

Hall, Mavis

From: Call, Diane B.
Sent: Thursday, February 09, 2012 5:11 PM
To: Everyone
Subject: Equal Employment Practices

**Queensborough Community College
of The City University of New York**

To: All Employees
From: President Diane Call
Date: February 9, 2012
Subject: Equal Employment Practices

I would like to reaffirm my dedication to maintaining a work environment that recognizes and appreciates the diversity of its workforce.

Queensborough Community College is an equal employment opportunity employer committed to compliance with federal, state and local laws prohibiting employment discrimination. Employment decisions at Queensborough College will be made on the basis of merit and in compliance with equality the policy of The City University of New York to recruit, employ, retain, promote, and provide benefits to employees without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, gender, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alien status, citizenship, military or veteran status, or status as a victim of domestic violence.

In response to the preliminary determinations and corrective actions/ recommendations identified in our recent audit by the Equal Employment Practices Commission (EEPC) for the period of July 1, 2007 – June 30, 2010, Queensborough Community College will take the following actions to be in full compliance with CUNY's Affirmative Action/Equal Employment Opportunity and Diversity Policy, as well as the Commission's policies and EEO standards expressed in the Federal, State and City Human Rights Laws:

Compliance with EEO Training Standards

In addition to continuing to include the Affirmative Action/Equal Employment Opportunity and Diversity related policies, rights and procedures in the materials provided to new hires during group and one-on-one orientations, our training plan to ensure that all individuals who work within the college, including managers and supervisors, are trained concerning AA/EEO and Diversity related policies, rights and responsibilities includes the following:

Communication of policies, including definitions and identification of AA/CDO contact (Ms. Mavis Hall, A 309), via e-mail notification, website and campus postings using digital signage/posters, as well as offering educational activities/training.

Awareness and training will be included via employee orientations, search committee charge meetings, workshops co-sponsored with student clubs, faculty development (CETL), campus events facilitated by the Affirmative Action Education Committee, and those identified in collaboration with union leadership.

EEO Internal Discrimination Complaint Files

The Affirmative Action / Compliance and Diversity Office will continue to ensure that all discrimination complaint files contain:

- the Charge of Discrimination Form completed by the complainant or AA/CDO;
- Written notification informing the complainant and accused that an investigation has begun, which may include interviews with third parties, and that the President shall determine what action, if any, will be taken after the investigation is complete;
- The Actions Taken in Response to Discrimination/Harassment Complaint Form signed by the President; and
- Written documentation that the complainant(s) and respondent(s) are apprised in writing of the action taken as a result of the complaint.

Compliance with Selection and Recruitment System

All advertisement/job postings will be reviewed by Human Resources and the Affirmative Action/ Compliance and Diversity Office to ensure that the QCC Equal Opportunity Employer tagline statement of non-discrimination in our employment practices is included.

I thank you for sharing my commitment to creating a work environment that encourages and appreciates diversity.

Thank you.