

May 20, 2011

10354

Mr. Cesar A. Perez, Esq.
Chairperson EEPC
Equal Employment Practices Commission (EEPC)
40 Rector Street, 14th Floor
New York, NY 10006

Dear Mr. Perez, Esq.,

This letter is being sent to inform you that the Teachers' Retirement System met with your staff regarding the summary of preliminary determinations recommended for our agency to follow relating to EEPC's audit of TRS' compliance with its EEO Policy and are in agreement with the below summary of recommended corrective actions.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS

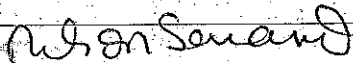
1. To afford employees the opportunity to exercise their right to file an external complaint with a federal, state or local administrative agency, the Policy/Discrimination Complaint Procedure should be revised to include the current addresses and phone numbers of the New York City Commission on Human Rights, the New York State Division of Human Rights and the U.S. Equal Employment Opportunity Commission. (Sect. 831(d)(2), City Charter)
2. Since each agency head must ensure that his/her agency does not discriminate against employees or applicants for employment in any manner prohibited by federal, state, and local law, the agency's EEO Policy should be revised to include all of the protected classes under New York City and New York State Human Rights Laws. The *revised* EEO Policy should be distributed to all current and new employees and posted in hardcopy or electronically. (Sect. 831(d)(2), City Charter)
3. The agency should develop an EEO training plan to ensure that all individuals who work within the agency, including managers and supervisors, are trained concerning EEO related policies, rights, and responsibilities. (Sect. 831(d)(2), City Charter)
4. All agency recruitment literature should indicate that the agency is an equal opportunity employer. (Sect. 831(d)(2), City Charter)
5. The agency should appoint at least one EEO professional of each gender to receive and investigate discrimination complaints. Each EEO Counselor/representative should be trained and authorized to investigate internal discrimination complaints. (Sect. 831(d)(2), City Charter)
6. Since the EEO Officer is responsible for investigation discrimination complaints within the agency and providing guidance and assistance to agency managers, supervisors, and human resource professionals in addressing issues relating to equal employment opportunity, employees should be aware of the identity, location, and telephone number of the EEO Officer. The agency should re-distribute this information. (Sect. 831(d)(2), City Charter)
7. The agency should update its organization chart to reflect the reporting relationship of the EEO Officer and agency head. (Sect. 831(d)(2), City Charter)

8. Because the EEO Officer reports directly to the agency head, it is the Commission's position that appropriate documentation of meetings and other communications between the EEO Officer and the agency head regarding decisions that impact the administration of the agency's EEO program be maintained. (Sect. 831(d)(2), City Charter)
9. The agency head should ensure that the EEO Officer make a copy of the EEO policies and procedures available in the appropriate alternative format (i.e., large print, audio tape and/or Braille) upon request by an employee or applicant.
10. To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities, the agency should notify all employees in writing of the name, location, and telephone number of this person.

In addition to the above recommendations, during the compliance process, the Commission requires that I 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 which will re-emphasize my commitment to TRS' Equal Employment Opportunity Program. This memorandum will be distributed to all staff during June 2011.

If you or your staff has any questions regarding TRS' Equal Employment Opportunity Program, please contact Carmela Crivelli, Director, Human Resources & Administrative Services, ccrivelli@trs.nyc.ny.us, 212-612-5425, or Dennis Pope, Deputy Director, Human Resources, dpope@trs.nyc.ny.us, 212-612-5427.

Sincerely,



Nelson Serrano
Executive Director, Teachers' Retirement System

Cc: Carmela Crivelli
Dennis Pope