



SPRING 2005

EEO VIEWS

Emily Lloyd
Commissioner

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First Deputy Commissioner

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Deputy Commissioner
Human Resources & Administration

Martha Osenni
EEO Officer

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In this Issue:

- A Message from the Commissioner
- Domestic Violence in the Workplace
- February—Black History Month
- March—Women's History Month
- DEP Celebrates Women's History Month
- Religious Accommodations
- Recipe: Salad Oliver

More Information and Help

- NYC Employee Assistance Program (EAP): (212) 306-7660
- Violence Intervention Program (Spanish and English): (212) 410-9080
- Arab-American Family Support Center: (718) 643-8000
- New York Asian Women's Center: (212) 714-9153 or (888) 888-7702
- SAKHI for South Asian Women: (212) 714-9153
- NYC Gay and Lesbians Anti-Violence Project: (212) 807-0197
- Help for abusers: (800) 621-HOPE (4673) or 311

CALL 911 IF YOU OR ANYONE ELSE IS IN IMMEDIATE DANGER

A Message from the Commissioner: Equal Employment Practices Commission Audit



The New York City Equal Employment Practices Commission (EEPC) is the oversight agency that ensures all mayoral agencies are in compliance with EEO laws and policies as set forth by the City Charter. The EEPC has recently completed an audit of DEP's compliance. This audit covered the time period of November 1, 2001 through June 30, 2003. The auditors looked at our current practices and conducted a survey of 120 employees.

As the EEO Office has a very good working relationship with Agency management, it is routinely contacted for both advice and guidance in EEO matters in an attempt to bring early resolution to as many complaints as possible.

While I am proud of our many accomplishments, I would also like to call attention to several areas where DEP has already made and will continue making improvements in our EEO policies to better serve all Agency employees.

dated training of all Agency personnel in EEO policies and procedures. For FY'04, the EEO Office provided training to 1,500 (24%) Agency employees surpassing its goal by almost 20%.

- The EEO Office is currently undertaking a massive training endeavor to not only meet its training goal for FY'05 but to exceed it. To date for FY'05, the EEO Office has provided training to approximately 1,400 employees, thus already exceeding its goal by almost 15%.
- The EEO Office, in conjunction with the Department of Citywide Administrative Services (DCAS) is developing a curriculum for Structured Interview training for employees responsible for interviewing and selecting candidates for employment.
- The EEO Office recently offered training on the newly protected categories of Domestic Violence and Gender Identity and will continue to offer similar trainings in the future.

COMPLAINT HANDLING

- In FY '04, the EEO Office received 22 internal complaints of discrimination that were resolved through the investigation process as

Continued on page 3

TRAINING

- The EEO Office will continue its man-

Domestic Violence in the Workplace

In September 2004, a training seminar on "What You Need to Know About New Laws in New York City on Domestic Violence and the Workplace" was presented to our EEO Liaisons by Deborah Widdis a Staff Attorney for Legal Momentum (formerly Legal Defense and Education Fund of the NOW).

Ms. Widdis is responsible for Legal Momentum's Employment and Housing Rights for Survivors of Abuse (EHRSA) project; she has written or co-authored several articles on employment law and housing issues for survivors of domestic violence. In addition to EEO Liaisons, the EEO staff as well as the Assistant Commissioner of Human Resources Management and Deputy Director of Human Resources also attended.

Victims of Domestic Violence, sex offenses and stalking has recently been added to the protected categories covered by EEO Law. Our goal in offering this training was to make EEO professionals and Human Resource managers aware of the extent of domestic violence in our society, the effect it can have on employee work performance, and how an agency like DEP can assist and accommodate the Victims of Domestic Violence while also meeting operational needs and protecting its employees.

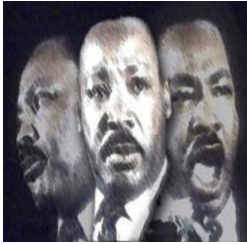
For more information call the New York City Domestic Violence Hotline at (800) 621-HOPE (4673), TDD (800) 810-7444 or 311 www.nyc.gov/domesticviolence.



DIVERSITY AWARENESS



February—Black History Month



February 1st marked the beginning of Black History Month—an annual celebration that has existed since 1926. But what are the origins of Black History Month?

Much of the credit can go to Harvard Scholar Dr. Carter G. Woodson, who was

determined to bring Black History into the mainstream public arena. Woodson devoted his life to making “the world see the Negro as a participant rather than as a lay figure in history.” In 1926 Woodson organized the first annual Negro History Week, which took place during the second week in February. Woodson chose this date to coincide with the birthdays of Frederick Douglass and Abraham

Lincoln—two men who had greatly impacted the African American population.

I have a dream that one day this nation will rise up and live out the true meaning of its creed: “We hold these truths to be self-evident: that all men are created equal.”
- Dr. Martin Luther King, Jr.

Over time, Negro History Week evolved into the Black History Month that we know today—a four-week-long celebration of African American History.

Taken from historychannel.com

March - Women's History Month

In 1978, the Sonoma County Commission on the Status of Women in California, began a “Women’s History Week” celebration. The week was chosen to coincide with International Women’s Day, which was first celebrated on March 8, 1911, in Europe.

Three years later, the United States Congress passed a resolution establishing National Women’s History Week, which was expanded to a month in 1987 at the request of the National Women’s History Project. Every year since then the U.S. Congress has issued a resolution for Women’s History Month.

During Women’s History Month, we celebrate the achievements of our Nation’s women. For generations, American women have helped build our great Nation through their leadership as writers, teachers, artists, politicians, doctors, scientists, and in other professions. As mothers, daughters, and sisters, women have supported and strengthened American families and communities.

Did You Know?

- There were 147.8 million females in the United States as of July 1, 2003. That exceeds the number of males

(143 million).

- There were 215,243 active duty women in the military, compared to 1,219,134 men.
- The median annual earnings of women ages 15 and older who work full time, year round is \$30,724.
- The estimated work-life earnings of women with a professional degree who work full time, year round is \$2.9 million. For women, like men, more education means higher career earnings.

Taken from historychannel.com

DEP Celebrates “Women’s History Month”



(L.) Lillian Roberts (C) Dana Reed (R) Zoe Ann Campbell

DEP held its first annual Women’s History Month forum in March. The theme for this year’s Women’s History Month was Women Change America. This celebrated and recognized the role of women in trans-

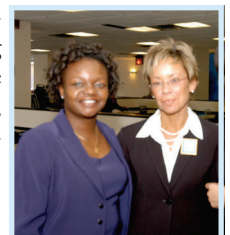
forming culture, history, and politics as leaders, writers, scientists, educators, politicians, artists, historians, and informed citizens.

DEP’s Women’s History Month committee members included: Zoe Ann Campbell, Angela Licata, Carol Fenves, Martha Osenni, Michael Bartlett, James Cuggy, and Grace Pigott. These members coordinated events which included guests speakers Commissioner Emily Lloyd, Lillian Roberts, Executive Director of DC 37 and Jyll Townes, Assistant Commissioner, for the Office of Citywide Equal Employment Opportunity.

There were also information events scheduled such as the Finance forum which featured the Municipal Credit Union

(MCU) and the Deferred Compensation Board. New York Hospital Queens also participated in a Health forum.

A showcase of DEP Women was available for viewing throughout the month of March, featuring their back-



(L.) Jyll Townes (R) Martha

Commissioner's Message continued,

well as 8 external complaints of discrimination. Additional complaints were received and, after preliminary investigations, were determined to fall outside of the jurisdiction of the EEO Office. In addition, the EEO Office has also considered 24 requests for Reasonable Accommodations (59% of which were granted), 5 requests for 55a title conversions (100% of which were granted), and 7 lawsuits.

- The EEO Office will continue to investigate internal and external complaints of discrimination within the pre-defined timeframes.
- The EEO Office has recently joined forces with the Office of Administrative Trials and Hearings (OATH), an external agency that provides mediation for internal complaints of discrimination that are otherwise irresolvable through the investigation process. So far,

OATH has assisted in bringing resolution to one complaint.

ENSURING COMPLIANCE

- The EEO Office has successfully worked with Agency management to ensure that field locations are free from discrimination and offensive material, and will continue to conduct periodic site visits to these locations for this purpose.
- Agency EEO Officer Martha Osenni has joined the Agency's Recruitment and Training Strategic Planning Committee to ensure compliance with Agency EEO policies.
- The EEO Office has taken up the responsibility of monitoring and reporting on all civil service hiring and promotion pools to ensure fair and equal practices for all candidates for employment or promotions.

- In conjunction with DCAS, the EEO Office has been working to modify existing Managerial and Supervisory Performance Evaluations to incorporate EEO policies and evaluate how well managers and supervisors uphold these policies.
- The EEO Office will continue to make available contact information for all twelve Bureau EEO Liaisons and the Agency's Career Counselor via its seasonal newsletter *EEO Views* as well as through payroll distribution.

I encourage all employees to make use of the resources that we have available in the Agency to address your EEO concerns. I would also like to take this opportunity to express once again how important it is for all of us to maintain a workplace that is free of discrimination. I believe in and am committed to the EEO program at the Department of Environmental Protection and urge you all to share in my commitment.

Religious Accommodation

What is religious discrimination?

The City's EEO Policy prohibits discrimination because of religion. Employees cannot be treated in a hostile manner because of their religion or because they do not have a religion.

What are some behaviors that violate the City's EEO Policy?

Making insults about a co-worker's religion, such as putting a sign on the bulletin board warning everyone not to trust the co-worker because s/he is a pagan and a heathen.

What is a reasonable accommodation for religion?

A reasonable accommodation for religion is a change in a workplace rule or practice that allows you to respect your religious beliefs. Under the City's EEO Policy, agencies must try to accommodate the religious observances, beliefs or practices of an employee or applicant, unless the accommodation

creates an undue hardship for the agency.

Whether an accommodation is reasonable or creates an undue hardship depends upon the circumstances of each situation.

How can I get an accommodation?

You may speak to your supervisor or your Agency's EEO Officer or another EEO representative.

What happens after I submit a request?

You will be notified whether your request for accommodation is granted or denied. If the accommodation that you requested cannot be granted, your agency's EEO Officer will seek to facilitate discussions, research appropriate reasonable accommodations and try to have an alternative reasonable accommodation put in place.

Taken from: "About EEO: What You May Not Know"

E-Mails

Individuals may be held responsible for e-mail messages that create a hostile work environment or demonstrate discriminatory practices. E-mail messages are not the personal property of the employee who generates them and, therefore, workers have no right to privacy regarding those messages.

Managers and supervisors can – and should – monitor e-mail messages regularly for evidence of discriminatory material. If you discover that racist or sexist material is being sent on your e-mail system, you must put an end to it immediately. If there's any doubt as to whether or not employees are using e-mail improperly, investigate or consult the appropriate parties.

Taken from: You & The Law



EEO BUREAU LIAISONS

Name	Bureau	Phone #
Aimee Edwards	Environmental Engineering	(718) 595-5917
Alan Wasserman	ACCO	(718) 595-3211
Delores Toles	Customer Services	(718) 595-4339
Denise Dyce	Legal Affairs	(718) 595-6608
Elestene Houston	Environmental Compliance	(718) 595-4429
Helaine Balsam	Environmental Control Board	(212) 361-1594
Mary Grannum	Environmental Planning & Assessment	(718) 595-4411
Maureen Mair	Environmental Control Board	(212) 361-1594
Naomi Hamer	Water & Sewer Operations	(718) 595-5372
Paulette Barnes	Wastewater Treatment	(718) 595-5078
Sarah Simpson	Office of Information Technology	(718) 595-4038
Sherri Roth	Water Supply	(914) 742-2029

Investigation of Complaints: A person may file a written complaint of discrimination with the agency EEO officer at any time within one year of the date that the events which are the subject of the complaint occurred. Requests for reasonable accommodations are not subject to any time limitations.

BUREAU ADMINISTRATORS

Name	Bureau	Phone #
Carmella Emilio	Water Board	(718) 595-3603
Leslie Laylock	Engineering Audit	(718) 595-3315
Grace White	Public Affairs	(718) 595-6603
Michael Moran	E.C.B.	(212) 361-1776
Constance DeSantis	Fleet Administration	(718) 610-0706
Michael Mannino	A.C.C.O.	(718) 595-3224
Mary Grannum	E.P.A.	(718) 595-4411
Michael Schneider	Water & Sewer Operations	(718) 595-5335
Stella Kyriakides	Environmental Engineering	(718) 595-6004
Oscar Medina	Wastewater Treatment	(718) 595-5103
Carol Davis	Customer Services	(718) 595-4293
Elizabeth Simmons	Water Supply	(914) 742-2059
Frank Camardella	Management & Budget	(718) 595-3655
Virginia Smyth	Environmental Compliance	(718) 595-4404
Terry Pupillo	HRA/Facilities Management	(718) 595-4355
Shamalina Khan	Environmental Health & Safety	(718) 595-4746
Julia Boudier	Legal Affairs	(718) 595-6554

RECIPE: SALAD OLIVER

To serve 6

- 2 whole chicken breasts, about ¾ pound each
- 1 large onion, peeled and quartered
- 2 teaspoons of salt
- ½ cup of coarsely chopped, drained, sour dill pickles
- 4 boiled new potatoes, cooled peeled and thinly sliced
- 3 hard-boiled eggs, peeled and thinly sliced
- 1/8 teaspoon of white pepper
- ¼ cup of mayonnaise, freshly made or a good unsweetened commercial variety
- ¼ cup of sour cream
- 2 tablespoons of capers, drained, washed, and patted dry with paper towels
- 1 tablespoon of finely cut fresh dill leaves
- 6 green olives
- 1 medium tomato, peeled
- 1 small head of lettuce, the leaves separated, washed and dried with paper towels



In a heavy 2- to 3-quart pot, combine the chicken, onion and 1 teaspoon of salt. Cover with about 1½ quart cold water and bring to a boil uncovered over high heat, skimming off the fat and scum as it rises to the surface. Partially cover the pan, reduce the heat to low, and simmer about 10 minutes, or until the chicken is tender. Remove the chicken from the pot and with a small, sharp knife, remove and discard the skin and cut the meat away from the bones. Cut the chicken meat into strips of about ½ inch wide and combine them in a large mixing bowl with pickles, potatoes and eggs. Sprinkle with the remaining teaspoon of salt and 1/8 teaspoon of white pepper. In a small bowl, beat together the mayonnaise and sour cream, and stir half of it into the salad. Taste for seasoning.

To serve Salad Olivier in the traditional Russian manner, shape the salad into a pyramid in the middle of a serving platter. Mask with the remaining sour-cream-and mayonnaise dressing and sprinkle it with capers and dill. Decorate with olives, tomatoes and lettuce leaves.

Recipe submitted by:

Galina Klaychman— Bureau of Customer Services

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IDEAS? ARTICLES?

Tell us what you think or what you would like to see in the next issue.

Send submissions to:

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Human Resources Management
Equal Employment Opportunity
59-17 Junction Blvd.
20th Floor
Flushing, NY 11373

Attn: Newsletter

Herb Roth

Career Counselor

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