

# **Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)**

**Fiscal Year 2026**

**Department of Sanitation**



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## I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women.

## II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

Colleagues,

At the New York City Department of Sanitation (DSNY), our mission is clear: we keep New York City clean, safe, and healthy by collecting, recycling, and disposing of waste, cleaning streets, combating illegal dumping, and clearing snow and ice. Every day, DSNY collects 24 million pounds of trash, recycling, and compostable material. We operate 59 district garages and manage a fleet of more than 2,000 rear-loading collection trucks, 450 mechanical brooms, 705 salt spreaders, and dozens of bike lane operations machines. DSNY is cleaning more parts of the City than ever before, including over 1,000 long-neglected areas across every neighborhood. With the highest wintertime uniformed headcount in 20 years, we are more prepared than ever to remove snow and ice from the City’s 19,000 lane miles of streets.

This mission is only possible because of you — our workforce. With nearly 10,000 employees working across three shifts, DSNY reflects the rich diversity of New York City. Our strength comes from uniting as one team, where every employee feels connected, valued, and heard. By fostering open communication, mutual respect, and collaboration between uniformed and civilian colleagues, we boost engagement, morale, and performance while building a stronger, more cohesive DSNY community.

DSNY has a longstanding and unwavering commitment to equal employment opportunity. No employee should ever face discrimination based on race, color, religion, national origin, sex, age, disability, veteran status, or any other protected category. Harassment, discrimination, and inappropriate conduct will not be tolerated. Reports of such behavior will be promptly and thoroughly investigated by our Equal Employment Opportunity Unit (“EEO Unit”), and appropriate action will be taken when warranted. Retaliation against employees who engage in protected activities is strictly prohibited.

Equal employment opportunity is a shared responsibility. It is a core component of performance evaluations for all DSNY managers and supervisors, and leadership at every level is accountable for maintaining a workplace free from discrimination and harassment.

To reinforce this commitment, DSNY will continue to provide regular training on EEO, harassment prevention, and workplace conduct. These efforts ensure that equity, diversity, and inclusion remain at the heart of our culture and aligned with our mission to serve New Yorkers.

I ask for your continued partnership in advancing these principles. Together, we will uphold a workplace where every employee is valued, respected, and empowered to contribute to our mission.

For questions or to report concerns, please contact Ryan David, Executive Director of the Office of Equal Employment Opportunity & Workplace Violence Prevention, at 212-291-1380 or [EEO-WPV@dsny.nyc.gov](mailto:EEO-WPV@dsny.nyc.gov).

Remember. We are one team, united in our mission to serve the citizens of New York with pride, excellence, and **STRENGTH**.

We are the City's **STRONGEST!**

Sincerely,  
Javier D. Lojan

This statement is the same as last year.

**NOTE:** If this statement has been in use for more than two years the Agency Head should issue a revised statement.

This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

### III. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. **Launched an EEO Portal for Employees** – In August 2024, DSNY launched the EEO Employee Portal (the “Portal”), an online platform designed to enhance employee engagement by providing direct access to a range of EEO services. The Portal has increased employees’ understanding of their rights and responsibilities under the City’s EEO Policy and offers a convenient self-service interface. Employees can now submit complaints to the EEO Unit, request reasonable accommodation(s), and securely attach relevant documents. The Portal utilizes encryption to safeguard the confidentiality and privacy of individuals making requests. Additionally, it includes an internal case management system for the EEO Unit to efficiently monitor case progress and activities.
2. **99%+ Completion of Sexual Harassment Prevention Training** – DSNY successfully completed Training Cycle 6 (September 1, 2023, to August 31, 2024) for Sexual Harassment Prevention Training, achieving an employee completion rate of over 99%. This training is crucial to maintaining a respectful and safe work environment and ensuring that all employees understand their rights and responsibilities. Completing this training demonstrates our collective commitment to preventing harassment and fostering a culture of dignity and respect for everyone.
3. **Improved Website Accessibility** – In FY 2025, DSNY launched a redesigned, accessible agency website built on the NYC.gov platform, following best practices from NYC’s Office of Technology and Innovation. During this period, the agency also conducted an audit to ensure ADA compliance, emphasizing clear, concise content and the inclusion of a Google Translate widget for multilingual accessibility. Additionally, DSNY reviewed all social media accounts to ensure posts use plain language and include captions and alternative text, making information accessible to all users.
4. **Take Your Kid to Work Day** – On April 24, 2025, DSNY hosted its inaugural Take Your Kid to Work Day. The event allowed DSNY employees to bring their children to the workplace, providing opportunities for kids to learn about their parents’ roles through presentations by various DSNY staff. Participants safely explored DSNY facilities and equipment and took part in a range of engaging activities. This experience helped foster a greater understanding of public service and inspired future generations to consider careers in sanitation and city service.
5. **Containerized 70% of all City Waste** – On November 12, 2024, container requirements for low-density residential buildings with 1 to 9 units went into effect, making it mandatory for residents to use city-approved trash containers. By that date, approximately 70% of all city waste was already being containerized. To ensure accessibility, DSNY accommodated residents with disabilities by offering different bin sizes and providing

modifications, such as adjusting the times when residents are permitted to place their containers at the curb. Containerizing waste helps reduce rat activity, improve sanitation, and enhance the overall quality of life for residents. DSNY also conducted targeted outreach across the five boroughs to educate residents in these buildings about the new trash regulations.

6. **100% of Residential Trash Containerized in Manhattan Community Board 9** – On June 2, 2025, DSNY announced that, following the installation of approximately 1,100 on-street containers for residential trash from the city's largest buildings, 100 percent of trash in Manhattan Community Board 9 (West Harlem) is now containerized. This milestone brings cleaner sidewalks, clearer corners, and fewer rats to more than 29,000 households in West Harlem.

## IV. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2025 as well as the number of employees in your agency whose demographic information is unknown.

**Total Headcount:** 9,991

**Unknown Race/Ethnicity** 221    **Unknown Gender** 2    **Unknown Both** 0

Pursuant to Local Law 27 (2023) \*\* provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*\*\* Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).<sup>1</sup>*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to

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<sup>1</sup> Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

address pay disparity and occupational segregation with regard to the various titles they use.

- Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

a) Analysis of Agency Compensation Data:

In FY 2025, DSNY analyzed its compensation data using NYCAPS and CEDs reports to determine whether pay disparity exists for certain groups in DSNY titles. DSNY determined that there is a slight pay disparity between full-time female and male employees across all job groups, with DSNY's male employees (\$87,028) earning 5.8% more on average than DSNY's female employees (\$82,003). DSNY also determined that there is a 6.0% pay disparity between the average pay of all white employees (\$89,459) and non-white employees (\$83,895). Lastly, DSNY determined that there is a slight disparity between non-white and white employees in the Managers job group, with non-white employees (\$180,911) earning about 4.0% less than white employees (\$188,665) on average.

The great majority of DSNY's employees work in titles that are governed by collective bargaining agreements. For example, employees in competitive uniform titles make up more than 80% of DSNY's workforce of 9,991 (as of June 30, 2025). The pay scales for these titles are set by the CBAs and are not discretionary. DSNY cannot provide discretionary pay increases to reduce pay disparity for employees in any of these titles. Some of the titles within the Manager job group, including General Superintendent, Level I, are included in these titles, which explains much of the pay disparity between males and females across the agency, as well as between white and non-white employees in the Manager group.

As discussed further below, DSNY has engaged in targeted outreach to increase the number of female and non-white applicants for the Civil Service Exam for the uniformed title of Sanitation Worker title, which makes up 68% of the DSNY's total workforce. DSNY's targeted outreach and recruitment efforts are aimed at diversifying DSNY's workforce by increasing the number of applicants for these civil service exams. As the numbers of female and non-white increase who hold the title increase, DSNY expects pay disparity for female and non-white employees in the agency to decrease. DSNY also actively encourages employees to apply for promotional exams with higher pay scales to reduce pay disparities amongst employees of different demographic backgrounds.

b) Indicators of Occupational Segregation:

DSNY's analysis revealed that across all job groups, DSNY's employees reflect the racial diversity of the City as a whole, with all races/ethnicities closely matching city-wide demographic numbers. However, DSNY found that female employees are underrepresented in the agency (8.3%) when compared to male employees (91.7%). This disparity is largely attributed to the fact that DSNY's

workforce is largely made up of unformed titles. These unformed titles include Sanitation Workers (“SWs”), who make up 68% of DSNY’s workforce and who are predominantly male.

DSNY also found several possible indicators of occupational segregation within specific job groups and titles. DSNY determined that female employees are underrepresented in the Managers job group. There are significantly more male employees (85%) in the Managers job group, compared to female employees (15%), DSNY determined that white employees (64%) are also overrepresented in the Managers Job Group compared to other races/ethnicities (36%).

- c) Actions undertaken to reduce occupational segregation considering previous analyses:

To reduce occupational segregation and pay disparity, DSNY has sought to encourage employees and prospective applicants to apply for civil service exams with higher pay scales than their current titles. In FY 2025, DSNY also encouraged all employees to apply for promotional exams and discretionary promotions, when applicable. As discussed above, most of DSNY’s titles are governed by CBAs and do not have discretionary promotion or merit increase opportunities. DSNY has encouraged employees in these titles to apply for promotional exams and has advertised upcoming exams through email notifications and other department wide messaging. DSNY has also engaged in targeted outreach to Employee Resource Groups, including the United Women of Sanitation Association, to ensure that these groups were aware of upcoming promotional exams and other opportunities for advancement.

DSNY is also committed to reviewing feedback from former employees to determine whether the agency can improve the work experience to retain a diverse set of employees. In FY 2025, DSNY reviewed exit interviews from former employees to determine why these employees left the agency and to see what targeted actions can be taken to reduce the number of departures.

Lastly, DSNY remains committed to increasing the number of female applicants for the Sanitation Worker exam. Over the past five years, DSNY spent over \$600,000 on targeted recruitment for the Sanitation Worker title and has especially targeted female individuals who may be interested in the position.

2. Steps taken to encourage all employees at DSNY to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency’s intranet site
- On-boarding of new employees
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

- The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS’ Citywide Equity and Inclusion

(CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g. hiring patterns in specific job titles).

The EEO officer conducts workforce review with the following agency units:

**Agency Head**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Human Resources**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**General Counsel**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Other (specify): \_\_\_\_\_**

- Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

## **V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026**

### **A. WORKFORCE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.**

DSNY is committed to building a workforce that reflects the diversity of the communities we serve. We recognize that different perspectives drive innovation, strengthen decision-making, and improve service delivery. To address underrepresentation in certain job titles, DSNY will implement targeted recruitment strategies and foster an inclusive workplace where all employees have equitable opportunities to advance. Our efforts will include partnerships with the Department of Education, the Mayor's Office for People with Disabilities, DCAS' Office of Citywide Recruitment, and other City agencies to publicize openings and expand outreach. We will also participate in NYC Government Hiring Halls, the 55-A Program Career Fair, and community-based events across the five boroughs to promote exam registration. Advertising will comply with Local Law 30, and when appropriate, DSNY will place ads in the top 150 Community & Ethnic Media outlets identified by the Mayor's Office of Community and Ethnic Media.

Internally, DSNY will ensure that all employees are aware of advancement opportunities by broadly distributing vacancy announcements and engaging Employee Resource Groups to help cultivate a diverse and qualified applicant pool. Recognizing that women remain underrepresented in uniformed titles, DSNY will encourage female employees to pursue promotions and will host informational sessions to identify barriers and provide support to reduce self-demotions. Beginning in FY 2026, DSNY will strengthen fairness in discretionary hiring and promotions by requiring all hiring managers to complete annual Structured Interviewing and Unconscious Bias training. The EEO Officer will ensure diverse interview panels across all Bureaus and will review discretionary hires and promotions to safeguard equitable selection processes. By removing structural barriers, increasing awareness, and actively encouraging participation from underrepresented groups, DSNY will continue to build a workforce that mirrors the city we serve and leverages the full range of talents and experiences of our employees.

#### **Planned Programs, Initiatives, Actions aimed at Workforce:**

##### **Initiative #1: Build a DSNY Workforce that Reflects our City's Diversity**

DSNY is committed to building a workforce that reflects the diversity of New York City and ensures that all communities see themselves represented in our agency. To achieve this, DSNY will strengthen recruitment efforts by partnering with the Department of Education, the Mayor's Office for People with Disabilities, DCAS' Office of Citywide Recruitment, and other City agencies to publicize job openings and expand outreach. DSNY will also participate in NYC Government Hiring Halls, which provide on-the-spot interviews for select positions, as well as the 55-A Program Career Fair to connect with candidates with disabilities.

Advertising and outreach will be designed to reach a broad and diverse audience. In compliance with Local Law 30, DSNY will place ads in multiple languages and, when appropriate, utilize the top 150 Community & Ethnic Media outlets identified by the Mayor's Office of Community and Ethnic Media. Additionally, DSNY will provide outreach to community-based organizations and participate in events across all five boroughs to promote exam registration and encourage

applicants from underrepresented groups. Through these efforts, DSNY will expand its candidate pool, strengthen community connections, and ensure that recruitment practices foster an inclusive and representative workforce.

**Indicators:**

- Participation in NYC Government Hiring Halls and the 55-A Program Career Fair annually.
- Job postings and advertisements placed in compliance with Local Law 30 and distributed through community and ethnic media outlets.
- Outreach conducted with community-based organizations and events in all five boroughs.
- Increased exam registration and applicant diversity compared to prior years.
- Year-over-year growth in representation of underrepresented groups in applicant pools.

**Initiative #2: Ensure Advancement Opportunities Are Widely Communicated to All Employees**

DSNY is committed to ensuring that all employees have equal access to information about advancement opportunities. To achieve this, the agency will implement a comprehensive internal communication strategy so that vacancy announcements, promotional opportunities, and professional development programs are consistently and widely distributed. Vacancy postings will be shared with all employees through multiple channels, including email notifications, intranet postings, bulletin boards at garages and facilities, and through Employee Resource Groups (ERGs). By making opportunities highly visible, DSNY will promote transparency, encourage participation from underrepresented groups, and strengthen the pipeline of qualified candidates for advancement.

**Indicators:**

- 100% of vacancy announcements and promotional opportunities are distributed agency-wide via email and intranet.
- Employee Resource Groups are engaged to share opportunities and encourage diverse participation.
- Year-over-year growth in the number of internal candidates applying for promotions.

**Initiative #3: Provide Structured Interviewing and Unconscious Bias Training to All DSNY Hiring Managers**

To ensure fairness and consistency in the hiring and promotion process, DSNY will require all hiring managers to complete annual Structured Interviewing and Unconscious Bias training. This initiative is designed to remove structural barriers in discretionary hiring and promotions by equipping managers with the tools to evaluate candidates objectively and equitably. The training will emphasize standardized interview practices, awareness of implicit bias, and strategies to foster inclusivity in candidate selection. By implementing this initiative, DSNY will strengthen transparency, promote equitable opportunities for advancement, and build a more diverse and representative workforce.

**Indicators:**

- All DSNY hiring managers complete annual Structured Interviewing and Unconscious Bias training by the end of FY 2026.
- Training completion rates are tracked and reported quarterly to the EEO Officer.
- Discretionary hiring and promotion decisions are reviewed by the EEO Officer to ensure adherence to equitable practices.

## **B. WORKPLACE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.**

DSNY is committed to fostering an inclusive culture built on equity, respect, and active engagement for all employees. Our goal is to ensure that every member of our workforce feels valued, supported, and empowered to contribute to the agency's mission. To achieve this, DSNY will prioritize education and accountability by requiring a 100% completion rate for all EEO related trainings, including Everybody Matters: EEO Basic Training & Diversity & Inclusion, LGBTQ Awareness, and Sexual Harassment Prevention. Regular completion of these trainings is critical to maintaining a safe, respectful, and inclusive workplace, ensuring fair and compliant hiring and promotion practices, and equipping staff with the knowledge to prevent harassment and bias.

Beyond training, DSNY will strengthen its workplace culture by creating opportunities for connection, recognition, and leadership development. The agency will host fundraisers, heritage events, and family-oriented programs—such as “Take Your Kid to Work Day”—to build stronger bonds among employees and their families. Employee Resource Group announcements and community events will be widely shared to enhance communication and engagement across the workforce. In addition, DSNY will provide leadership workshops in EEO and Workplace Violence Prevention for all Supervisors and Managers, ensuring that leaders are equipped to model inclusive practices and maintain a safe, equitable environment. Together, these strategies will help DSNY cultivate a workplace that reflects the diversity of New York City and supports the growth and success of all employees.

### **Planned Programs, Initiatives, Actions aimed at Workplace:**

#### **Initiative #1 – Continue to Offer a Strong and Inclusive EEO Training Program for All DSNY employees.**

For FY 2026, DSNY aims to complete more than 20,000 EEO-related training sessions for its employees. The training program covers five courses: (1) Everybody Matters: EEO Basic and Diversity & Inclusion; (2) Sexual Harassment Prevention; (3) LGBTQ: The Power of Inclusion; (4) Structured Interviewing; and (5) Disability Etiquette & Awareness Training. In addition, DSNY seeks 100% completion for Sexual Harassment Prevention in Training Cycle 7 (Sept. 1, 2025–Aug. 31, 2026), 100% completion for Everybody Matters: EEO Basic and Diversity & Inclusion in Training Cycle 3 (by June 30, 2026), and 100% completion for LGBTQ: The Power of Inclusion by March 31, 2026, for all employees.

#### **Indicator(s):**

- 20,000 EEO-related training completions by DSNY employees
- 100% employee completion rate in Sexual Harassment Prevention Training (Training Cycle 7)

- 100% employee completion rate in Everybody Matters: EEO Basic and Diversity & Inclusion (Training Cycle 3)
- 100% employee completion rate in LGBTQ: The Power of Inclusion

**Initiative #2 – Provide Leadership Workshops in EEO and Workplace Violence Prevention for All Supervisors and Managers.**

In FY 2026, DSNY will offer leadership workshops for all uniformed and civilian managers and supervisors to strengthen Equal Employment Opportunity (EEO) and Workplace Violence Prevention skills. The Office of Equal Employment Opportunity and Workplace Violence Prevention will conduct the sessions, covering topics such as discrimination, harassment, retaliation, mandated reporting obligations, complaint processes, confidentiality, and protections against retaliation. The workshops will also educate employees on recognizing, preventing, and responding to potential acts of violence, with a focus on warning signs, appropriate reporting, and effective response. By prioritizing proactive EEO and Workplace Violence Prevention efforts, DSNY aims to keep workplaces safe, respectful, and productive, reduce harassment and escalation, and promote consistent leadership across the department.

**Indicator(s):**

- Participation from all uniformed and civilian supervisors and managers in the workshops.

**Initiative #3: Strengthen Communication of Community and Agency Events to All Employees**

DSNY is committed to fostering a connected and engaged workforce by ensuring that all employees—both civilian and uniformed—are informed of community events, cultural programs, and agency initiatives. To achieve this, DSNY will use Administrative Bulletins and Department Messages as the primary channels to share information broadly and consistently across the agency. This approach will ensure that every employee has equal access to announcements about community partnerships, heritage celebrations, employee resource group activities, and other events that strengthen workplace culture and employee engagement.

**Indicator(s):**

- All community and agency event announcements are distributed through Administrative Bulletins and/or Department Messages to the entire workforce.
- Employee Resource Group (ERG) activities events are highlighted in at least one monthly communication.

**Initiative #4: Promote Employee Engagement Through Fundraisers and Community Support**

DSNY recognizes the importance of fostering a culture of compassion, service, and community engagement within the workplace. To strengthen connections among employees and demonstrate our commitment to causes that impact our workforce and the broader community, DSNY will actively support and promote participation in fundraisers and awareness campaigns. These efforts will include events and initiatives in support of organizations such as Breast Cancer Awareness, Autism Speaks, the American Cancer Society, and other charitable causes. By

encouraging employee involvement in these activities, DSNY will not only contribute to meaningful community initiatives but also build stronger bonds among staff through shared purpose and service.

#### **Indicator(s)**

- Participation in at least three major fundraising or awareness campaigns in FY 2026 (e.g., Breast Cancer Awareness, Autism Speaks, American Cancer Society).
- Agency wide communications (Administrative Bulletins and Department Messages) used to promote fundraising opportunities and encourage involvement.
- Total amount contributed for each fundraising event.

[Please select below the options that apply to your agency.]

Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. African American Benevolent Society
2. Asian Jade Society
3. Columbia Association
4. DSNY Retiree, Inc.
5. Emerald Society
6. Hebrew Spiritual Society
7. Holy Name Society
8. Pride of Sanitation Association, Inc.
9. Sanitation Association de Latinos
10. United Women of Sanitation Association
11. Civil Service Association
12. Running Club
13. Boxing Club

Agency does not presently have any ERGs.

Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee

Agency has an active Diversity Committee/Council

Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

- Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

### **C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM**

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.**

DSNY is committed to advancing equity, diversity, and inclusion not only within our workforce but also in the communities we serve. In FY 2026, DSNY will expand opportunities for minority and women owned businesses by fostering a fairer, more competitive, and more diverse business environment. By strengthening access to contracting and procurement opportunities, DSNY will help ensure that historically underrepresented businesses can thrive and contribute to the city's economic vitality.

#### **Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:**

##### **Initiative #1: Expand Opportunities for Minority- and Women-Owned Business Enterprises (MWBEs)**

DSNY is committed to fostering a fair, competitive, and inclusive business environment by expanding opportunities for Minority- and Women-Owned Business Enterprises (MWBEs). In FY 2026, the agency will strengthen outreach, engagement, and support for MWBEs with the goal of awarding more contracts relative to the previous fiscal year. DSNY's Agency Chief Contracting Officer will engage MWBE firms directly by meeting with them to discuss upcoming procurement opportunities. By broadening access to procurement opportunities, DSNY will help ensure that historically underrepresented businesses can thrive and contribute to the city's economic growth.

Indicator(s):

- Growth in the number of certified MWBE firms compared to FY 2025.
- Number of sessions DSNY's Agency Chief Contracting Officer meets with MWBEs about upcoming procurement opportunities.
- Year over year increase in the number and dollar value of contracts awarded to MWBEs.

In FY 2026, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBEs)
- Expand language services for the public

## VI. Recruitment

### A. Recruitment Efforts

DSNY is committed to an inclusive, diverse workforce at all levels. Most vacancies are filled based on civil service examination results. During exam registration, DSNY will promote opportunities to all backgrounds, with emphasis on women and racial groups historically underrepresented in certain roles. We will partner with the Department of Education, the Mayor's Office for People with Disabilities, DCAS' Office of Citywide Recruitment, and other City agencies to publicize openings. We will participate in NYC Government Hiring Halls, which offer on-the-spot interviews for select DSNY positions, and the 55-A Program Career Fair. Advertising will comply with Local Law 30; when needed, DSNY will place ads in the top 150 Community & Ethnic Media outlets identified by the Mayor's Office of Community and Ethnic Media. We will provide outreach to community-based organizations and events across the five boroughs to promote exam registration.

For FY 2026, the EEO Officer, APO, and Agency Head will meet quarterly to review hiring practices, identify barriers to equal opportunity, and determine corrective actions. The EEO Officer will review quarterly underutilization reports with the APO and Agency Head and target recruitment to diversify candidate pools. The EEO Officer will also collect data on recruitment sources used by interviewed candidates to assess which sources are most effective at reaching a diverse applicant pool.

To ensure internal opportunities are visible, vacancy announcements will be sent to all DSNY employees, and Employee Resource Groups will be engaged to promote a diverse and qualified applicant pool. Women are underrepresented at all ranks in DSNY's uniformed titles; DSNY will encourage female uniformed employees to apply for promotions and will conduct informational sessions to identify barriers and provide support to reduce self-demotions.

In FY 2026, DSNY will remove structural barriers in interviewing and selection for discretionary hiring and promotions by requiring all hiring managers to complete annual Structured Interviewing and Unconscious Bias training. The EEO Officer will ensure diverse interview panels in each Bureau and will review all discretionary hires and promotions, participating on promotion boards to ensure fair and equitable selection.

### B. Recruitment for Civil Service Exams

DSNY will promote open competitive and promotion civil service exams at community events throughout New York City in FY 2026. DSNY will also promote promotional civil service exams within the agency using Administrative Bulletins and Departmental Messages, which are distributed to all employees via email or read directly to uniformed employees at DSNY's 59 district garages. DSNY will partner with DCAS's Office of Citywide Recruitment and participate in various recruitment events across all five boroughs to share information about City government jobs and the examination process.

Planned recruitment events for FY 2026 that will be held by DSNY to promote open-competitive civil service examinations:

Event Date	Event Name	Borough
7/12/2025	Riverside Park Conservancy Gotham Festival	Manhattan
7/16/2025	St. Vincent's Services Career Day	Brooklyn
7/24/2025	South Shore Rotary Club	Staten Island
7/29/2025	Parkchester Family Day	Bronx
7/31/2025	Brooklyn Borough Park Resource Fair	Brooklyn
8/6/2025	PS104 School Presentation	Queens
8/8/2025	New York Clinic Health and Resource Fair	Brooklyn

Planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams:

Borough	Approximate Dollar Amount (\$)
Bronx	\$5,000
Brooklyn	\$5,000
Manhattan	\$5,000
Queens	\$5,000
Staten Island	\$5,000

## C. Recruitment Sources

1. **DCAS Office of Citywide Recruitment** - DSNY will partner with DCAS's Office of Citywide Recruitment and participate in recruitment events across all five boroughs to share information about City government jobs and the examination process.
2. **Department of Education & Colleges/Universities** - To recruit a diverse pool of interns and entry-level candidates, DSNY will provide vacancy notices to DOE and post announcements on the career websites of colleges and universities located throughout New York City. DSNY has successfully recruited interns and entry-level candidates through these institutions in the past.
3. **Mayor's Office for People with Disabilities (MOPD)** - DSNY will provide vacancy notices to MOPD to share with clients. In the past, the agency's partnership with MOPD has led to recruitment and appointment of employees with disabilities under the 55-A program.
4. **Community-Based Organizations and Events** - To ensure diverse applicant pools for upcoming civil service examinations, DSNY will engage with community-based organizations and attend events across the five boroughs (e.g., Nontraditional Employment for Women NYC, Street Corner Resources, NYPD End Gun Violence Campaign events).
5. **Online and Print Publications** - To ensure a diverse candidate pool for each open position, the agency will publish job notices in compliance with Local Law 30 and, when necessary, place advertisements in the top 150 Community & Ethnic Media print publications identified by the Mayor's Office of Community and Ethnic Media. DSNY seeks

to address underutilization of women and Black individuals in Manager titles, Black individuals in Craft titles, and Asian employees in Labor and Personal Services titles by targeting these audiences through advertising. DSNY has previously increased interest among women in taking the civil service examination for the uniformed Sanitation Worker title through targeted outreach in online and print publications.

## **D. Internships and Fellowships**

DSNY will continue to staff college aides year-round. In FY 2025, Citywide budget cuts prevented DSNY from staffing Summer College Interns or Summer Graduate Interns. DSNY plans to offer summer internship opportunities to undergraduate and graduate students in Summer 2026. College Aides and Summer Interns will gain meaningful work experience and have opportunities to showcase their individual talents.

To recruit a diverse pool of internship candidates, DSNY will issue job vacancy notices to the New York City Department of Education and post announcements on the career websites of colleges and universities throughout New York City. DSNY will also place print and/or online advertisements in publications accessible to students at these institutions. These recruitment methods have historically been successful for DSNY, which has previously hired interns into full-time entry-level positions.

DSNY provided the following internship opportunities in FY 2025:

Type of Internship/ Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M <input type="checkbox"/> F <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>
2. Public Service Corps	0		M <input type="checkbox"/> F <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>
3. Summer College Interns	0		M <input type="checkbox"/> F <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>
4. Summer Graduate Interns	0		M <input type="checkbox"/> F <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>
5. Civil Service Pathways Fellows	0		M <input type="checkbox"/> F <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>
6. Other (specify): College Aides	17	Black: 5 Hispanic: 5 Asian: 3 White: 2 Mixed: 1 Unknown: 1	M <input type="checkbox"/> 7 F <input type="checkbox"/> 10 Non-Binary <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>

## **E. 55-a Program**

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 10 [number] 55-a participants. [Enter '0' if none]
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 2 [number] new applications for the program were received and 0 participants left the program due to [state reasons] N/A.

DSNY remains committed to appointing qualified applicants with disabilities to competitive titles through the 55-A program. Information about the 55-A program and how to apply is included in DSNY's ADA Five-Year Plan, publicly available on DSNY's website. The DSNY website also hosts a comment form that prospective applicants can use to contact the EEO Unit with questions about the program or other accessibility issues. The EEO Unit also urges members of the public who contact the office about employment opportunities for people with disabilities to submit their applications for consideration under the 55-A program.

In fiscal year 2026, DSNY will train all hiring managers and other personnel involved in the recruiting process on the 55-A program as part of the annual retraining on structured interviewing and unconscious bias. The EEO Unit will provide an overview of the program and the application process and will encourage staff to refer interested candidates to the EEO Unit for more information.

- Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.
- Agency does not use the 55-a Program and has no participating employees.

## **VII. Selection (Hiring and Promotion)**

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources, and must describe the activities and future plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

### **A. Career Counselors**

In FY 2026, DSNY's Career Counselor will promote internal advancement and transfers by coordinating agency-wide notifications of promotional and transfer opportunities. The Career Counselor will ensure that these notices are disseminated through multiple channels, including Administrative Bulletins and Departmental Messages, which are read to all uniformed employees at DSNY's 59 field locations. Regularly, the Career Counselor will provide agency staff with citywide vacancy announcements, civil-service exam notices, and other career-development information via Administrative Bulletins and e-mail. The Career Counselor will review hiring policies, procedures, and practices, such as vacancy announcements, use of certification lists,

and the selection process for mission-critical occupations, and will propose improvements to the Agency Head when warranted.

The Career Counselor will also provide resources and support to employees, encouraging participation in training and development programs to enhance their marketable skills. Specifically, the Career Counselor will share information on internal and external professional development opportunities, explain the civil-service process and what it means to become a permanent civil servant, and provide technical assistance in applying for upcoming civil-service exams. The Career Counselor will assist employees and Job Training Program participants in assessing and planning career paths, and will offer guidance on targeted job searches, resume preparation, and interview for new positions.

## **B. New Hires and Promotions**

In FY 2026, DSNY will regularly review its hiring and internal-promotion procedures. The EEO Officer will hold quarterly meetings with the Agency Head to assess recruitment, hiring, promotion, and selection practices and to address structural barriers. When barriers are identified, the EEO Officer and the Agency Head will determine remedial actions. All hiring managers and promotion board members will receive training in Structured Interviewing and Unconscious Bias to reduce discretionary biases. All promotion interviews will be conducted by a diverse panel using the same Structured Interviewing questions, and the EEO Officer will audit selections for discretionary titles to ensure compliance with best practices.

## **C. EEO Role in Hiring and Selection Process**

DSNY's EEO Officer plays an integral role in the hiring and selection process to ensure fairness and equity, and to determine when changes are needed to pursue that goal. In FY 2026, the EEO Officer will review all selections for discretionary job titles made by hiring managers and promotion boards. The EEO Officer will also hold quarterly meetings with the Agency Head to review recruitment, hiring, promotion, and selection practices and to discuss necessary changes to ensure a fair and equitable process.

The EEO Officer will coordinate and lead training for all hiring managers and promotion boards in Structured Interviewing and Unconscious Bias to prevent unintentional biases in discretionary hiring. Finally, the EEO Officer will ensure that the Agency provides orientation for new hires that explains the civil-service process and promotes opportunities for growth.

In FY 2026, the DSNY EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.

- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested for an interview.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: \_\_\_\_\_

#### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2026.
- The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any protected category groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VIII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	3000	Start of Cycle 4 (TBD as of writing of this plan) to 60 days prior to end of Cycle 4
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	7000	Start of Cycle 4 (TBD as of writing of this plan) to 60 days prior to end of Cycle 4
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between November 1, 2025 – August 31, 2026)	3000	11/1/2025 to 8/30/2026
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	7000	11/1/2025 to 8/30/2026
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	3000	7/1/2025 to 2/28/2026
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	7000	7/1/2025 to 2/28/2026
7. Disability Awareness and Etiquette	All employees	5000	7/1/2025 to 6/30/2026
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	100 (Hiring Managers)	100	7/1/2025 to 12/31/2025
9. Other (specify)			

## **IX. Reasonable Accommodation**

DSNY will review every reasonable accommodation request in compliance with the EEO Policy and all applicable federal, state, and local laws by following established procedures that align with the City of New York's 2024 Reasonable Accommodation Procedural Guidelines. The Department's reasonable accommodation process is described in Policy and Administrative Procedure 2025-02 (Reasonable Accommodations) (PAP 2022-05), which has been updated to reflect changes in the 2024 Procedural Guidelines and applicable law. PAP 2022-05 is accessible to all employees on DSNY's intranet homepage and is regularly addressed during EEO trainings for new hires, current staff, and promoted employees. A description of DSNY's procedural process for reasonable accommodations, along with the Department's current appeal protocol, follows.

### **Requests for Reasonable Accommodations**

The Reasonable Accommodation process will begin when either an individual requests a reasonable accommodation from the Office, an individual raises an issue in the workplace that implicates the potential need for an accommodation, or a supervisor or manager becomes aware that an accommodation may be helpful to permit an individual to perform the essential functions of their position.

1. To request a reasonable accommodation, an individual should submit the Reasonable Accommodation Request form, which can be found online at the following link: <https://www.nyc.gov/assets/dsny/forms/reasonable-accommodation-request>. A link to the Reasonable Accommodation Form can also be found on the DSNY Intranet Home Page (under the section titled "Equal Employment Opportunity"). If the individual cannot access the form online, they should contact the Office by calling 212-291-1380 or by emailing [EEO-WPV@dsny.nyc.gov](mailto:EEO-WPV@dsny.nyc.gov).
2. If a supervisor, manager, or the Employee Assistance Unit ("EAU") becomes aware that an individual may be seeking a reasonable accommodation or that an accommodation may be helpful to permit the individual to perform the essential functions of the position, they must refer the individual to the Office. The supervisor, manager, or EAU must email [EEO-WPV@dsny.nyc.gov](mailto:EEO-WPV@dsny.nyc.gov) the name and contact information of the individual who is seeking a reasonable accommodation or for whom an accommodation may be helpful to perform the essential functions of their position.

### **The Cooperative Dialogue**

Within 10 days of receiving a request for a reasonable accommodation or being notified that an individual may need a possible accommodation, the Office will reach out to the individual to begin the cooperative dialogue regarding the potential accommodation. The cooperative dialogue may include one or more of the following steps:

1. **Examining Job Duties and Essential Job Functions:** To be eligible for a reasonable accommodation, the individual must meet the qualifications for the job and still be able to perform the essential duties of the position. As part of the cooperative dialogue, the Office will determine if the individual can perform the essential functions of the position with a reasonable accommodation.

**2. Meeting with the Employee and/or Requesting Documentation:** Based on the type of accommodation requested, the Office may meet with the individual and/or request documentation to support their request.

**a. Documentation for Accommodations Based on Disability**

- i. The Office will communicate with the individual to discuss their disability and the specific ways in which the disability prevents the individual from performing the job's essential functions. If needed, the Office may ask the individual to provide medical documentation sufficient to describe the nature, severity, and duration of their impairment, limitations on performing the essential job functions, specific accommodations sought, and the need for the accommodation sought.
- ii. If the medical documentation the individual provides is deemed insufficient, the Office may ask the individual to have their medical provider submit additional documentation. If the Office is unable to obtain sufficient information directly from the individual or their medical provider, the Office may ask an individual to submit to an examination by a health professional selected by DSNY, at DSNY's expense.

**b. Documentation for Accommodations Based on Religion**

- i. If the Office has questions regarding an individual's request for religious accommodation, the Office may ask for supporting documentation regarding the individual's religion or why the individual's religious practice requires an accommodation.
- ii. The documentation requested may include the individual's firsthand explanation, or explanations from others, such as fellow adherents, or religious leaders (e.g., a minister, rabbi, priest, imam, or pastor) who have knowledge of the religious practice or beliefs.

**c. Documentation for Victims of Domestic Violence, Sex Offenses, or Stalking**

- i. The Office may ask the individual to provide appropriate documentation supporting their status as a victim of domestic violence, sex offenses, or stalking. This documentation may include documentation from an employee, agent, or volunteer of a victim services organization, attorney, member of the clergy, medical or other professional services provider, as well as police or court records or any other corroborating evidence.

**d. Documentation for Accommodations Based on Pregnancy, Childbirth, or Related Medical Conditions**

- i. The Office may request that the individual provide reasonable medical documentation from a licensed medical practitioner supporting the individual's initial request or a request for extension of a reasonable accommodation following pregnancy.
- ii. The Office may require any individual who performs safety sensitive functions, including, but not limited to, uniformed Sanitation Workers, to provide documentation from a licensed medical practitioner describing the individual's condition and confirming whether they can safely complete the duties of their position with or without reasonable accommodation. If necessary, and in consultation with the individual, the Office may make recommendations for an alternate work assignment.

3. **Discussing Possible Accommodations:** The Office will discuss possible reasonable accommodations with the individual, considering the individual's ability to perform the essential functions of the position with a specific reasonable accommodation.

The Office will consider an individual's preference for a particular form of reasonable accommodation. However, the Office has the discretion to choose among various appropriate reasonable accommodations that will enable the performance of the individual's essential job functions or ensure access to equal employment opportunities.

## **Determination**

Within 15 days of conclusion of the cooperative dialogue, or as soon as possible, the Office will issue a written decision notifying the individual if the accommodation requested is granted or denied, or if an alternative accommodation is being offered. In certain time-sensitive circumstances, expedited processing or a temporary accommodation may be necessary.

## **The Appeal Process**

If the Office denies an individual's request, or offers an accommodation other than the one requested, the individual may appeal the decision to the DSNY Commissioner or their designee.

1. The individual must email [Appeals@dsny.nyc.gov](mailto:Appeals@dsny.nyc.gov) to request an appeal within 10 days of receipt of the Office's decision.
2. Within 15 business days of receiving an appeal, the DSNY Commissioner (or their designee) will review and decide the appeal and issue a notice of the decision to the individual. If a decision on appeal cannot be rendered within 15 business days, the individual will be informed in writing of the reason for the delay and when a decision on the appeal will be rendered.

Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate

discussions, research appropriate accommodations, and assist with the resolution of the matter.

- Absent any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within 15 (fifteen) business days after submission of the appeal.  
Provide the name and title of the Agency Head's designee<sup>2</sup> : Ethel Corcoran, Counsel to the Agency Head  
 The designee reports directly to the Agency Head.
- The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

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<sup>2</sup> **To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated to review appeals of reasonable accommodation decisions.**

## **X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders**

### **A. Local Law 92 (2018): Annual Sexual Harassment Prevention training**

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2025 – August 31, 2026) as indicated in the Section VII Training above.

### **B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting**

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### **C. Local Law 121 (2020): Age Discrimination Training; Local Law 14 (2024): Anti-racism and Anti-racial Discrimination Training**

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

### **D. Local Law 27 (2023): Access to Workplace Facilities**

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- Reassignment
- Modification of Work Schedule
- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

#### **E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026**

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

#### **F. Local Law 27 (2023): Workforce Information Report for FY 2025**

- The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

#### **G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan.

- The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

#### **H. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the single-sex facility (e.g., Restroom Access) notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## XI. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to CEI an amendment letter, which shall amend the agency plan for FY 2025 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the **EEPC** specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.].
- The agency received a Certificate of Compliance from the auditing agency. Please see the attached copy of the Certificate of Compliance from the auditing agency, which was issued by the EEPC on December 19, 2023. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)<sup>3</sup>

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency’s efforts during the previous quarter to implement the agency’s EEO Plan.

Javier Lojan  
Print Name of Agency Head

Javier D. Lojan  
Signature of Agency Head

1/28/26  
Date

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<sup>3</sup> Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors\*

**Agency EEO Office mailing address:**

The Equal Employment Opportunity Unit  
375 Pearl Street, 18th Floor, New York, NY 10038

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	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b>	Ryan David	RDavid1@dsny.nyc.gov	212-291-1371
2.	<b>Agency Deputy EEO Officer</b>	Julie Cascino	JCascino@dsny.nyc.gov	212-291-1374
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b>	Ryan David	RDavid1@dsny.nyc.gov	212-291-1371
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Angela Minielli	AMinielli@dsny.nyc.gov	646-885-4521
5.	<b>ADA Coordinator</b>	Ryan David	RDavid1@dsny.nyc.gov	212-291-1371
6.	<b>Disability Rights Coordinator</b>	Ryan David	RDavid1@dsny.nyc.gov	212-291-1371
7.	<b>Disability Services Facilitator</b>	Julie Cascino	JCascino@dsny.nyc.gov	212-291-1374
8.	<b>55-a Coordinator</b>	Julie Cascino	JCascino@dsny.nyc.gov	212-291-1374
9.	<b>EEO Investigator(s)</b>	Daniel Casados	DCasados@dsny.nyc.gov	212-291-1375
10.	<b>EEO Investigator(s)</b>	Evelyn Nieves-Moscol	ENieves1@dsny.nyc.gov	212-291-1372
11.	<b>EEO Counselor(s)</b>			
12.	<b>EEO Training Liaison(s)</b>	Evelyn Nieves-Moscol	ENieves1@dsny.nyc.gov	212-291-1372
13.	<b>Career Counselor(s)*</b>	Adil Tahir*	ATahir@dsny.nyc.gov	646-885-1081

\*Adil Tahir's office is located at 59 Maiden Lane, 5th Floor New York, NY 10038

EEPC

EQUAL EMPLOYMENT PRACTICES COMMISSION



*This*

# *Determination of Compliance*

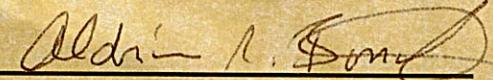
*is hereby issued to*

## *Department of Sanitation*

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*for successful implementation of 6 of 6 required corrective actions,  
thereby achieving compliance with the Equal Employment Practices Commission's  
Employment Practices with a Focus on Underutilization  
from July 1, 2020 to this date.*

On this 19th day of December in the year 2023,



Aldrin Rafael Bonilla, Chair/Commissioner



Jeanne M. Victor, Executive Director

*In care of Commissioner Jessica Tisch  
and Principal EEO Professional Ryan David*