



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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January 24, 2006

Martin Horn

Commissioner

Department of Correction

60 Hudson Street, 6th Floor

New York, NY 10013

Re: Resolution #06/01-072/Preliminary Determination Pursuant to the Audit of the Department of Correction (DOC) and its Compliance with the City's Equal Employment Opportunity Policy from July 1, 2001 and ending December 31, 2003.

Dear Commissioner Horn:

Pursuant to Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women. (New York City Charter, Chapter 36, sections 831(d)(2) and (5).)

This letter contains the preliminary determinations of the EEPC pursuant to its audit of compliance by the Department Correction (DOC) during the thirty-month period commencing July 1, 2001 and ending December 31, 2003. Requests for corrective actions and/or recommendations are included where the EEPC has determined that DOC has failed to comply in whole or in part with the City's EEO Policy.

Pursuant to the New York City Charter, as amended, in 1996 the Department of Citywide Administrative Services (DCAS) issued the prior administration's Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for municipal government employees and job applicants. The EEOP directs agencies to develop agency-specific plans for providing equal employment opportunity within the parameters of these standards and procedures. In January 2005, DCAS issued the

current administration's new EEOP. In addition, this Commission is empowered by Section 831 of the City Charter to recommend all necessary and appropriate actions to ensure fair and effective affirmative employment programs for minority group members and women. Accordingly, all recommendations for corrective actions included in this letter are consistent with both the audit findings and the standards set forth in the new policy. Therefore, the Department of Correction, where appropriate, should incorporate these recommendations in its agency-specific Equal Employment Opportunity Plan. The relevant sections of the City's Equal Employment Opportunity Policy are cited in parenthesis at the end of each recommendation.

The purpose of this audit is to evaluate the agency's compliance with the EEOP, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope and Methodology

Audit methodology included an analysis of DOC's quarterly reports. EEPC auditors also conducted in-depth, onsite interviews with DOC's Deputy Commissioner of EEO, Deputy Director of EEO, Career Counselor, two EEO Investigators, one EEO Investigator/Disability Rights Coordinator and six EEO Counselors. In addition, EEPC auditors interviewed 22 supervisors to determine awareness of their rights and responsibilities under the EEOP. The results of these interviews are attached. (Appendix I)

A survey of 2,560 people employed by DOC during the audit period was distributed. (This number excludes 120 surveys that were returned as undeliverable) 145 people (6%) responded. The results of these surveys are discussed in the proceeding pages and are also attached. (Appendix 5)

Description of the Agency

The Department of Correction, established in 1895, provides custody of males and females, 16 and older, who have been unable to post bail after arraignment or were remanded without bail pending trial. These detainees constitute approximately two-thirds of the total inmate population. The Department also incarcerates those sentenced in the city to terms of up to one year, parole violators awaiting parole revocation hearings, and persons charged with civil crimes. Persons sentenced to prison terms of more than a year are held pending transfer to the State Department of Correctional Services.

Personnel Activity During the Audit Period

During the audit period, 936 people were hired: 168 Caucasians, 514 African-Americans, 166 Hispanics, 39 Asians, 32 Native Americans, and 17 Unknown. (Appendix 4)

DOC reports that 267 employees were separated during the period in review, 193 were involuntary. Between June 2001 and December 2003, the total number of DOC employees decreased by 11%, going from 12,111 to 10,818. The percentage of African-Americans increased by 1% (60% to 61%), Asians increased by 0.3% (1.1% to 1.4%), Native-Americans increased by 0.1% (.6% to .7%), Hispanics decreased 0.2% (16.9% to 16.7%), and the percentage of women employees increased by 2% (38% to 40%). (Appendices 2 and 3)

Discrimination Complaint Activity During the Audit Period

During the audit period, 343 internal discrimination complaints were filed: 53 sexual harassment, 15 sexual orientation, 44 gender-based, 28 national origin, 92 race-based, 14 religion-based, nine age-based, 14 color-based, 14 disability, two marital status, four creed, and 40 retaliation. 191 of the complaints received a no probable cause determination, and 12 received a probable cause determination. 324 internal discrimination complaints were investigated, and a report was prepared for each case leaving 19 pending cases.

During the audit period, 92 external complaints were filed: 12 sexual harassment, two sexual orientation, 39 gender-based, 16 national origin, 33 race-based, seven age-based, seven based on arrest records, 19 color-based, 22 disability, and 32 retaliation. 44 complaints were pending at the end of the audit period, 16 received a no probable cause determination, 4 received a probable cause determination, one complaint was classified as a conciliation, 1 complaint resulted in the issuance of a right to sue letter by the US Justice Department, 26 were dismissed.

PRELIMINARY DETERMINATION

Following are our preliminary determinations with required corrective actions and recommendations pursuant to the audit.

Plan Dissemination – Internally

DOC is in compliance with the following requirements:

1. The agency's EEO Policies (which includes General Anti-Discrimination Statement, Sexual Harassment Prevention Policy Statement, Disabilities Policy, Anti-Retaliation, 55-A, and EEO Complaint and Investigation Procedures) are distributed to all new hires during their orientation in their new hire packets. The policies are also distributed annually.
2. The EEO Policies are posted on agency bulletin boards, which are checked periodically by the EEO Counselors.
3. Supervisors and managers are reminded of their duties and responsibilities per the EEO Policy annually by memorandum. In addition, 77% of managers and supervisors interviewed by EEPC auditors indicated that they have reaffirmed the agency's commitment to EEO and informed employees that they have a right to file a discrimination complaint with the agency's EEO Officer.
4. DOC has 33 EEO Counselors who meet with the Deputy Commissioner of EEO on a regular basis. The counselors are identified by picture on the bulletin boards at their respective locations.

DOC is in partial compliance with the following requirements:

1. While the agency's EEO Policy for FY 2004 (which covers the latter part of the audit period) addresses most of the "protected classes" pursuant to New York City and State

laws, it does not indicate that it is illegal to discriminate on the basis of gender identity (Local Law No. 3 of 2002). Corrective action is no longer required pursuant to the NYC EEO issued in January 2005.

2. The agency's EEO Policy for FY 2004, contains an out-of-date address for the US Equal Employment Opportunity Commission. Corrective action is no longer required pursuant to the NYC EEO issued in January 2005.

Plan Dissemination – Externally

DOC is in compliance with the following requirement:

All five external job postings and all five internal job postings submitted by the agency indicate that DOC is an equal opportunity employer.

Affirmative Action and Reasonable Accommodation for Persons with Disabilities

DOC is in compliance with the following requirements:

1. DOC's EEO Policy includes a "Reasonable Accommodation Procedure."
2. DOC's EEO Policies are available in large print and audiocassette.
3. DOC has distributed the DCAS Section 55-A Program brochure to all employees. According to the EEO Officer, eight employees participate in that program.
4. DOC has provided reasonable accommodations to persons with disabilities during and after the audit period. Such accommodations included: allowing an employee to have a day tour to accommodate the medication he was taking and transferring an employee with respiratory problems out of a facility when smoking was still allowed.
5. A survey of DOC's facilities was conducted prior to the audit period. The facilities were deemed, for the most part, accessible to persons with disabilities. According to the survey, all new construction and renovations are designed and constructed in accordance with the ADA Accessibility Guidelines. For older constructions, the Department makes reasonable accommodations.

EEO Complaint and Investigation System

DOC is in compliance with the following requirements:

1. The EEO Officer and EEO Investigators have attended DCAS's training course for EEO professionals.
2. DOC has ensured that there are individuals not of the same gender, available for complaint intake and investigation.
3. The EEO Officer maintains and updates a monthly discrimination complaint log.

DOC is not in compliance with the following requirements:

DOC provided 10 files designated as “discrimination complaint files” to EEPC for review. Of those files, two (#20030133 and #20030134) were duplicate anonymous complaints (thus DOC, in essence, provided nine files). One file (#20030136) was a request for religious accommodation.

1. None of the internal complaint files with recommendations contained the Commissioner’s signature on the confidential written reports. Corrective action is required.

During the audit exit meeting (and reiterated in the subsequent correspondence), however, the agency stated that the Commissioner does sign off on all complaints that conclude with any recommendations. The agency provided a copy of an intradepartmental memorandum with the commissioner’s initials from an internal complaint file during the audit period. Eight of the internal complaint files provided during the audit, however, contained recommendations. Those files, though, did not contain the commissioner’s initials.

Recommendation: In accordance with the City’s Discrimination Complaint Procedures Implementation Guidelines (DCPIG, 1993, available at the DCAS website) the agency head should sign each confidential written report to indicate it has been reviewed and whether the recommendation(s) if any, have been approved and adopted. (DCPIG, sec. 12b)

2. None of the discrimination complaint files provided contained discrimination complaint intake forms.

Recommendation: All discrimination complaint files should include a Discrimination Complaint Form completed by the complainant or the EEO investigator. (DCPIG, sections 5 and 12a (1993))

3. The EEO professionals’ confidential written reports were not prepared in accordance with the DCPIG: i.e., divided into three sections entitled “Findings of Facts,” “Discussion and Conclusion,” and “Recommendation.” Corrective action is required.

During the audit exit meeting (and reiterated in the subsequent correspondence), however, the agency stated that the reports have been restructured per a joint training session with CCHR, SDHR and DCAS, which resulted in the implementation of a more comprehensive format, consisting of: Background, Investigation, Documentation, Conclusion and Recommendations. Upon re-review of the discrimination complaint files provided, EEPC auditors observed that the formats of the confidential reports do not consistently follow this format. Specifically, of the nine internal complaint files provided, two did not contain a confidential written report at all; of the seven confidential reports, only two contained a “documentation” section; five contained a “conclusion” section; and one did not contain an “interview” section.

Recommendation: All confidential written reports should be divided in either three sections in accordance with section 12b of the DCPIG, or five sections, consisting of: Background, Investigation, Documentation, Conclusion and Recommendations.

EEO Training

DOC is not in compliance with the following requirements:

According to the Deputy Commissioner of EEO, the EEO Trainers have not been trained by DCAS' OCEEO. Corrective action is required.

During the audit exit meeting (and reiterated in the subsequent correspondence), however, the agency stated that all EEO instructors are either trained directly by DCAS or by those who attended the training. DOC, though, did not provide documentation to support this claim.

Recommendation: All EEO trainers should receive DCAS's training for EEO Professionals.

Selection and Recruitment

DOC is in partial compliance with the following requirement:

The agency specific plan for the audit period did not indicate that it examined recruitment devices used to select candidates for employment, promotion or separation to determine adverse impact. In addition, the Deputy Commissioner of EEO told EEPC auditors that DOC has not conducted such studies.

During the audit exit meeting (and reiterated in the subsequent correspondence), however, the agency stated that DOC did obtain the necessary training from DCAS in October 2004 (after the audit period).

DOC is not in compliance with the following requirements:

1. The Deputy Commissioner of EEO informed EEPC auditors that the Director of Personnel is solely responsible for developing recruitment strategies and selecting recruitment media for the agency. Corrective action is required.

During the audit exit meeting (and reiterated in the subsequent correspondence), however, the agency stated that the Deputy Commissioner of EEO participates in a committee for recruitment strategies. DOC, though, did not provide documentation to support this claim.

Recommendation: To ensure fair employment practices, the Commissioner should direct the Personnel Director to include the Deputy Commissioner of EEO in development of recruitment strategies and selection of recruitment media. (Sect. IV, EEOP)

Promotional Opportunities

DOC is in partial in compliance with the following requirement:

DOC has appointed an individual familiar with civil service and provisional jobs to serve as career counselor. DOC employees were notified of the agency's career counselor by teletype in the year 2000 when the career counselor was appointed; employees are also notified of the agency's Career Counselor at new employee orientations, and reference to the career counselor is noted in the agency's EEO Plan. In addition, 89% of survey respondents indicated that they did not know the name of the person in the agency responsible for providing career counseling.

During the audit exit meeting (and reiterated in the subsequent correspondence), however, the agency provided documentation of a memorandum dated March 30, 2005 (after the audit period) that was distributed to staff informing them of the name, location, and telephone number of the agency's Career Counselor. In addition, the agency stated that they will distribute the names of the career counselors in a memorandum being distributed with payroll on January 12, 2006. The agency also pointed out that the career counselors' information is provided in the Department's EEO Plan for fiscal years 2002, 2003, 2004 and 2005, however, the agency acknowledged that EEO Plan is not distributed to all staff.

EEO Officer Reporting Arrangement

DOC is in compliance with the following requirement:

The EEO Director reports directly to the Commissioner.

EEO Officer Responsibilities

DOC is in compliance with the following requirement:

The Deputy Commissioner of EEO told EEPC auditors that he devotes 100% of his time to EEO matters.

Supervisory Responsibility in EEO Plan Implementation

DOC is in compliance with the following requirement:

Supervisors and managers are instructed by memorandum to discuss the agency's EEO policies with their subordinates during staff meetings. This memo is sent to managers and supervisors annually and there is signed documentation of receipt. The Deputy Commissioner of EEO also meets with supervisors and managers to discuss EEO Policy Statements. Those meetings are also documented. In addition, 77% of the supervisors interviewed indicated that they have reaffirmed or stated the agency's commitment to EEO during staff meetings.

Special Contingencies

1. DOC uses DCAS's managerial performance evaluation form, which includes a rating for EEO. However, 77% of supervisors interviewed indicated that their performance

evaluations did not include a section where they were rated on EEO performance; in addition, 90% of the supervisors interviewed indicated that they were not informed that EEO performance would be part of their overall performance evaluation and would be considered in determining eligibility for promotions and merit increases. Corrective action is required.

Recommendation: Supervisors should be informed that they will be rated on EEO Performance. (Sect. VE, EEOP)

2. During the audit period, 6,367 of 10,818 employees received EEO training; 59% of the overall workforce. However, the agency specific plan of FY '02 projected that the entire staff would receive training. Corrective action is required.

Recommendation: DOC should either adhere to the goals projected in its Agency-Specific EEO Plan, or develop a more practical EEO training plan for all new and existing employees. (Sect. IV, EEOP)

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS

1. In accordance with the City's Discrimination Complaint Procedures Implementation Guidelines (DCPIG, 1993, available at the DCAS website) the agency head should sign each confidential written report to indicate it has been reviewed and whether the recommendation(s) if any, have been approved and adopted. (DCPIG, sec. 12b)
2. All discrimination complaint files should include a Discrimination Complaint Form completed by complainant or the EEO investigator. (DCPIG, sections 5 and 12a (1993))
3. All confidential written reports should be divided in either three sections in accordance with section 12b of the DCPIG or five sections, consisting of: Background, Investigation, Documentation, Conclusion and Recommendations.
4. All EEO trainers should receive DCAS's training for EEO Professionals.
5. To ensure fair employment practices, the Commissioner should direct the Personnel Director to include the Deputy Commissioner of EEO in development of recruitment strategies and selection of recruitment media. (Sect. IV, EEOP)
6. Supervisors should be informed that they will be rated on EEO Performance. (Sect. VE, EEOP)
7. DOC should either adhere to the goals projected in its Agency-Specific EEO plan, or develop a more practical training plan in which all new and existing employees will receive EEO training. (Sect. IV, EEOP)

In addition to the above recommendations, during the compliance process, the Commission requires that the agency head distribute a memorandum to all staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the audit.

This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations relating to EEPC's audit of DOC's compliance with the City's Equal Employment Opportunity Policy, we respectfully request your response to the aforementioned preliminary determinations.

Your response should indicate what corrective actions your office will take, and which recommendations it intends to incorporate into its Equal Employment Opportunity Plan, where appropriate, to comply with the City's Equal Employment Opportunity Policy.

Pursuant to Section 832 of the New York City Charter, as amended in 1999, if you do not implement all of the recommendations for corrective actions during a compliance period not to exceed six months, this Commission may publish a report and recommend to the Mayor the appropriate corrective actions that you should implement in your agency's Equal Employment Opportunity Plan.

In closing, we wish to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission auditors during the course of this audit. If you have any questions regarding these preliminary determinations, please let us know.

Sincerely,



Ernest F. Hart, Esq.
Chair

APPENDIX - 1

DEPARTMENT OF CORRECTIONS SUPERVISOR SURVEY RESULTS

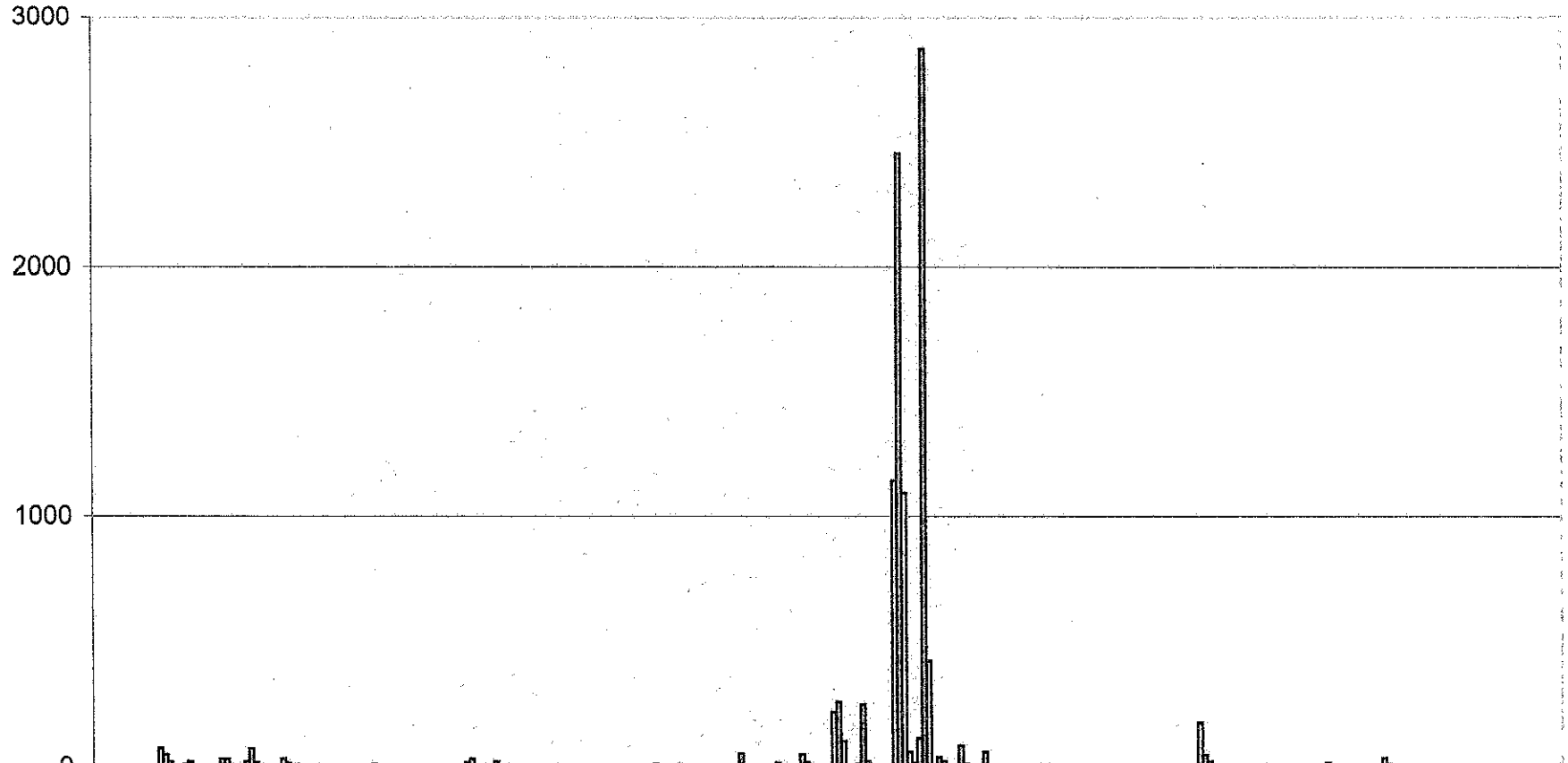
1. Are you familiar with your agency's EEO Policy? Please describe it.
(20) Yes (2) No
2. Are you familiar with your rights and responsibilities under your agency's EEOP? What are they?
(21) Yes (1) No
3. Do you have a copy of your agency's EEO Policies?
(22) Yes (0) No (0) Do not know
4. Do you have a copy of your agency's discrimination complaint procedure?
(21) Yes (0) No (1) Do not know
5. Have you ever reaffirmed or stated the agency's commitment to EEO during staff meetings?
(17) Yes (5) No
6. Do you inform employees (when necessary) that they have a right to file a discrimination complaint with the agency's EEO Officer?
(19) Yes (3) No
7. Have you received your agency's EEO and Sexual Harassment Policy Statements?
(21) Yes (1) No (0) Do not remember
8. Are your EEO and sexual harassment policies available on your computer?
(7) Yes (9) No (4) Do not know
9. If so, do you find accessing the polices difficult?
(2) Yes (5) No (15) N/A
10. Have you received preventive sexual harassment training from your agency?
(18) Yes (3) No (1) Do not remember
11. Did all the employees in your unit receive sexual harassment prevention training?
(17) Yes (1) No (4) Do not know
12. If you have been employed for less than five years, did you receive a new employee orientation session?
(0) Yes (0) No (0) greater than 5 years
13. Do you participate in new employee orientation sessions?
(9) Yes (13) No

DEPARTMENT OF CORRECTIONS SUPERVISOR RESULTS CONTINUED

14. (If yes to either) Do new employee orientation sessions include information on your agency's EEO policies?
(8) Yes (0) No (11) No orientation (1) Do not know
15. Are you involved in the interviewing process for new employees?
(8) Yes (14) No
16. If yes, did your agency provide you with training and a structured interview guide for interviewing new hires?
(5) Yes (3) No
17. Do you know who your agency's EEO Officer is? What is his/her name?
(18) Yes (4) No _____
18. Has the EEO Officer met with you, either as an individual or in a group setting, to discuss your rights and responsibilities under the city's EEO policy?
(7) Yes (15) No (0) Do not remember
19. Does your performance evaluation include a section where you are rated on your EEO performance?
(4) Yes (17) No (1) No evaluation
20. Were you informed that EEO performance will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?
(2) Yes (20) No (0) N/A
21. Do you feel you have enough training to respond knowledgeably to an employee who complains about discrimination or harassment?
(20) Yes (2) No
22. Do you have any additional comments about EEO in your agency?
(6) Yes (16) No
-
-

Appendix-2

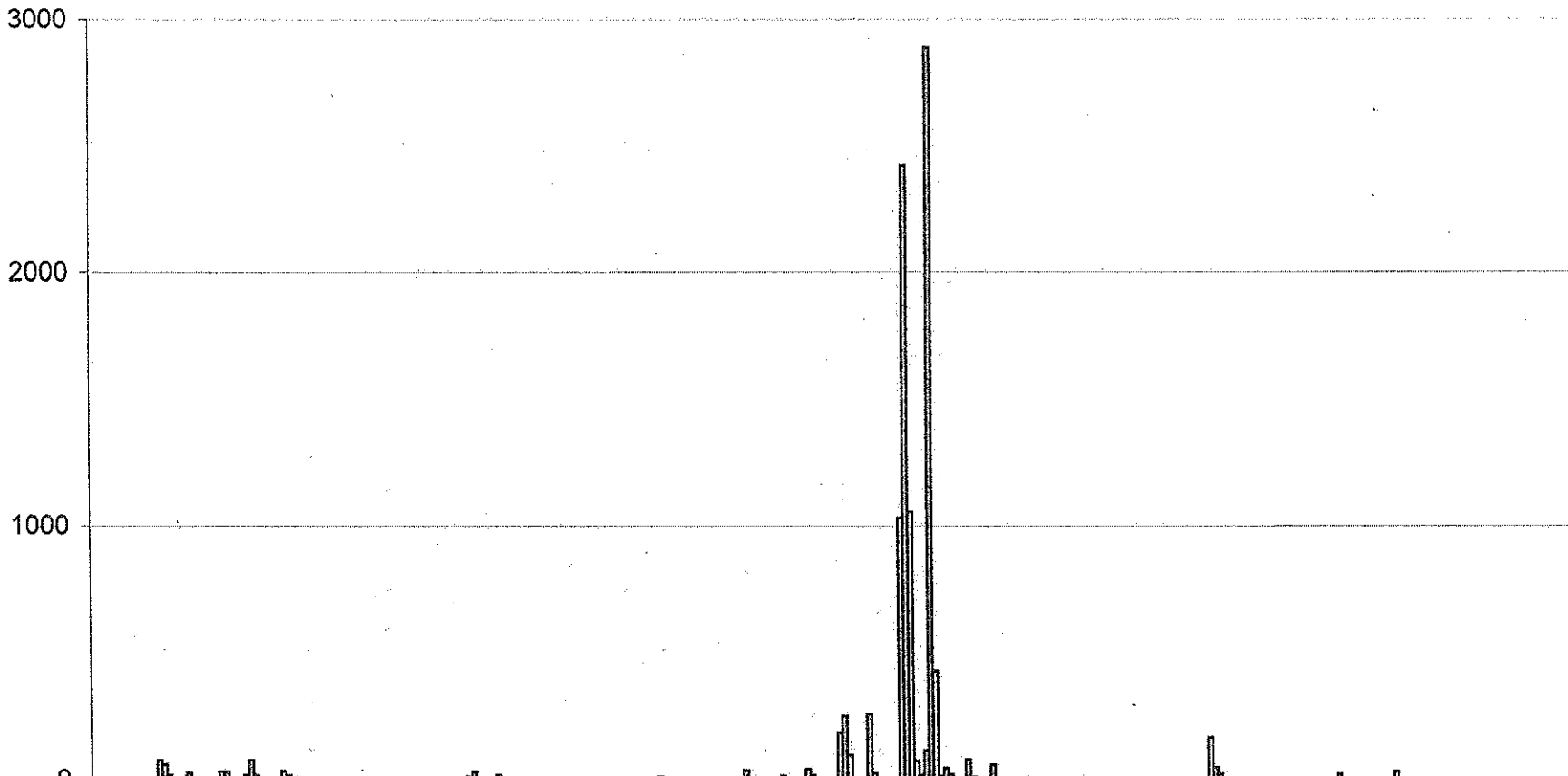
DOC'S 2003 Workforce by Job Group, Race and Gender



	JG 001	JG 002	JG 003	JG 004	JG 005	JG 006	JG 007	JG 008	JG 009	JG 010	JG 012	JG 013	JG 015	JG 018	JG 020	JG 021	JG 022	JG 023	JG 025	JG 026	JG 027	JG 028	JG 030	JG 031
WHITE MALE	1	76	33	35	7	3	18	6	1	8	4	7	219	1140	7	1	7	0	183	15	6	40	0	2
BLACK MALE	0	51	33	17	1	0	35	1	0	13	4	19	260	2459	88	13	7	9	53	9	22	16	0	1
HSPN MALE	0	21	6	6	1	0	3	1	0	4	1	6	106	1092	16	5	5	1	26	5	7	9	0	1
ASIAN MALE	0	4	6	10	2	0	2	0	0	6	5	5	5	63	0	0	0	0	8	1	1	1	1	2
NATIVE AMER MALE	0	0	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	0	1	0	0	0	0	0
WHITE FEMALE	1	10	22	2	3	0	2	4	0	1	3	7	14	118	2	0	0	0	0	0	0	0	0	0
BLACK FEMALE	0	23	75	7	13	0	23	2	0	12	56	54	249	2874	64	6	3	3	1	0	1	0	0	7
HSPN FEMALE	0	3	18	0	0	0	0	2	0	3	10	22	26	424	10	1	0	0	0	0	1	0	0	4
ASIAN FEMALE	0	1	4	0	3	0	1	0	0	1	4	4	1	12	3	0	0	0	0	0	0	0	0	0
NATIVE AMER FEMALE	0	0	1	0	0	0	0	0	0	0	0	0	0	42	1	0	0	0	0	0	0	0	0	0
UKWN/OTHR	0	1	0	0	0	0	0	0	0	0	0	1	0	26	1	0	0	0	1	0	0	0	0	0

Appendix - 3

DOC's 2004 Workforce by Job Group, Race and Gender



	JG 001	JG 002	JG 003	JG 004	JG 005	JG 006	JG 007	JG 008	JG 009	JG 010	JG 012	JG 013	JG 015	JG018	JG 020	JG 021	JG 022	JG 023	JG 025	JG 026	JG 027	JG 028	JG 030	JG 031
WHITE MALE	2	76	33	35	6	2	14	7	1	6	3	7	188	1031	7	1	7	0	171	12	5	38	0	1
BLACK MALE	0	61	33	18	0	0	34	2	0	14	3	19	250	2424	82	13	7	9	53	9	27	12	0	3
HSPN MALE	0	19	9	6	0	0	3	1	0	5	1	6	97	1052	15	6	4	1	27	6	9	8	0	2
ASIAN MALE	0	5	6	10	2	0	2	1	0	5	5	6	4	77	1	0	0	0	8	1	2	2	1	2
NATIVE AMER MALE	0	0	0	0	0	0	0	0	0	0	0	0	0	22	0	0	0	0	1	0	0	0	0	0
WHITE FEMALE	1	9	20	2	4	0	2	3	0	3	2	6	12	117	2	0	0	0	0	0	2	0	0	0
BLACK FEMALE	0	28	77	6	9	0	21	2	0	11	40	45	257	2888	62	5	3	3	2	0	2	0	0	7
HSPN FEMALE	0	3	18	0	0	0	0	2	0	3	9	22	29	429	7	1	0	0	0	0	2	0	0	1
ASIAN FEMALE	0	1	4	0	5	0	1	1	0	2	3	3	2	17	3	0	0	0	0	0	0	0	0	0
NATIVE AMER FEMALE	0	0	1	0	0	0	0	0	0	1	0	0	0	50	1	0	0	0	0	0	0	0	0	0
UKWN/OTHR	0	0	0	0	0	0	0	0	0	0	0	0	0	24	2	0	0	0	1	0	0	0	0	1

APPENDIX – 4

The following table indicates personnel activity during the audit period, July 1, 2001 through December 31, 2003.

Department of Corrections

Hires by Sex and Ethnicity

Total Hires: 936

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
523	413	936	168	514	166	39	32	17	936

Promotions by Sex and Ethnicity

Total Promotions: 445

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
240	205	445	98	279	57	8	1	2	445

Separations by Sex and Ethnicity

Total Separations: 267

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
148	119	267	49	170	38	3	1	6	267

Source: Audit data supplied by the Department of Corrections

APPENDIX - 5

DEPARTMENT OF CORRECTION SURVEY RESULTS

A. GENERAL OVERVIEW

1. Do you know who your agency's EEO Officer is?
Yes (30) No (115)
2. Is your agency's EEO policy statement posted on the agency bulletin boards?
Yes (129) No (14)
3. Is your agency's Sexual Harrassment Policy Statement posted on the agency bulletin boards?
Yes (124) No (15)
4. Were you given the EEO Policy Statement?
Yes (109) No (9) Do not remember (27)
5. Were you given the Sexual Harassment Policy Statement?
Yes (111) No (5) Do not remember (29)
6. Do you have a copy of the Discrimination Complaint Procedures?
Yes (63) No (45) Do not remember (31)
7. Do you agree with the principles of Affirmative Action?
Yes (110) No (25)
8. Do you know what the City's Equal Employment Opportunity Policy (EEOP) is?
Yes (119) No (25)
9. Do you know what your agency's EEO Plan is?
Yes (94) No (50)
10. Do you know how to obtain your agency's EEO Plan?
Yes (90) No (53)
11. Did your supervisor hold meetings with staff to discuss his or her commitment to the agency's EEO Policy?
Yes (55) No (54) Do not remember (31)
12. When you started working at your agency, did you attend an orientation session?
If no, please skip to question #14.
Yes (90) No (24) Do not remember (23)

13. If hired after 1996, did your orientation session include information on your rights and responsibilities under the EEO Policy?

Yes (46) No (9)

B. EEO COMPLAINTS

14. Do you know how to file an EEO Complaint?

Yes (110) No (34)

15. If you had a discrimination complaint, would you bring it to your agency's EEO Officer?

Yes (63) No (48) Undecided (32)

16. Did you ever file a discrimination complaint with the EEO Office?

(If No, please skip to question #20)

Yes (18) No (127)

17. What was the basis of the complaint? _____

18. Were you satisfied with the manner in which your complaint was managed?

Yes (6) No (12)

19. Was your manager or supervisor supportive of your right to file a complaint?

Yes (7) No (8) N/A (3)

C. SEXUAL HARASSMENT

20. Did you receive Sexual Harassment Prevention training?

(If No, please skip to question #22)

Yes (123) No (20)

21. Did you find this training helpful?

Very (60) Somewhat (52)
Not really (0) Waste of time (7)

22. Would you prefer to file a sexual harassment complaint with an office outside your agency instead of your agency's EEO office?

Yes (101) No (34)

D. JOB PERFORMANCE/ADVANCEMENT

23. Do you see job postings on agency bulletin boards for vacant positions prior to the application deadline?

Yes (108) No (20) Do not remember (14)

24. If you were employed for over a year, did you receive annual evaluation(s)?

If No, skip to question #27.

Yes (74) No (60) Not employed for over one year (5)

25. Did your evaluation contain recommendations for improving your job performance?

Yes (41) No (48)

26. Did your evaluation contain recommendations for career advancement with your agency?

Yes (25) No (65)

27. Do you know the name of the person in your agency who is responsible for providing career counseling?

Yes (15) No (122)

28. Do you believe your agency practices equal employment opportunity?

Yes (59) No (61) Don't Know (17)

AFFIRMATIVE ACTION FOR PERSONS WITH DISABILITIES

29. Has your agency made facilities accessible for persons with disabilities?

Yes (92) No (27)

30. Did you ever ask for an accomodation for a physical or mental disability?

Yes (17) No (110)

31. If so, did the agency accommodate you?

Yes (6) No (14)

OPTIONAL

32. What is your race/ethnicity? _____

33. What is your sex?

Male (56) Female (73)