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THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

Executive Order No. 61

July 27, 1981

COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY IN
CITY GOVERNMENT EMPLOYMENT

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Committee Established. The Mayor's Committee on Equal Employment Opportunity in City Government (the "Committee") is hereby established. The members of the Committee shall include the Deputy Mayor for Operations, who shall serve as Chair, the Corporation Counsel, the Personnel Director and the Chairman of the City Commission on Human Rights.

§2. Purpose.

(a) This Order is intended to clarify and to restate existing equal employment procedures.

(b) The Committee shall ensure that the City complies with the requirements of Title VII of the Civil Rights Act of 1964, as amended, and other laws prohibiting discrimination in employment by public employers and that the City fulfills its commitment to provide equal employment opportunity.

§3. City Guidelines. Under the direction of the Chair and in consultation with the Mayor's Office of the Handicapped and the Department for the Aging, the Committee shall continue to develop, maintain and update the "Manual for the Preparation of Agency and Citywide Equal Employment Opportunity Programs" (the "Manual"), which sets forth the standards and procedures for a City Equal Employment Opportunity Program and for agency programs.

(a) The City Equal Employment Opportunity Program shall be designed to remove impediments to the employment of and to increase employment opportunities and advancement in employment of minorities, women and the handicapped.

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(b) Equal employment opportunity under this Order shall include but shall not be limited to the following: recruitment, hiring, selection, benefits, promotion, transfer, separation, compensation and skills training.

§4. City-Wide Equal Employment Opportunity Program.

The Department of Personnel, in consultation with the Law Department and the City Commission on Human Rights, shall continue to review City personnel policies, practices and procedures to determine their consistency with the Manual. Based on its review, the Department of Personnel shall periodically prepare and submit, for the approval of the Chair, a City-Wide Equal Employment Opportunity Program, together with the results of its review and the comments of the Law Department and the Commission on Human Rights. The City-Wide Equal Employment Opportunity Program shall be effective upon approval by the Chair. It shall be administered and enforced under the direction of the Chair in accordance with the procedures prescribed by the Manual.

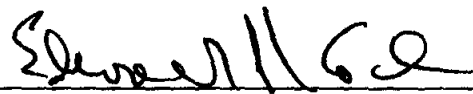
§5. Agency Programs. Each agency shall continue to analyze the composition of its workforce and to review its existing personnel policies, practices and procedures to determine their consistency with the Manual. Each agency shall periodically prepare, for the approval of the Chair, an Agency Equal Employment Opportunity Program in accordance with the standards and procedures contained in the Manual. Each agency shall also submit its program, including the results of the agency analysis and review, to the Department of Personnel and the Commission on Human Rights for their review.

(a) Each City agency shall designate a senior staff member as an Equal Employment Opportunity Officer who shall report to the head of the agency. Such officer shall ensure compliance by the agency with the applicable provisions of this Order and such duties and responsibilities as may be specified in the Manual.

(b) City agencies shall report to the Chair on a regular basis in such manner as may be provided by the Manual. Agencies shall also submit such reports to the Department of Personnel and the City Commission on Human Rights for their review.

§6. Prior Orders Revoked. Executive Orders No. 14(1974) and 42(1980) are hereby revoked, but nothing in this Order shall be deemed to affect the validity of policies, practices or procedures engaged in pursuant to such orders, except as the Chair may hereafter direct.

§7. Effective Date. This Executive Order shall take effect immediately.

A handwritten signature in dark ink, appearing to read "Edward I. Koch", is written over a horizontal line.

Edward I. Koch
M A Y O R