other <u>  </u> Unknown <u>  </u>
5. Civil Service Pathways Fellows			M <u>  </u> F <u>  </u> Non-Binary <u>  </u> Other <u>  </u> Unknown <u>  </u>

## **E. 55-a Program**

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 1 [number] 55-a participants. [Enter '0' if none]
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] N/A.

The agency uses the 55-a Program and currently has one participating employee.

The agency prominently displays the 55-a program brochure in agency common areas and on the agency intranet. Also, all new hires are given information about the 55-a program during on-boarding at New Hire Orientation and are advised to pass the information on to friends and family.

- Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.
- Agency does not use the 55-a Program and has no participating employees.

## **VII. Selection (Hiring and Promotion)**

### **A. Career Counselors**

The agency's Career Counselor promotes advancement by posting all job opportunities for promotion/transfer internally in NYCAPS, sends agency wide notifications of the DCAS monthly civil service exam schedule, and explains the civil service process to new hires and what it means to become a permanent civil servant. Employees who would like to develop their career paths are able to schedule a one-on-one session with the Career Counselor as well.

On 2/13/2025, the agency announced the expansion of the Career Counseling program in accordance with Local Law 75 of 2024 to all staff. The agency will conduct outreach to all employees annually about the program which includes information about civil service exams and paths, available training provided by the city and their represented union, and continuing education information. In addition, follow-up meetings will be scheduled as needed.

## **B. New Hires and Promotions**

Most vacancies are posted on eHire. The agency also makes succession placements and confirms the agency's continued investment in employees' professional growth and contribution to agency objectives. This model also falls in line with citywide best practices of promoting from within.

All hiring managers are scheduled for Structured Interviewing and Unconscious Bias training on a biennial basis and all interviews are conducted following the principals of this training. The selection and appointment process is based solely on the responses to the structured interviewing questions which are EEO-compliant and job related. The EEO Officer compares the demographics of current employees to the placements, especially within specific job groups utilizing the CEEDS report.

## **C. EEO Role in Hiring and Selection Process**

In FY 2026, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.
- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested for an interview.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

Other: \_\_\_\_\_

#### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2026.
- The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any protected category groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VIII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	153	April 2026
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	153	January 2026
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers & Supervisors	27	August 2026
9. Other (specify)			
10. Other (specify)			

## IX. Reasonable Accommodation

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within fifteen (15) business days after submission of the appeal.
- If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the Agency Head's designee<sup>3</sup> : Sal LoCascio, Chief of Staff
  - The designee reports directly to the Agency Head.
- The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

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<sup>3</sup> **To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated to review appeals of reasonable accommodation decisions.**

## **X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders**

### **A. Local Law 92 (2018): Annual Sexual Harassment Prevention training**

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2025 – August 31, 2026) as indicated in the Section VII Training above.

### **B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting**

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### **C. Local Law 121 (2020): Age Discrimination Training; Local Law 14 (2024): Anti-racism and Anti-racial Discrimination Training**

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

### **D. Local Law 27 (2023): Access to Workplace Facilities**

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- Reassignment
- Modification of Work Schedule
- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

#### **E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026**

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

#### **F. Local Law 27 (2023): Workforce Information Report for FY 2025**

- The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

#### **G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

#### **H. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- The agency plans to train all new employees within 30 days of start date.

- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the single-sex facility (e.g., Restroom Access) notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## XI. Audits and Corrective Measures

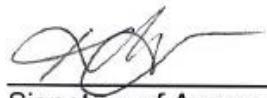
- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to CEI an amendment letter, which shall amend the agency plan for FY 2025 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)<sup>4</sup>

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency’s efforts during the previous quarter to implement the agency’s EEO Plan.

Kevin Holloran  
Print Name of Agency Head

  
\_\_\_\_\_  
Signature of Agency Head

1/27/26  
Date

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<sup>4</sup> Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors\*

### Agency EEO Office mailing address:

233 Broadway, 25<sup>th</sup> Floor  
 New York, NY 10279

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
2.	<b>Agency Deputy EEO Officer</b> [if appointed]			
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]			
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Sheanni Walker	<a href="mailto:SWalker@nycppf.org">SWalker@nycppf.org</a>	212-693-5068
5.	<b>ADA Coordinator</b>	Michael Ragone	<a href="mailto:MRagone@nycppf.org">MRagone@nycppf.org</a>	212-693-5127
6.	<b>Disability Rights Coordinator</b>	Alana Bassit, Stephanie Gallop		
7.	<b>Disability Services Facilitator</b>	Sal LoCascio	<a href="mailto:SLoCascio@nycppf.org">SLoCascio@nycppf.org</a>	212-693-5601
8.	<b>55-a Coordinator</b>	Michael Ragone	<a href="mailto:MRagone@nycppf.org">MRagone@nycppf.org</a>	212-693-5127
9.	<b>EEO Investigator(s)</b>	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
10.	<b>EEO Counselor(s)</b>	Stephanie Gallop	<a href="mailto:SGallop@nycppf.org">SGallop@nycppf.org</a>	212-693-5123
11.	<b>EEO Training Liaison(s)</b>	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
12.	<b>Career Counselor(s)*</b>	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
13.	<b>Other (specify)</b>			