

FISA

MEMORANDUM

To: FISA Staff

Date: October 17, 2014

From: Rose-Ellen Myers 

Subject: Implementation of Recommendations – Equal Employment Practices Commission Audit

FISA has recently undergone a routine, scheduled audit by the City's Equal Employment Practices Commission (EEPC). This audit is conducted periodically to ensure each agency's continued compliance with the City's Equal Employment Opportunity Policy (EEO).

The audit methodology used by the EEPC included their analysis of FISA's EEO documentation; their interview of FISA's EEO officer, EEO Counselors, Career Counselor; and a mail survey to which you may have responded.

The findings of the audit indicated that FISA is in compliance with substantive requirements of the EEO. FISA has also enhanced its practices to comply with the following EEPC recommendations:

- FISA has increased its outreach efforts to reach out to underrepresented groups.
- FISA has redistributed the identity of the Career Counselor and Disability Rights Coordinator to all employees.
- FISA has instituted a formal evaluation of managerial performance of EEO and will implement reviews for promotions and transfers in 2015.
- FISA management will continue to reemphasize its EEO commitment and document these discussions.

FISA's Equal Employment Opportunity Policy was last distributed agency-wide in December, 2013. Additional copies are available from FISA's EEO Officer, Steven Spindel or online at <http://www.nyc.gov/html/dcas/html/resources/eo.shtml> .

I am sure that you will join me in continuing support of the Equal Employment Opportunity Policy, and that together we can ensure a workplace free of discrimination and harassment, one which encourages respect for the diversity of backgrounds represented at FISA.

If you have staff that does not have access to e-mail, please be sure to deliver a hard copy of this memorandum.

Thank you.