



CIVILIAN COMPLAINT REVIEW BOARD
40 RECTOR STREET, 2ND FLOOR
NEW YORK, NEW YORK 10006 ♦ TELEPHONE (212) 442-8833
www.nyc.gov/ccrb

MICHAEL R. BLOOMBERG
MAYOR

FLORENCE L. FINKLE
EXECUTIVE DIRECTOR

MEMORANDUM

To: All Staff
From: Flo Finkle FF
Date: March 31, 2004
Re: **Equal Employment Practices Commission Audit**

The Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York City agencies. The EEPC recently completed an audit of our agency's Equal Employment Opportunity Program covering the period of January 1, 2000 through June 30, 2002. The EEPC recommended the following actions that the CCRB has included into its EEO program.

EEPC Recommendation #1: CCRB should issue a general EEO Policy Statement.

On March 31, 2004, the CCRB re-issued the Employee Manual that includes a general EEO Policy Statement.

EEPC Recommendation #2: All EEO Policy Statements and Discrimination Complaint Procedures should be distributed to all employees.

Since June 2003, all newly hired CCRB employees receive a copy of the EEO policy statement and discrimination complaint procedure in their orientation package. In addition, all employees have access to the current EEO policy statements and discrimination complaint procedures via the agency's computer system. A hard copy of the revised EEO policy statement, discrimination complaint procedure and the reasonable accommodation policy and procedure was issued to all CCRB employees on January 29, 2004.

EEPC Recommendation #3: The agency should follow Section VII of the Citywide EEO Policy and ensure that its EEO policies are available in formats accessible to applicants and employees with disabilities, e.g., audiocassette and Braille.

The CCRB has prepared a large print version of the EEO policy. In addition, we have access to the Department of Citywide Administrative Services audiocassette and Braille version of the citywide EEO policies, if needed.

EEPC Recommendation #4: To provide additional information and guidance to agency employees and EEO professionals, the CCRB should adopt and tailor the "Reasonable Accommodation Procedure" and "Request for Reasonable Accommodation" form contained in the Citywide EEO Policy.

The CCRB issued a hard copy of the "Reasonable Accommodation Policy and Procedure" to all staff on January 29, 2004. It is included in the Employee Manual that was re-issued in March 2004. The "Request for Reasonable Accommodation" form has been tailored for immediate use, as needed.

EEPC Recommendation #5: CCRB should obtain and distribute Section 55-A Program brochures issued by the Department of Citywide Administrative Services (DCAS).

The CCRB distributed the 55-A Program brochure to all employees on May 8, 2003. As of that date the brochure was included in the new employee's orientation package and all newly hired employees now receive it on their start date.

EEPC Recommendation #6: The EEO Officer should be scheduled for DCAS training or attend Cornell University School of Industrial and Labor Relations (EEO Studies Program).

EEO Officer Ray Patterson and EEO Counselor Beth Thompson completed the DCAS training course during the summer of 2003.

EEPC Recommendation #7: The EEO Officer should follow the Discrimination Complaint Procedures Implementation Guidelines (issued by DOP, now DCAS, in 1993).

The CCRB agrees to follow the Discrimination Complaint Procedures Implementation Guidelines.

EEPC Recommendation #8 & 9: In keeping with Section 12 (b) of the Discrimination Complaint Procedures Implementation Guidelines, the investigator's written reports should be addressed to and signed off by the agency head; and the EEO investigator should always inform all parties to complaints in writing of the outcome of the investigation.

The CCRB agrees to comply with the directive that the investigator's written report should be addressed to and signed off by the agency head; and that the EEO investigator should always inform all parties to complaints in writing of the outcome of the investigation.

EEPC Recommendation #10: CCRB should maintain and update a monthly discrimination complaint log.

The CCRB has created a log that will be updated monthly.

I reaffirm the agency's strong commitment to maintaining fair employment practices for all of our employees. The CCRB is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

I encourage all employees to review the EEO policy and to address any concerns to EEO officer Ray Patterson at (212) 442-8740 or EEO counselor Beth Thompson at (212) 442-8854.