

MEMORANDUM

DATE:

TO: All Staff

FROM: Martin F. Horn, Commissioner

SUBJECT: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEPC) conducts audits of the Equal Employment Program of all city agencies. The EEPC recently completed an audit of our agency's compliance with the City's Equal Employment Policy covering the period from July 1, 2001 through December 31, 2003.

I am very pleased with the results of the audit and our accomplishments in this area. As a result of this process, we have made some refinements to the procedures used in our EEO office to better document and service our employee EEO matters.

In addition, we recently revised the uniformed managerial employee performance appraisal directive. This document now includes expanded goals relevant to EEO performance for use as an additional tool in evaluating uniformed managers.

Please remember that all Department of Correction EEO contact information and links to EEO Policy and Procedures can be found on our Intranet home page.

I reaffirm the agency's strong commitment to maintaining fair employment practices for all our employees. DOC 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 access the resources available within DOC and to address any concerns you have to Luis R. Burgos, Jr., Deputy Commissioner, EEO, at (212) 266-7131 or Steven Isaac, Deputy Director at (212) 266-1249.

Thank you