




To: All Staff

From: Christine Bailey 

Date: April 17, 2014

Re: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEPC) conducts audits of the Equal Employment Offices of all city agencies. The audit specifically addressed a 6-month audit period from April 2013 through September 2013.

In cooperation with the EEPC, we have implemented the Commission's recommended enhancements and updates:

1. The Office of Equal Opportunity will provide a Non-Discrimination Policy, which will be supplied to all staff, including a uniform complaint investigation procedure. This will also allow an individual to fill out a complaint form, which will be supplied. Mr. Noro Healy will be 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.
2. The general Equal Employment Opportunity policy statement of the Executive Director will be distributed to all employees of the Board of Education Retirement System (BERS).
3. BERS will provide training for all staff on EEO policies and regulations. This will include that all managers and supervisors will be directed to emphasize their commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. This will occur in meetings that will be scheduled at least once a year. These meetings must be documented and submitted to the BERS' EEO Officers.
4. The organizational chart has been amended to show that the co-EEO Officers report directly to the agency head.

As the Executive Director of BERS, I reaffirm this agency's strong and continuing commitment to maintaining fair employment practices for all employees and job applicants. BERS is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under this policy and encouraging a work environment that respects and values the diversity of our workforce.