



Cas Holloway, Commissioner

Martha Osenni, EEO Officer

EQUAL EMPLOYMENT OPPORTUNITY



Ashokan Reservoir East Basin

EEO Mission Statement

I would like to take this opportunity to emphasize my full support for the City's goals of embracing diversity, preventing discrimination and harassment, and establishing a respectful work environment for all employees.

The City's EEO mandates present DEP with a challenge for the year ahead, asking us not only to comply with anti-discrimination policies, but also to develop a new awareness of diversity, and to ensure that we are inclusive in all our efforts. To meet this challenge, I will work closely with EEO Officer Martha Osenni to create an even greater emphasis on the agency's EEO programs, and to develop new initiatives.

This year we will be taking a new look at ways in which we can increase diversity at all levels within the agency, and

DEP's EEO Office will begin to conduct "adverse impact studies" in order to begin the process of addressing areas of underutilization. We are also implementing diversity initiatives such as a "Diversity Committee" which has been established to highlight the culture and achievements of the various groups that make up DEP's workforce through lunchtime videos, visual displays in the 3rd floor low-rise, and newsletter articles, which I hope everyone will take the opportunity to view.

Further, as part of our overall diversity enhancement effort, DEP is committed to developing our existing staff to make the best possible use of available resources. While the EEO Office will be partnering with Human Resources, as well as outside organizations to expand our recruitment efforts, we are also brainstorm-

ing new initiatives for staff development with DEP's Career Counselor, Deputy Director of Human Resources Herbert Roth.

On the training front, our mandated EEO Training and Refresher Training programs continue, customized training has been introduced for DEP contractor employees, and computer-based ("CBT") EEO Training for supervisors has also been launched this year.

Additionally, an EEO section will be added to "Pipeline", the Agency's intranet, to provide employees with easier and faster access to information regarding EEO policies and Reasonable Accommodations. This will include the necessary forms, and contact information for EEO staff members and Bureau EEO Liaisons. The

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The Success of the EEO Computer Based Training (CBT)

As of today 1,689 employees have registered for and completed the EEO Computer Based Training (CBT). The first phase of the EEO CBT was launched and successfully completed in May 2009 for all agency managers.

The second phase was geared for supervisors. Participating bureaus included: Agency Chief Contracting Office, Chief of Staff, Customer Services, Communications and Intergovernmental Affairs, Legal Affairs, Police and Security, of which 340 participated.

Recently we concluded the third phase with the bureaus of Wastewater Treatment, Office of Environmental, Health, and Safety, Office of Information Technology, Water Board, and Environmental Compliance. A total of 940 supervisors completed the training during this phase.

We have just launched the fourth phase with Water and Sewer Operations, Human Resources and Administration, and Environmental Planning and Assessment. The Bureau of Water Supply is the only

remaining bureau and we expect this phase to be completed by March.

The training went smoothly. We were delighted by the positive feedback received from you and hope you'll tell us how we're doing.



On December 10, 2009, Martha Osenni, EEO Officer, was amongst other agencies EEO Officers that were recognized at a ceremony at DCAS to acknowledge their efforts and success with the implementation of the CBT program.



Diversity Awareness

Bureau of Wastewater Treatment's Diversity Luncheon

During 2009, we celebrated various cultures by displaying biographies, book marks, recipes, magnets, buttons, movies and artifacts.

Each month, we celebrated their differences and their special and irreplaceable contributions. Understanding other cultures broadens our knowledge, and opens our mind to these extraordinary differences.

The year concluded with the Bureau of Wastewater Treatment hosting its first Diversity Holiday Luncheon on Friday, December 18, 2009. This luncheon displayed a variety of foods and desserts from various cultures which, enticed over 100 Lefrak employees to celebrate with us.

Several members of the Diversity Committee attended and were very impressed at the participation of employees and

the variety of foods that were presented. With such cohesiveness at the luncheon, the day was well received by all who attended, and we are already planning next year's luncheon.

A special thanks to the Committee members for all the hard work in putting this program together and educating the employees about how positive diversity is in our society and workforce.



In honor of African American/Black History Heritage month DEP's diversity committee held a Fashion Show on February 25th which was well received. All employees are encouraged to become involved and participate in this exciting initiative. Your talents and ideas are most welcomed! The Diversity Committee members are available for you to discuss your ideas and suggestions.



The Mediation Process

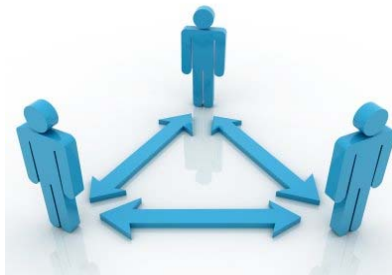
Mediation is a voluntary, informal, and confidential process that provides an opportunity for everyone involved in a complaint to come to a mutual agreement about how the complaint should be resolved. It is an alternative that may quickly resolve complaints without a full investigation.

All requests for mediation should be made to the EEO Office. Mediation may be requested by any party involved and may be declined by any party.

If the Center is chosen, the EEO Officer will advise the Center of the names of the parties and their contact information. The Center will then

arrange a date and time for the mediation with the parties. If the parties agree to a resolution of the situation during mediation at the Center, and any action needed to resolve the matter has received all necessary approvals, the Center will forward a copy of the resolution agreement to the EEO Officer.

Mediation may be terminated by any party during the mediation process. If this occurs, the EEO Officer or the Center will inform the other party or parties in writing that the mediation has been terminated. In the event that mediation does not result in a resolution, the EEO Officer or the Center will



provide the parties with a written statement informing the parties of the complainant's right to an investigation of the allegation(s). Where efforts to mediate complaints are unsuccessful, complaints will be investigated by the EEO office.

Source: www.nyc.gov/html/dcas/html/resources/eeop01.

What mediation is designed for is to resolve disputes on the value on a claim, not whether there is a claim. — David Wheeler

If you are interested in learning more about mediation or any of the Center's other services, please contact Jason Pinheiro at 212-442-8914 or email: jpinheiro@oath.nyc.gov

You may also contact Justo Sanchez at 212-442-4920 or email: jsanchez@oath.nyc.gov

To learn more about the Center, you can visit their website at: www.nyc.gov/html/oath and click on the link "Mediation Center."

EEO VIEWS

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EEO "Views" Newsletter will continue to provide EEO related information, including updates to the EEO laws and policies. I encourage you to join Martha and the EEO team in contributing material and ideas to this newsletter.

To achieve quicker response times on EEO complaints, the complaint handling process is being reviewed, and new procedures have been implemented. The Bureau of Legal Affairs has assumed full responsibility for handling external complaints of discrimination, allowing DEP's EEO Office to focus its resources on addressing internal concerns and other EEO initiatives. Additionally, to help promote better workplace relationships, the EEO Office will continue to make mediation resources available for resolution of workplace disputes.

This agency is committed to maintaining a workplace where all employees are treated with respect. However, if you believe that you have experienced discrimination, harassment, or retaliation at DEP; or if you have witnessed, or have knowledge of such acts within the agency, you may contact DEP's Equal Employment Opportunity Office at 718-595-3400 to speak with either Martha Osenni or an EEO Investigator. You may also contact any of the EEO Liaisons, or you may report these matters directly to your supervisor. If you need a list of liaisons, please contact the EEO office at (718) 595-3400 or EEOOffice@dep.nyc.gov.

I want to thank you all for your continued support of the agency's EEO mandates and programs, and I look forward to working together to create a better, more pleasant, and more diverse work environment.

EQUAL EMPLOYMENT OPPORTUNITY

Martha Osenni
EEO Officer

Edie Kantrowitz
Deputy EEO Officer

Michael Walczynszyn
EEO Investigator

Tanika Thomas
EEO Investigator

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55a Coordinator

EEO Office Main Number:
(718) 595-3400

IDEAS? ARTICLES?

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

Send submissions to:

*NYC Environmental Protection
Equal Employment Opportunity
59-17 Junction Blvd., 20th Floor
Flushing, NY 11373*

EEOOffice@dep.nyc.gov

Facts About Retaliation



It is a violation of the EEO policy to retaliate against or harass any person who asserts his or her rights regarding employment discrimination by: 1) opposing discriminatory practices in the workplace; 2) complaining about prohibited conduct; or 3) participating in any way in the complaint, investigation or reasonable accommodation processes. It is also a violation of the EEO policy to retaliate against or harass someone because of his or her association with such an individual.

Behaviors which may be considered retaliatory include, but are not limited to: threats, reprimands, negative evaluations, harassment, refusal to hire, denial of promotion or job benefits, demotion, suspension, discharge, negative references to prospective employers, or other actions affecting the terms, conditions or privileges of employment.

Examples of behavior that is protected against retaliation under the EEO policy include, but are not limited to: expressing an intent to file a charge or complaint alleging prohibited conduct; participating as a witness in an EEO investigation, administrative proceeding, hearing or trial; and/or seeking a reasonable accommodation.

Source: www.nyc.gov/html/dcas/html/resources/eeopd.

EEO Liaisons

Aimee Edwards	ED&C	718 595-5917	AimeeE@dep.nyc.gov
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If you wish to find out more about EEO, you may contact the EEO Office or you can also download the City's Policy at: <http://www.nyc.gov/html/dcas/html/resources/eeopd.shtml>