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**BY MAIL AND EMAIL**

August 24, 2018

Rick D. Chandler, P.E.  
Commissioner  
Department of Buildings  
280 Broadway  
New York, NY 10007

Re: Preliminary Determination for Audit: Review, Evaluation and Monitoring of the Department of Buildings' Sexual Harassment Prevention and Response Practices January 1, 2016 to December 31, 2017.

Dear Commissioner Chandler:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's sexual harassment prevention and response practices for the period covering January 1, 2016 to December 31, 2017.

Chapter 36, Section 831(d)(5) of the New York City Charter empowers this Commission to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for women and minority employees and applicants seeking employment. Sections 831(d)(2) and 832(c) authorize this Commission to make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the corrective action it prescribes.

The Department of Buildings, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."



The purpose of this audit and analysis is to evaluate the agency's sexual harassment prevention and response practices, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEPC Audits*<sup>1</sup> and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures that are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

Since this Commission is empowered to review and recommend actions that each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual EEO Plans.

### **Scope and Methodology**

This Commission's audit methodology includes the collection and analysis of the documents, records and data the agency provides in response to the document and information request; responses to the *EEPC Preliminary Interview Questionnaires* (PIQs) for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency's *Annual EEO Plans*, *Quarterly EEO Reports* and analysis of *Citywide Equal Employment Database System* (CEEDS) reports.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, and 55-a Program Coordinators) and others involved in EEO program administration such as the Principal Human Resources Professional are given a three-week deadline to complete and return their individual questionnaires. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

### **Description of the Agency**

*"The Department of Buildings promotes the safety of all people that build, work, and live in New York City by regulating the lawful use of over one million buildings and construction sites across the five boroughs. With a focus on safety, service, and integrity, the Department enforces the City's Construction Codes, Zoning Resolution, and the New York State Multiple Dwelling Law. The Department enforces compliance with these regulations and promotes worker and public safety through its review and approval of building plans, permitting and licensing functions, and*

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<sup>1</sup> Corresponding audit/analysis standards are numbered throughout the document.

inspections.”<sup>2</sup> The CEEDS Report: *Work Force Composition Summary* for the Department of Buildings, attached as Appendix 1, indicates that at the end of the period in review the agency’s headcount was 1,620.

## PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC’s findings and required corrective actions, where appropriate:

### I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

**Determination: The agency is in compliance with the standards for this subject area.**

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually.
- ✓ In July 2017, the Deputy EEO Officer emailed to all employees the agency head’s 2017 EEO Policy Statement. The 2017 EEO Policy Statement stated, “[a]s an equal opportunity employer, the Department of Buildings has a long-standing commitment to ensuring that all employees and applicants are treated fairly. In compliance with the City’s EEO Policy and applicable federal, state and local laws, the Department prohibits discriminatory employment practices...The City’s EEO Policy addresses a number of topics, including discrimination, [and] sexual harassment.” The agency reported in the *Diversity and Equal Employment Opportunity Plan* (Annual EEO Plan) for fiscal year 2017 that an EEO Policy Statement was previously issued to all employees in the first quarter of fiscal year 2016.
2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency’s EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.
- ✓ During the period in review, the City of New York’s *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* (EEO Policy), attached as Appendix 2, was adopted by the agency. The EEO Policy included sections on sexual harassment and discrimination complaint investigations; linked to the *EEO Complaint Procedural Guidelines, City of New York* (EEO Complaint Procedural Guidelines), attached as Appendix 3; and linked to the City of New York’s EEO Policy Handbook *About EEO: What You May Not Know*. The telephone number, address and web address for federal, state and local agencies that enforce laws against discrimination were identified in the EEO Policy Handbook. During orientation, the Deputy EEO Officer advised new employees that the EEO Policy was accessible to all employees via the agency’s intranet (where it was posted for the duration of the audit period).

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<sup>2</sup> “About” NYC Buildings, City of New York, 2018, <https://www1.nyc.gov/site/buildings/about/about.page>

The telephone number and email address for the agency's EEO Office was included in the agency's EEO Policy Statement and in the Deputy EEO Officer's distribution email (see §I.1 above).

NOTE: The address listed for the New York City Commission on Human Rights in the City of New York's EEO Policy Handbook, *About EEO: What You May Not Know*, is inaccurate and should be updated.

## II. EEO TRAINING FOR AGENCY:

**Determination:** The agency is in compliance with the standards for this subject area.

3. Establish and implement a training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on the prevention of sexual harassment as well as discrimination complaint and investigation procedures.
- ✓ The agency's Annual EEO Plan for fiscal year 2017 outlined its plan to train 1,250 employees via EEO computer-based training (CBT) and 200 new hires via classroom EEO training. The EEO CBT was created by the agency's EEO Office in collaboration with the agency's training unit, *Buildings University*. In September 2017, the EEO Office issued an EEO training mandate via memorandum to inform all managers and unit heads of their responsibility to ensure that their staffs complete the EEO CBT. The memorandum stated that all employees must complete the agency's EEO CBT and that failure to do so could result in disciplinary action. Topics covered in the EEO CBT and classroom EEO training PowerPoint included the definition of sexual harassment, prevention of sexual harassment and the agency's discrimination complaint and investigation procedures. The agency's *2017 EEO Mandatory Compliance Status Report* indicated that 1,534 existing employees (approximately 95% of the workforce<sup>3</sup>) completed the agency's EEO CBT between September 2017 and December 2017. The agency also reported that all new employees completed mandatory classroom EEO training within their first month of employment. The Department of Citywide Administrative Services' (DCAS) *Citywide Equal Employment Database System (CEEDS) Reports* indicated there were 207 agency new hires and the agency's *Agency Quarterly Diversity and EEO Reports* indicated 156 new employees completed classroom EEO training between June 2017 and December 2017 (fourth quarter fiscal year 2017 through second quarter fiscal year 2018). (Approximately 75% of the agency's new hires during the period in review.)

## III. COMPLAINT & INVESTIGATION PROCEDURES

**Summary of Complaint Activity:** The Department of Buildings reported a total of 5 internal and 8 external complaints filed during the period in review. In response to the EEPC's request, the agency submitted the last five, completed, internal EEO complaint files: complaints labelled A, B, C, D and E. The following findings are based on the examination of these complaint files as well as

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<sup>3</sup> Based on workforce headcount at the end of the period in review, December 31, 2017. (See Appendix 1.)

documents and forms submitted; wherever applicable, the agency's policies and procedures were used to measure compliance with the standard.

**Determination:** The agency is in partial compliance with the standards for this subject area.

4. Include in the complaint file a completed *Complaint Intake Form*, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.
- ✓ The *NYC Buildings Complaint of Discrimination* form was available to all employees via hyperlink on the intranet and was capable of capturing facts (including pertinent dates) that identified the respondent(s) with reasonable specificity and the essence of the circumstances which gave rise to the complaint.
  - EEO complaint files A, B, C, D and E did not include completed complaint intake forms or written complaints that captured facts, identified the respondent(s) and provided the essence of the circumstances which gave rise to the complaint. Corrective Action Required.

**Corrective Action 1:** Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

5. Provide the option to file a complaint anonymously.
  - ✓ The option to file a complaint anonymously was communicated to employees via Section C of the EEO Complaint Procedural Guidelines, which stated, “[t]he *person making the complaint may do so anonymously.*” The option to file a complaint anonymously was also communicated to employees via the EEO Policy Handbook and verbally by the Deputy EEO Officer during new employee orientation.
6. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
  - ✓ The respondent to EEO complaint B was served written notice of the complaint that included his/her right to respond to the allegations and to be accompanied by a representative of his/her choice. A copy of the notice was contained in the complaint file.
    - EEO complaint files A, C, D and E did not contain copies of notices of the complaint sent to the respondents. Corrective Action Required.

**Corrective Action 2:** Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a

representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

7. Issue/maintain written confirmation when an internal complaint/mediation is terminated, withdrawn or resolved by agreement of the parties or EEO Office.
  - ✓ Because EEO complaint files A, B, C, D and E were not withdrawn, terminated or resolved by agreement of the parties or the EEO Office, the agency's EEO Policy and EEO Complaint Procedural Guidelines were used to measure compliance with this standard. Sections III.C, III.D and III.H of the EEO Policy stated, "[a] complaint of discrimination may be withdrawn at any time by the person who filed the complaint. Withdrawal of a complaint must be made or confirmed in writing.... Mediation may be terminated by any party to the mediation. If this occurs, the EEO Officer will inform the other party or parties in writing that the mediation has been terminated.... All inquiries, complaints, requests, mediation efforts, investigations, requests for accommodation, and their outcomes will be documented by the EEO office." In addition, Section D of the EEO Complaint Procedural Guidelines stated, "[i]f the parties agree to a resolution during mediation, a resolution agreement will be drafted and provided to the parties and the referring EEO Officer. The resolution agreement will resolve the pending EEO complaint."
8. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.
  - ✓ EEO complaint files B, C, D and E included typed notes of words spoken and facts provided during each interview. In addition, Section E of the EEO Complaint Procedural Guidelines stated, "[d]uring each interview, take thorough notes, as close to verbatim as possible. Notes should reflect the content of the interview, both the questions and answers, as completely as possible."
    - EEO complaint file A did not include notes of words spoken and facts provided during interview(s). Corrective Action Required.
  - Corrective Action 3:** Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.
9. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.
  - ✓ The conclusive report for EEO complaint file A was dated within 90 days of the date the complaint was filed.
    - EEO complaint file E did not contain a conclusive report. The conclusive reports for EEO complaint files B and D were not issued within 90 days of the date the complaint was filed. Corrective Action Required.

NOTE: The conclusive report for EEO complaint file A was not signed therefore issuance could not be confirmed. EEO complaint C was transferred due to the filing of an external complaint before the conclusion of the agency's internal investigation and issuance of the conclusive report.

**Corrective Action 4:** Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

10. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

- The conclusive reports for EEO complaints B and D were not issued within 90 days of the date the complaints were filed. EEO complaint files B and D did not contain a reason for delay, projected time frame for completion of the report, or contain notices of delay to the complainant and respondent. Corrective Action Required.

**Corrective Action 5:** In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

11. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

- ✓ EEO complaint files A, B and D contained conclusive confidential reports that included a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, determinations, and recommendations. The conclusive reports for EEO complaints B and D were reviewed and signed by the agency head.

- EEO complaint file E did not contain a conclusive report. Corrective Action Required.

NOTE: The conclusive report for EEO complaint A did not contain documentation of the Agency Head's Review (see §III.13 for associated corrective action). EEO complaint C was transferred due to the filing of an external complaint before the conclusion of the agency's internal investigation (and issuance of the conclusive report).

**Corrective Action 6:** Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of

the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

12. Maintain complaint files in a secure area and ensure that they can be located and reviewed by the agency head, agency general counsel, and other appropriate staff identified by the agency head.
  - ✓ The agency reported that complaint files were locked in a file cabinet, in the Deputy EEO Officer's (current principal EEO Professional) locked office. The complaint files were accessible to the agency head and General Counsel upon request.
13. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.
  - ✓ Section III.E of the EEO Policy established that, "[t]he agency head will review the EEO Officer's report and promptly issue a determination adopting, rejecting or modifying the recommended action. Such determination shall be in writing and may be issued electronically." The principal investigator's conclusive reports for EEO complaints B and D were signed by the agency head to indicate that the reports were reviewed and that the determinations were adopted.
    - The conclusive report for EEO complaint A did not contain proof of the agency head's (or an approved direct report's other than the General Counsel) review or a written/electronic determination adopting, rejecting, or modifying the recommended action. Corrective Action Required.

NOTE: EEO complaint C was transferred due to the filing of an external complaint before the conclusion of the agency's internal investigation and issuance of the conclusive report. EEO complaint file E did not contain a conclusive report (see §III.9 for associated corrective action).

Corrective Action 7: Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

14. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.
  - ✓ The complainant and respondent of EEO complaint B were informed of the conclusion and outcome of the complaint investigation and copies of the notices were contained in the complaint file. In addition, Section III.E of the EEO Policy established that, "[t]he EEO Officer will advise all parties in writing of the outcome of a complaint." This procedure was reiterated



in Section F of the EEO Complaint Procedural Guidelines, which stated, “*the EEO Office should inform all parties in writing of the outcome of the investigation.*”

- EEO complaint files A, D and E did not contain written notices to the complainants or respondents of the conclusion and outcome of the complaint investigation. Corrective Action Required.

NOTE: The complainant in EEO complaint C received written notice that the internal EEO complaint investigation was transferred (however not concluded) due to the filing of an external complaint; a copy of the notice to the complainant was maintained in EEO complaint file C. The respondent to EEO complaint C was the agency.

**Corrective Action 8:** Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

15. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.
  - ✓ EEO complaint files A, B and D each contained a written determination of the outcome and corrective action taken as a result of the complaint investigation.
    - EEO complaint file E did not contain a written determination of the outcome and corrective action taken as a result. Corrective Action Required.

**Corrective Action 9:** Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

16. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.
  - ✓ The complainant in EEO complaint C was notified in writing by the Deputy EEO Officer that the investigation was transferred due to the filing of an external complaint.
    - EEO complaint file C did not contain a notification to the respondent that the complaint was transferred due to the filing of an external complaint. Corrective Action Required.

**Corrective Action 10:** Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

17. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

- ✓ The agency's *EEO Tracker* spreadsheet permitted the agency to identify *Unit/Department*, *Status*, *Protected Class [or Basis of Complaint]*, *Duration [length of time elapsed in the complaint investigation process]*, *Date Filed*, *Date Resolved*, *Determination*, *Complainant* and *Respondent*.
18. Ensure that the General Counsel assists the agency head in identifying and determining appropriate responses to sexual harassment; works with the principal EEO Professional in the implementation of the City's policies and procedures pertaining to sexual harassment; informs the principal EEO Professional when external complaints or litigation involving sexual harassment is brought against the agency; is available to consult on internal sexual harassment complaint investigations; and is responsible for the investigation of, and response to, external sexual harassment complaints.
- ✓ The General Counsel was responsible for the investigation of and response to external sexual harassment complaints or litigation, was available to provide guidance to the principal EEO Professional on internal sexual harassment investigations, and collaborated with the Deputy EEO Officer in internal sexual harassment complaint investigations, including meeting quarterly and as needed to review the status of internal and external complaints. Meeting invitations from 2017, entitled *EEO (quarterly)*, established that the principal EEO Professional, Deputy EEO Officer and General Counsel met on a quarterly basis to discuss EEO matters. Agendas from meetings between the agency head and the Deputy EEO Officer confirmed that the EEO Office and General Counsel collaborated in the implementation of the agency's EEO policies, program administration, and compliance requirements. In addition, the agency provided a summary of the General Counsel's responsibilities, which included to provide legal guidance to the Commissioner, Senior Staff, Boroughs and other units on agency matters; and handle employment discrimination matters before administrative tribunals such as the Equal Employment Opportunity Commission, New York State Division on Human Rights and the New York City Commission on Human Rights.

#### **IV. ANNUAL REVIEW OF PRACTICES, POLICIES AND PROGRAMS**

**Determination: The agency is in compliance with the standards for this subject area.**

19. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.
- ✓ Meeting invitations from 2017, entitled *EEO (quarterly)*, established that the principal EEO Professional, Deputy EEO Officer and General Counsel met on a quarterly basis to discuss EEO matters. Agendas from meetings between the agency head and the Deputy EEO Officer confirmed that the agency's EEO Office, General Counsel and Human Capital Office collaborated in the implementation of the agency's EEO policies, program administration, and compliance requirements. After analyzing a trend of similar employee inquiries to the agency's

EEO Office, in April 2017, the Deputy EEO Officer identified communication style as a barrier to EEO and recommended that a relevant group of employees be required to complete *Conflict Resolution Strategies for the Culturally Diverse Workplace* training. This recommendation was adopted by the agency head and ultimately implemented. As of June 2018, approximately 94% of the required employees completed the training.

#### V. RESPONSIBILITY FOR IMPLEMENTATION - EEO PROFESSIONALS

**Determination:** The agency is in compliance with the standards for this subject area.

20. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints.
- ✓ The *Executive Director of Regulatory Matters* served as the agency's Interim EEO Officer (principal EEO Professional) from April 2016 to April 2018. The principal EEO Professional completed the following trainings offered by the Department of Citywide Administrative Services (DCAS) Citywide Training Center (CTC): *Structured Interviewing and Unconscious Bias* (April 2016), *Disability Etiquette* (May 2016), *Conflict Resolution Strategies* (June 2016), *LGBTQ- Are you ready for the T* (June 2016), and *Equal Employment Opportunity - Computer Based Training* (November 2017).
- The agency did not demonstrate that during the period in review, the principal EEO Professional was trained regarding city, state and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints. Corrective Action Required.

**NOTE:** Subsequent to the period in review, in April 2018, the Deputy EEO Officer was appointed EEO Officer (principal EEO Professional). The appointment was reflected in the EEO Officer information posted to the intranet. The current principal EEO Professional completed the following trainings offered by the DCAS CTC: *Equal Employment Opportunity - Computer Based Training* (January 2016 and August 2017), *Structured Interviewing and Unconscious Bias* (April 2016), *Disability Etiquette* (May 2016), and the following trainings offered by Cornell: *Workplace Skills for Conflict Resolution* (September 2016), *Internal Investigation Note Taking and Reports* (April 2017), *Affirmative Action Programs* (May 2017), and *Harassment Prevention in the Workplace* (October 2017). DCAS CTC's *Equal Employment Opportunity - Computer Based Training* covered city, state and federal EEO laws; the agency's EEO policies, standards and procedures; as well as the prevention, investigation, and resolution of discrimination complaints.

21. Ensure that the responsibilities of the principal EEO Professional are competently discharged by providing adequate resources such as opportunities for continuing education and professional development, and/or support staff to meet EEO obligations.

- ✓ The agency ensured that the responsibilities of the principal EEO Professional were competently discharged by providing access to training on EEO-related laws, policies, procedures and EEO analytics (see §V.20), as well as dedicated support staff (see §V.22). During the period in review, the principal EEO Professional's support staff included a Deputy EEO Officer, an EEO Investigator, and an EEO College Aide. Only the Deputy EEO Officer and EEO Investigator conducted complaint intake and investigations.

22. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures and their responsibilities under the EEO Policy.

- ✓ At the end of the period in review, the agency's headcount was 1,620 across multiple locations. The EEO Office consisted of the principal EEO Professional (*Executive Director of Regulatory Matters*), Deputy EEO Officer (*Associate Labor Analyst*), EEO Investigator (*Investigator*) and an EEO College Aide (*College Aide*), all of whom were housed in a centralized office location. Furthermore, managers and supervisors were responsible for enforcing the agency's EEO Policies by reporting potential violations to the EEO Office and encouraging staff to do the same (see §VI.27 for supervisor/managers responsibilities).

The Deputy EEO Officer's training is detailed in §V.20. The EEO Investigator completed the following DCAS CTC trainings: *Equal Employment Opportunity - Computer Based Training* (August 2017) (see §V.20 for training contents), *LGBT: The Power of Inclusion - Computer Based Training* (August 2017), *Building an Inclusive Culture: Understanding Unconscious Bias* (September 2017), *Reasonable Accommodation Procedures* (September 2017), *Conflict Resolution Strategies* (October 2017), *Disability Etiquette* (October 2017), and *EEO Investigative Workshop* (November 2017).

23. Ensure that the principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of policies and procedures concerning EEO and sexual harassment.

- ✓ Meeting invitations from 2017, entitled *EEO (quarterly)*, established that the principal EEO Professional, Deputy EEO Officer and General Counsel met on a quarterly basis to discuss EEO matters. Agendas from meetings between the agency head and the Deputy EEO Officer confirmed that the EEO Office and General Counsel collaborated in the implementation of the agency's EEO policies, program administration, and compliance requirements. The agency also reported the General Counsel's Office responsibilities included providing guidance or feedback to EEO professionals as it pertained to procedures or policies for internal complaints investigations. In addition, the agency responded affirmatively to the EEPC's preliminary interview question regarding the collaboration of the principal EEO Professional and General Counsel stating that they worked cooperatively and closely: *on internal sexual harassment complaint investigations, external sexual harassment complaints of litigation, analysis of statistical information and correction of relevant deficiencies in procedures policies and programs.*

24. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

- ✓ During the period in review, the principal EEO Professional directly supervised the Deputy and other EEO professionals. The agency reported affirmatively to the EEPC's preliminary interview questions that the principal EEO Professional's responsibilities included: *distributed/posted the sexual harassment prevention policies and complaint procedures at each site where the agency conducted business, conducted agency-wide sexual harassment prevention training, provided guidance and assistance to agency managers, supervisors and human resource professionals in addressing issues relating to sexual harassment, investigate allegations of sexual harassment, supervised the EEO-related activities of other EEO professionals.*

In addition, the Deputy EEO Officer (a direct report to the principal EEO Professional) was delegated the responsibility for the provision of reasonable accommodations; the implementation of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints. The job description for the Deputy EEO Officer included the responsibilities to ensure that the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations, to investigate allegations of sexual harassment, and to perform duties and responsibilities as assigned by the EEO Officer or Commissioner. Large print format of the EEO policies were available electronically to all employees via the intranet. In September 2017, the EEO Office issued a mandate to managers and unit heads to ensure that all employees and managers complete EEO CBT, which included the prevention of sexual harassment as a training topic (see §II.3).

25. Ensure that the principal EEO Professional reports directly to the agency head (or a direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

- ✓ The agency's organizational charts indicated the principal EEO Professional reported directly to the agency head.

26. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

- ✓ The agency reported that EEO related information was communicated between the Deputy EEO Officer (on the behalf of the Interim EEO Officer) and the agency head via memoranda, email and meetings that occurred monthly and on an as-needed basis. Meeting agendas from the period in review documented discussions regarding updates to the EEO policy statement, EEO and LGBTQ training, postings to the EEO bulletin boards, and decisions made by the agency head.

## **VI. RESPONSIBILITY FOR IMPLEMENTATION – MANAGERS**

**Determination: The agency is in compliance with the standards for this subject area.**

27. Ensure that managers and supervisors are held accountable for enforcing the agency’s sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.
- ✓ The expectation for managers and supervisors to report EEO policy violations was reiterated in Section III.A of the EEO Policy, which stated, “[s]upervisors, managers, or human resources personnel who receive EEO complaints, or otherwise become aware of any improper discrimination, must notify the agency EEO Officer. Supervisors and managers should also encourage individuals who believe that the Policy has been violated to consult with the EEO office.”
- Additionally, managers and unit heads were also held responsible for ensuring that their staffs completed EEO CBT. This expectation was communicated by way of a September 2017 EEO training mandate via memorandum from the EEO Office.
28. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).
- ✓ The *NYC Buildings - Managerial Performance Evaluation* form contained a rating for EEO, to cover managerial responsibilities including adherence to EEO, showing respect, and promotion of the agency’s values of integrity, honesty, respectfulness, impartiality, professionalism and intolerance of unethical and prejudicial behavior.

## **VII. REPORTING STANDARD FOR AGENCY HEAD:**

**Determination: The agency is in compliance with the standards for this subject area.**

29. Submit to the EEOC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports<sup>4</sup> on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

---

<sup>4</sup> Submission of *Quarterly Reports on EEO Activity* is optional for non-Mayoral agencies.

- ✓ The agency submitted to the EEPC its *Annual Diversity and EEO Plan* as well as the *Quarterly Diversity and EEO Reports* on efforts to implement those plans, for each year and quarter of the period in review.

**After implementation of the EEPC's corrective actions, if any:**

1. Distribute a memorandum from the agency head informing employees of any changes implemented in the agency's policies and procedures against sexual harassment pursuant to the EEPC's audit, and re-emphasizing the agency head's commitment to the EEO program and the prevention of sexual harassment.

Final Action: Distribute a memorandum from the agency head informing employees of any changes implemented in the agency's policies and procedures against sexual harassment pursuant to the EEPC's audit, and re-emphasizing the agency head's commitment to the EEO program and the prevention of sexual harassment.

**Conclusion**

**The agency has 10 required corrective action(s) at this time.**

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

*Optional Response to preliminary determination:* If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the *preliminary determination*.

*(Optional Conference)* During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

*(No Response Option)* If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

*Mandatory Response to Final Determination:* Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.



In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully submitted by,

A handwritten signature in black ink that reads "William Peterson". The signature is written in a cursive style.

William Peterson, EEO, Employment and Labor Relations Analyst

Approved by,

A handwritten signature in blue ink that reads "Charise L. Terry". The signature is written in a cursive style.

Charise L. Terry, PHR  
Executive Director

c: Kareem Gabriel, Principal EEO Professional



## **Appendix - 1**

Department of Buildings  
CEEDS Report: *Work Force Composition Summary*  
2<sup>nd</sup> Quarter of Fiscal Year 2018  
(End of Audit Period)

RUN DATE: 01/03/18  
 RUN TIME: 14:40:14.2

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)  
 WORK FORCE COMPOSITION SUMMARY  
 QUARTER 2 YEAR 2018 AGENCY 810 DEPARTMENT OF BUILDINGS

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AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 001 ADMINISTRATORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP	
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN			
94355	COMMISSIONER OF BUILDINGS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 002 MANAGERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10004	ADMINISTRATIVE ARCHITECT	7	2	1	2	0	0	6	0	0	3	0	0	0	21
10007	ADMINISTRATIVE BOROUGH SUP	4	0	1	3	0	0	1	0	0	0	0	0	0	9
10010	ADMINISTRATIVE MANAGEMENT	0	0	1	0	0	0	0	0	0	0	0	0	0	1
10015	ADMINISTRATIVE ENGINEER	11	2	1	9	0	1	4	0	0	0	0	0	0	28
1002F	ADMINISTRATIVE COMMUNITY R	1	0	1	1	0	0	2	6	0	0	0	0	0	11
10020	ADMINISTRATIVE INVESTIGATO	1	1	0	0	0	0	0	0	1	0	0	0	0	3
10025	ADMINISTRATIVE MANAGER	1	0	1	0	0	0	1	0	0	0	0	0	0	3
10026	ADMINISTRATIVE STAFF ANALY	2	1	0	1	0	0	4	0	0	0	0	0	0	8
10033	ADMINISTRATIVE PUBLIC INFO	1	0	0	0	0	0	0	1	0	0	0	0	0	2
10041	ADMINISTRATIVE PUBLIC RECO	0	0	0	0	0	0	1	0	0	0	0	0	0	1
10050	COMPUTER SYSTEMS MANAGER	7	1	1	9	0	0	1	0	0	5	0	0	0	24
10053	ADMINISTRATIVE CITY PLANNE	1	0	0	0	0	0	1	0	0	0	0	0	0	2
10073	ADMINISTRATIVE INSPECTOR (	6	3	0	1	0	0	0	0	0	0	0	0	0	10
13347	EXECUTIVE ASSISTANT (BUILD	0	0	0	0	0	0	0	2	0	0	0	0	0	2
82950	AGENCY CHIEF CONTRACTING O	1	0	0	0	0	0	0	0	0	0	0	0	0	1
83008	ADMINISTRATIVE PROJECT MAN	1	0	0	1	0	0	0	1	0	0	0	0	0	3
94527	CHIEF OF STAFF (BUILDINGS)	0	0	0	0	0	0	0	1	0	0	0	0	0	1
94528	CHIEF ASSET MANAGEMENT OFF	0	0	1	0	0	0	0	0	0	0	0	0	0	1
94529	CHIEF STRATEGY OFFICER (BU	1	0	0	0	0	0	0	0	0	0	0	0	0	1
95005	EXECUTIVE AGENCY COUNSEL	6	0	1	0	0	1	4	2	1	1	0	0	0	16
95505	DEPUTY COMMISSIONER (BUILD	0	0	0	0	0	0	1	0	0	1	0	0	0	2
95507	ASSISTANT COMMISSIONER (BU	0	0	0	0	0	0	0	0	0	1	0	0	0	1
95675	EXECUTIVE DIRECTOR, NEW YO	0	0	0	0	0	0	1	0	0	0	0	0	0	1
95676	EXECUTIVE DIRECTOR OF PROF	0	0	0	0	0	0	1	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		33.32	6.54	5.88	17.65	0.00	1.31	18.30	8.50	1.31	7.19	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		



RUN DATE: 01/03/18  
 RUN TIME: 14:40:14.3

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)  
 WORK FORCE COMPOSITION SUMMARY  
 QUARTER 2 YEAR 2018 AGENCY 810 DEPARTMENT OF BUILDINGS

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TITLE	WHITE	BLACK	HISPANIC	ASIAN	AM IND ALASK	UN-KNOWN	OTHER	TOTAL
13631 COMPUTER ASSOCIATE (SOFTWA	1	0	0	0	0	0	0	1
13632 COMPUTER SPECIALIST (SOFTW	2	2	1	6	0	0	0	12
13644 CERTIFIED IT ADMINISTRATOR	0	0	0	1	0	0	0	1
13652 CERTIFIED IT ADMINISTRATOR	0	1	0	1	0	0	0	2
20202 CIVIL ENGINEERING INTERN	1	0	0	1	0	1	0	4
20210 ASSISTANT CIVIL ENGINEER	4	0	0	1	0	0	0	6
20215 CIVIL ENGINEER	4	1	1	11	0	0	0	17
20302 ELECTRICAL ENGINEERING INT	0	0	0	0	0	0	1	1
20310 ASSISTANT ELECTRICAL ENGIN	1	0	0	1	0	0	2	4
20315 ELECTRICAL ENGINEER	1	0	0	0	0	0	0	1
20403 MECHANICAL ENGINEERING INT	0	0	1	1	0	1	0	3
20410 ASSISTANT MECHANICAL ENGIN	1	1	0	0	0	0	0	2
20415 MECHANICAL ENGINEER	3	0	0	3	0	0	0	7
21210 ASSISTANT ARCHITECT	3	1	1	4	0	1	3	19
21215 ARCHITECT	10	1	0	4	0	0	1	20
40610 STATISTICIAN	2	0	0	0	0	0	0	2
EEO JOB GROUP TOTAL.....:	49	9	7	42	0	3	6	133
	36.83	6.77	5.26	31.58	0.00	2.26	4.51	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 006 SOCIAL SCIENTISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP	
		WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN			
1005A	ADMINISTRATIVE CITY PLANNE	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2
22401	MULTIPLE DWELLING SPECIALI	0	1	2	1	0	0	0	0	0	0	0	0	0	0	4
22402	PRINCIPAL MULTIPLE DWELLIN	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
EEO JOB GROUP TOTAL.....:		1	1	2	3	0	0	0	1	0	0	0	0	0	0	8
		12.50	12.50	25.00	37.50	0.00	0.00	0.00	12.50	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 008 LAWYERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP	
		WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN			
30086	AGENCY ATTORNEY INTERNE	1	0	0	1	0	1	0	2	0	0	0	0	0	0	5
30087	AGENCY ATTORNEY	14	2	0	3	0	2	6	2	2	2	0	0	0	0	33
EEO JOB GROUP TOTAL.....:		15	2	0	4	0	3	6	4	2	2	0	0	0	0	38
		39.48	5.26	0.00	10.53	0.00	7.89	15.79	10.53	5.26	5.26	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN		

RUN DATE: 01/03/18  
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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
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60816 ASSOCIATE PUBLIC INFORMATI	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
20113	ENGINEERING TECHNICIAN	0	0	0	1	0	0	0	0	0	0	0	0	0	0
31105	INVESTIGATOR	1	2	1	2	0	2	1	5	1	1	0	0	0	16
31121	ASSOCIATE INVESTIGATOR	2	0	1	0	0	0	0	0	0	0	0	0	0	3
EEO JOB GROUP TOTAL.....:		3	2	2	3	0	2	1	5	1	1	0	0	0	20
		15.00	10.00	10.00	15.00	0.00	10.00	5.00	25.00	5.00	5.00	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10124	PRINCIPAL ADMINISTRATIVE A	3	4	2	0	0	0	12	23	7	0	0	0	0	51
EEO JOB GROUP TOTAL.....:		3	4	2	0	0	0	12	23	7	0	0	0	0	51
		5.88	7.84	3.92	0.00	0.00	0.00	23.53	45.10	13.73	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 013 CLERICAL

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10251	CLERICAL ASSOCIATE	4	15	4	6	0	0	14	112	20	6	1	1	0	183
10252	SECRETARY	0	0	1	0	0	0	1	11	1	0	0	0	0	14
12846	SECRETARY TO THE COMMISSIO	0	0	0	0	0	0	1	0	0	0	0	0	0	1
12867	SECRETARY TO DEPARTMENT	0	0	0	0	0	0	1	0	0	0	0	0	0	1
60215	PUBLIC RECORDS AIDE	0	1	0	0	0	0	0	0	1	0	0	0	0	2
EEO JOB GROUP TOTAL.....:		4	16	5	6	0	0	17	123	22	6	1	1	0	201
		1.97	7.96	2.49	2.99	0.00	0.00	8.46	61.19	10.95	2.99	0.50	0.50	0.00	100.00

AGENCY CODE : 810 DEPARTMENT OF BUILDINGS  
 EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		

RUN DATE: 01/03/18  
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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)  
 WORK FORCE COMPOSITION SUMMARY  
 QUARTER 2 YEAR 2018 AGENCY 810 DEPARTMENT OF BUILDINGS

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1020B COLLEGE AIDE - ASSIGNMENT	0	0	0	1	0	0	0	0	1	0	0	0	0	2
10209 COLLEGE AIDE	2	6	4	5	1	2	5	15	5	6	0	7	0	58
56056 COMMUNITY ASSISTANT	0	1	1	0	0	0	0	6	0	1	0	0	0	9
56057 COMMUNITY ASSOCIATE	0	9	1	0	0	0	0	11	7	0	1	0	0	29
56058 COMMUNITY COORDINATOR	4	1	2	0	0	1	6	19	4	4	0	1	0	42
EEO JOB GROUP TOTAL.....:	6	17	8	6	1	3	11	51	17	11	1	8	0	140
	4.30	12.14	5.71	4.29	0.71	2.14	7.86	36.43	12.14	7.86	0.71	5.71	0.00	100.00
-----														
AGENCY TOTAL.....:	450	236	125	189	4	26	139	277	84	74	3	13	0	1620
	27.76	14.57	7.72	11.67	0.25	1.60	8.58	17.10	5.19	4.57	0.19	0.80	0.00	100.00

## **Appendix - 2**

Department of Buildings

*Equal Employment Opportunity Policy, Standards and Procedures to  
Be Utilized by City Agencies, City of New York*

2014



# EQUAL EMPLOYMENT OPPORTUNITY

## P O L I C Y

STANDARDS AND PROCEDURES  
TO BE UTILIZED BY CITY AGENCIES

CITY OF NEW YORK

2014



# EQUAL EMPLOYMENT OPPORTUNITY POLICY

STANDARDS AND PROCEDURES  
TO BE UTILIZED BY CITY AGENCIES

**CITY OF NEW YORK**

**BILL DE BLASIO**  
Mayor

**LISETTE CAMILO**  
Commissioner  
Department of Citywide Administrative Services

2014

**NEW YORK CITY  
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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# NEW YORK CITY EQUAL EMPLOYMENT OPPORTUNITY POLICY (2014)

## Introduction

The New York City Charter provides that each agency head must ensure that his or her agency does not discriminate against employees or applicants for employment in any manner prohibited by federal, state, and local law.<sup>1</sup> In addition, the Charter requires agency heads to establish measures, programs, and annual EEO Plans that communicate each agency's efforts to provide equal employment opportunity ("EEO") to City employees and applicants for employment within City government.<sup>2</sup> The Department of Citywide Administrative Services ("DCAS") is required to establish uniform procedures and standards to assist City agencies in establishing annual EEO Plans, and other measures and programs to ensure equal employment opportunity.<sup>3</sup> DCAS developed this Policy,<sup>4</sup> and the standards and procedures contained herein, to implement DCAS' and the City's obligations under the City Charter; federal, state, and local laws; and the City's diversity and inclusion strategy.

The *Equal Employment Opportunity Policy (2014)*, hereafter known as "Policy," supersedes the previous *Equal Employment Opportunity Policy (2005)* of the City of New York. Detailed uniform complaint and reasonable accommodation procedures are published separately. This Policy, any addenda to this Policy, and the EEO Policy Handbook are to be distributed to each agency head, EEO Officer,<sup>5</sup> General Counsel, Agency Personnel Officer (APO), manager, and supervisor.

In addition to the Policy, DCAS updated the EEO Policy Handbook, "*About EEO: What You May Not Know*."<sup>6</sup> The EEO Policy Handbook was created to provide City government employees with a user-friendly summary of the relevant laws and the Policy.

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<sup>1</sup> See Charter Section 815(h).

<sup>2</sup> See Charter Section 815(a)(19).

<sup>3</sup> See Charter Section 814(a)(12).

<sup>4</sup> This Policy was drafted in consultation with the Equal Employment Practices Commission, the New York City Law Department and EEO Officers from various City agencies.

<sup>5</sup> Each agency head appoints an EEO Officer to assist with the implementation of the Policy, standards, and procedures. The agency EEO Officer and other personnel, including EEO counselors, investigators, liaisons, etc., are referred to in this Policy as 'EEO office or EEO representatives.'

<sup>6</sup> The Policy may be downloaded at <http://www.nyc.gov/html/dcas/html/about/ecopol>. The EEO Policy Handbook, "*About EEO: What You May Not Know*," may be downloaded at [http://www.nyc.gov/html/dcas/html/about/eo\\_booklet.shtml](http://www.nyc.gov/html/dcas/html/about/eo_booklet.shtml).

## **I. Equal Employment Opportunity Policy**

The City of New York is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including “gender identity” -- which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction,<sup>7</sup> marital status, partnership status,<sup>8</sup> genetic information or predisposing genetic characteristic,<sup>9</sup> sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking,<sup>10</sup> and unemployment status.<sup>11</sup>

### **A. Types of Prohibited Conduct**<sup>12</sup>

Decisions and practices based on an individual’s protected status (e.g., race, religion, age, and the other categories listed above) that unlawfully affect employment or the compensation, terms, conditions, or privileges of an individual’s employment or potential employment with the City of New York are prohibited by this Policy. This includes unlawful decisions, actions, and practices that occur in the course of recruitment, testing, hiring, work assignments, salary and benefits, working conditions, performance evaluations, promotions, training opportunities, career development and advancement, transfers, discipline, discharge, or any other application or selection process relating to employment.

---

<sup>7</sup> Some employment actions motivated by the reasons listed are permitted by law, such as where an employer may deny employment on the basis of an applicant’s prior record of conviction, if there is a direct relationship between one or more of the applicant’s criminal offenses and the specific employment sought, or where employing the applicant poses an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. (*See* Correction Law, Art. 23-A, Section 752.)

<sup>8</sup> “Partnership status” was added as a protected class under New York City’s Human Rights Law on October 3, 2005.

<sup>9</sup> The term “predisposing genetic characteristic” was adopted on August 30, 2005 to streamline the terms “genetic predisposition” and “carrier status” in the previous version of the New York State Human Rights Law.

<sup>10</sup> “Status as victim of sex offenses or stalking” was added as a protected class under the City Human Rights Law on December 22, 2003.

<sup>11</sup> “Unemployment status” was added as a protected class under New York City’s Human Rights Law on June 11, 2013.

<sup>12</sup> See also, EEO Policy Handbook: *“About EEO: What you May Not Know,”* for more examples of prohibited conduct.

The Policy also prohibits sexual harassment (i.e., conduct or language of a sexual nature) and harassment based on gender or any other protected characteristic (such as race, religion, disability, or sexual orientation). Forms of harassment may include, but are not limited to, the use of vulgar language, abusive acts or language, hostility, physical aggression, intimidation, or unequal treatment.

The Policy prohibits conduct which unreasonably interferes with an employee's job performance or creates an intimidating, hostile, or offensive working environment, or creates an abusive working environment based on any protected characteristic.

Harassment and/or retaliation against a person who opposes or complains about prohibited conduct or participates in any way in the complaint, investigation, or reasonable accommodation processes are strictly prohibited.

The Policy also prohibits the denial of reasonable accommodations for disabilities; pregnancy, childbirth, and related medical conditions; religious beliefs, observances, and practices; or for victims of domestic violence, sex offenses, or stalking that do not create an undue hardship.

Some offensive acts or remarks may violate this Policy even if they are not so severe that they violate federal, state, or local discrimination laws. The City and its agencies may discipline conduct that violates this Policy even if the conduct does not violate a law prohibiting discrimination.

The Policy also prohibits any City employee from aiding, abetting, inciting, compelling, or coercing any person present in a City facility, whether or not that person is an employee of the City, from engaging in any conduct prohibited by this Policy, including, but not limited to, conduct that creates a hostile work environment based on any protected characteristic.

## B. Applicability

Everyone who works within New York City government or its workplaces, or who seeks employment within City government, is covered by federal, state, and local employment laws, and this Policy. This includes all current employees, managers (including executives and senior level staff members), supervisors, co-workers, paid and unpaid interns,<sup>13</sup> and job applicants.

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<sup>13</sup> The prohibition of discrimination against interns was added in the New York City's Human Rights Law on April 15, 2014.

This Policy not only protects individuals from prohibited conduct because of their own protected status (such as their own actual or perceived race, religion, national origin, or disability), but also protects individuals from conduct motivated by the actual or perceived race, religion, national origin, or disability, etc., of other persons with whom they are associated. For example, this Policy applies to individuals who are subjected to adverse actions because of their marriage to, or domestic partnership or association with, persons of a particular racial, religious, or national origin group, or persons who have a disability. Moreover, discrimination based on an individual's name(s) or spouse's or domestic partner's name(s) that is associated with a particular racial, religious, or national origin group is prohibited.

These protections apply to actions, whether or not intentionally offensive or directed at a particular person or group, which violate this Policy.

This Policy extends to conduct which occurs at any location that could be reasonably regarded as an extension of the workplace, such as any field location, off-site business-related social function, City vehicle, or facility where City government business is being conducted and discussed.

In addition, Work Experience Program ("WEP") participants have a right to a workplace that is free of discrimination, including harassment based on race, color, national origin, religion, gender, disability, or age, and any basis that could otherwise be determined to be prohibited behavior pursuant to the Policy as applied to employees or applicants for employment.

All City employees, interns, and WEP participants are expected to be respectful of everyone in the City's workplaces and members of the public, and to be sensitive to the effects of their behavior on those around them. All employees, interns, and WEP participants must be trained in the requirements of this Policy and must receive a copy of the EEO Policy Handbook, *"About EEO: What You May Not Know."*

## **II. Specific Protections**

The following sections are provided to enable individuals to understand the unique definitions, issues, rights, and responsibilities under this Policy pertaining to sexual harassment and discrimination based on disability, religion, retaliation, and status as a victim of domestic violence, sex offenses, or stalking.

## A. Sexual Harassment

Sexual harassment is a form of employment discrimination which is prohibited by law. The federal government created guidelines which define sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when: 1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”<sup>14</sup>

Sexual harassment may involve individuals of the same or different gender(s). A broad range of behavior may be considered sexual harassment, including sexually suggestive remarks, pictures or gestures, verbal abuse or harassment of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary touching, patting, or pinching.

## B. Disabilities

Discrimination against a person based on that person's actual or perceived disability, record of disability, or relationship with a person with a disability will not be tolerated by the City of New York. For the purpose of this Policy, a disability is: 1) a physical, medical, mental, or psychological impairment; 2) a history or record of such impairment; or 3) being regarded as having such impairment.

The City of New York and its agencies will take appropriate action to provide reasonable accommodations to qualified employees and job applicants with disabilities, unless providing such accommodations creates an undue hardship. Reasonable accommodations include the provision of equipment, changes in workplace policies and practices, and other forms of assistance that allow people with disabilities to apply for a position, perform their jobs, or enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

Whether an accommodation is reasonable will depend upon the circumstances of the particular request. Some examples of accommodations that may be reasonable include: making facilities physically accessible to, and usable by, persons with disabilities; job restructuring; modifying work schedules; providing or modifying equipment or devices; providing qualified readers, interpreters, auxiliary aids, and/or other support services; and providing leave and/or arranging for transfer or reassignment to a vacant position, if such transfer or reassignment does not violate

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<sup>14</sup> Code of Federal Regulations, Title 29, Section 1604.11.



the Civil Service Law, Personnel Rules and Regulations, other applicable laws, or regulations and/or collective bargaining agreements.

Undue hardship may exist when an accommodation is significantly difficult, unduly costly, extensive, substantial, disruptive, or would change the nature or operation of an agency's business.

The City of New York encourages employment of and promotional opportunities for qualified persons with disabilities. For example, pursuant to Section 55-a of the New York State Civil Service Law, where agency needs and availability permit, the City encourages agencies to utilize the 55-a Program, which will allow City agencies to employ qualified persons who have been certified as disabled in competitive positions on a non-competitive basis. Individuals who wish to apply for the 55-a Program are encouraged to seek assistance from the Agency Personnel Officer or 55-a Coordinator.

#### C. Religion

The Policy prohibits adverse employment actions based on a person's religion. This includes discriminatory practices and decisions, harassment, hostility, or other adverse actions because of a person's actual or perceived creed, religious affiliation, religious beliefs, observances, or practices.

In addition, depending on the circumstances, agencies must try to reasonably accommodate the religious observances, beliefs, or practices of an employee or job applicant, unless the accommodation creates an undue hardship. A reasonable accommodation for religion may be a change in a workplace rule or practice that allows an individual to respect his or her religious observances, beliefs, or practices. City agencies may be required to provide accommodations for religion such as flexible arrival and departure times, and/or leave; voluntary exchanges of shifts or assignments; time and/or place to pray; accommodations relating to appearance and dress; and modifying workplace practices, policies, and/or procedures.

City agencies are not required to provide accommodations that are too costly or difficult to provide, that would be disruptive, or would interfere with job performance.

#### D. Retaliation

It is a violation of the Policy to retaliate against or harass any person who asserts his or her rights regarding employment discrimination by: 1) opposing discriminatory practices in the workplace; 2) complaining about prohibited conduct;

or 3) participating in any way in the complaint, investigation, or reasonable accommodation processes. It is also a violation of this Policy to retaliate against or harass someone because of his or her association with such an individual.

Behaviors which may be considered retaliatory include, but are not limited to: threats, reprimands, negative evaluations, harassment, refusal to hire, denial of promotion or job benefits, demotion, suspension, discharge, negative references to prospective employers, or other actions affecting the terms, conditions, or privileges of employment.

Examples of behavior that are protected against retaliation under this Policy include, but are not limited to: expressing an intent to file a charge or complaint alleging prohibited conduct; participating as a witness in an EEO investigation, administrative proceeding, hearing, or trial; and/or seeking a reasonable accommodation.

#### E. Domestic Violence, Sex Offenses, or Stalking

The New York City Human Rights Law prohibits employment discrimination against persons who are victims of domestic violence, or victims of sex offenses or stalking, as defined by that law and the New York State Penal Law. Agencies shall provide reasonable accommodations that do not create undue hardship and that enable such persons to satisfy the essential requisites of a job, provided that the status as a victim of domestic violence or victim of sex offenses or stalking is known, or should have been known, by the agency.

### **III. Procedures**

#### A. Reporting Violations

Anyone who believes that he or she has been subjected to any action, decision, or harassment in violation of this Policy, or who witnesses others being subjected to improper conduct, is urged to promptly report the incident(s) to his or her supervisor or manager; to agency personnel supervising the application, testing, and interviewing process; or directly to the EEO office at the agency where the violation actually occurred, or which is the employer of the individual who purportedly committed the complained of act(s). Supervisors, managers, or human resources personnel who receive EEO complaints, or otherwise become aware of any improper discrimination, must notify the agency EEO Officer. Supervisors and managers should also encourage individuals who believe that the Policy has been violated to consult with the EEO office.

An individual who believes that this Policy has been violated may report the incident orally or in writing. Where the report is taken orally, the manager, supervisor, or EEO representative shall document the report. The EEO office will assist any individual in determining whether the conduct or decision reported is appropriate for the complaint process. Where an individual chooses to file an internal complaint with the agency EEO office, that complaint must be filed within one year of the event which is the subject of the complaint.

Persons who wish to discuss a possible violation of this Policy without revealing their identity may do so by telephoning or writing the EEO office. In such cases, the EEO office will provide counseling and take such follow-up action as may be appropriate and possible, given the restraints of anonymity.

If any employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

#### B. Contact with the EEO Office

An employee has a right to meet privately with an EEO representative. Such a meeting may take place either during or outside of office hours. If an employee makes a request to meet with an EEO representative during office hours, the employee should obtain approval from a manager or supervisor in order to leave his or her work assignment. An employee need not disclose the purpose for or details of the meeting with an EEO representative. Reasonable leave requests to meet with an EEO representative during work hours cannot be denied by managers or supervisors. Managers and supervisors shall allow employees to meet with EEO representatives at the earliest practicable time consistent with the operational needs of their units. Where an agency has more than one EEO representative, an employee is not required to meet with an EEO representative who works in the employee's division.

At the employee's request, arrangements may also be made to hold the meeting before or after office hours, or during the employee's lunch period. Should such a meeting take place entirely on the employee's own time, he or she need not advise a manager or supervisor of the meeting, or obtain the consent or approval of a manager or supervisor. The EEO representative will arrange to meet with an employee at outside premises where appropriate and/or necessary in order to ensure confidentiality. If necessary, EEO representatives will make arrangements for sign language interpreters and other forms of effective communication with persons with disabilities.

The EEO representative will discuss and research appropriate options, including actions an individual could take on his or her own behalf, referrals to other offices and/or agencies, mediation, investigation, and/or interim relief. The EEO representative may also facilitate any further discussions with other agency personnel.

In appropriate cases, an EEO investigation may be conducted in conjunction with or by an agency's General Counsel's office, Inspector General, or disciplinary officer. In addition, there may be exceptional circumstances under which an investigation may be conducted by another individual or entity, as deemed appropriate by the Law Department or DCAS.

Any person who is interviewed during the course of an EEO investigation has a right to be accompanied by a representative of his or her choice. This includes individuals who make complaints, persons against whom complaints were made, or witnesses. It is preferable that the EEO office receive advance notice that the person who is being interviewed will be bringing a representative.

Any person who is the subject of the complaint will have an opportunity to respond in writing.

All employees are expected to cooperate with EEO investigations. Failure to cooperate in an investigation may result in disciplinary action.

#### C. Withdrawing Complaints

A complaint of discrimination may be withdrawn at any time by the person who filed the complaint. Withdrawal of a complaint must be made or confirmed in writing. In some instances, the agency EEO Officer will find it appropriate to end the investigation when the complaint is withdrawn. Prior to ending the investigation, the EEO Officer must determine whether the agency should take corrective action to address inappropriate conduct. If the EEO Officer determines that corrective action is required, it may be necessary for the EEO Officer to continue the investigation or recommend action to remedy inappropriate behavior.

#### D. Mediation

Mediation is a voluntary, informal, and confidential process that provides an opportunity for everyone involved in a complaint to come to a mutual agreement about how the complaint should be resolved. It is an alternative that may quickly resolve complaints without a full investigation.

All requests for mediation should be made to the EEO Officer. Mediation may be requested by any party involved and may be declined by any party.

The EEO Officer will determine whether the complaint is appropriate for mediation. The EEO Officer may choose to conduct the mediation internally within the agency, or externally through entities that provide mediation services.

Mediation may be terminated by any party to the mediation. If this occurs, the EEO Officer will inform the other party or parties in writing that the mediation has been terminated. In the event that mediation does not result in a resolution, the EEO Officer will provide the parties with a written statement informing the parties of the complainant's right to an investigation of the allegation. Where efforts to mediate complaints are unsuccessful, complaints will be investigated by the EEO office.

#### E. Concluding the Complaint Investigation

The EEO Officer will submit a confidential report of the complaint investigation to the agency head at the conclusion of the investigation. If the EEO Officer concludes that a violation of this Policy has occurred, the EEO Officer will recommend appropriate corrective action. The agency head will review the EEO Officer's report and promptly issue a determination adopting, rejecting or modifying the recommended action. Such determination shall be in writing and may be issued electronically. The EEO Officer will advise all parties in writing of the outcome of a complaint.

Any person found to have engaged in conduct or practices in violation of this Policy may be subject to discipline which may include a reprimand, suspension, probation, demotion, transfer, termination, or any other measures permitted by law and/or collective bargaining agreements. In addition to implementing such disciplinary action, agencies may take such steps as may be necessary to address the impact that any violation of this Policy has had on the complainant or within the agency.

#### F. Other Places Where Complaints May Be Filed

The following federal, state, and local agencies enforce laws against discrimination:

- New York City Commission on Human Rights:  
<http://www.nyc.gov/html/cchr/html/home/home.shtml>
- New York State Division of Human Rights: <http://www.dhr.ny.gov/>

- United States Equal Employment Opportunity Commission (the “EEOC”): <http://www.eeoc.gov>
- United States Department of Justice: <http://www.justice.gov/>

Information about how to contact these agencies can be found in the EEO Policy Handbook, “*About EEO: What You May Not Know*,” at [http://www.nyc.gov/html/dcas/html/about/eeo\\_booklet.shtml](http://www.nyc.gov/html/dcas/html/about/eeo_booklet.shtml), the DCAS website at <http://www.nyc.gov/html/dcas/html/about/eeo.shtml>, or the Office of Citywide Diversity and EEO at 1 Centre Street, 17<sup>th</sup> Floor North, New York, NY 10007, (212) 386-0257. Please note that there are statutory deadlines for filing complaints with each of these agencies.<sup>15</sup>

When a person exercises his or her right to file a complaint with a federal, state, or local administrative agency (known as an “external complaint”) based on or related to the same facts and circumstances of an internal complaint, the agency EEO Officer will transfer the matter to the agency General Counsel, who will be responsible for any further handling of the matter. The EEO Officer will notify the complainant and the parties who are the subject of the complaint, in writing, that the investigation by the EEO Officer has been transferred because of the filing of the external complaint. The agency General Counsel will be responsible for handling external complaints regardless of the timing of such complaints (whether filed before the internal complaint is filed, at the same time that the internal claim was filed, or after the internal complaint was filed). After transfer of the complaint to the agency General Counsel, the EEO Officer will cooperate with the General Counsel with respect to the ultimate resolution of the complaint.

#### G. Requests for Reasonable Accommodations

City agencies may be required to provide reasonable accommodations when requests are made in connection with disabilities; pregnancy, childbirth, and related medical conditions; religious beliefs, observances, and practices; or for victims of domestic violence, sex offenses, or stalking. The reasonable accommodation process should be flexible and interactive, involving agency representatives who are necessary to the reasonable accommodation process and the individual who is requesting a reasonable accommodation. In all instances, the agency EEO office should be notified of the request in order to facilitate discussions, research appropriate accommodations, and assist in the resolution of the matter.

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<sup>15</sup> The deadline in some instances is as short as 180 days. Therefore, to preserve their rights, individuals who believe that they have been discriminated against and wish to file a complaint with an external agency should promptly contact the City Commission on Human Rights, the State Division of Human Rights, the EEOC, the Department of Justice, or a private attorney for further guidance.

EEO representatives, agency personnel supervising any phase of the application process, and/or managers and supervisors involved in the process shall notify individuals who request reasonable accommodations whether the request has been granted. Where the specific accommodation requested is impracticable, agency representatives will seek to implement an appropriate alternative reasonable accommodation. The following procedures detail the specific aspects of each type of request.

1) Disabilities: An employee or job applicant with a disability who requests reasonable accommodations to enable him or her to satisfy the essential functions of the job or enjoy the rights in question may make such requests to his or her manager or supervisor, agency personnel supervising the application process, or directly to the agency EEO Officer or Disabilities Rights Coordinator.<sup>16</sup> A request for a reasonable accommodation may be made orally or in writing. Where the request is made orally, it shall be documented by that person who receives the request.

EEO Officers and/or Disabilities Rights Coordinators, agency personnel supervising the application process, and managers and supervisors involved in the process shall provide reasonable assistance (such as help in completing forms) to an individual requesting an accommodation. Additionally, if a reasonable accommodation is requested to facilitate an individual's ability to apply for employment, the agency staff supervising the application procedures may be required to assist the applicant in completing the application process.

By law, all documentation and information concerning the medical condition or history of an individual requesting a reasonable accommodation for a disability must be collected and maintained on separate forms, and in separate medical files, apart from other personnel data. Such information must be treated as confidential medical records, except that managers and supervisors may be informed of necessary restrictions on work and accommodations required. Furthermore, medical information may be provided: 1) to first-aid and safety personnel, if the disability might require emergency treatment; 2) to government officials investigating the agency's compliance with applicable laws; 3) to workers' compensation offices in accordance with Workers' Compensation Law; and 4) for insurance purposes.

2) Religious Accommodations: An employee or applicant requesting reasonable accommodations for religion may make such requests to his or her manager or supervisor, agency personnel supervising the application process, or directly to the agency EEO Officer. Requests for religious accommodation should be documented by the individual receiving the request.

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<sup>16</sup> A Disability Rights Coordinator is responsible for ensuring compliance with federal, state, and local laws and the Policy regarding people with disabilities.

3) Victim of Domestic Violence, Sex Offenses, or Stalking: An employee or applicant requesting reasonable accommodations for domestic violence, sex offenses or stalking may make such requests to his or her manager or supervisor, agency personnel supervising the application process, or directly to the agency EEO Officer.

Agencies may require a person requesting a reasonable accommodation to provide certification that the person is a victim of domestic violence, sex offenses, or stalking. The person requesting the reasonable accommodation shall provide a copy of such certification to the agency within a reasonable period after the request is made. A person may satisfy the certification requirement by providing documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional service provider from whom the individual seeking a reasonable accommodation, or that individual's family or household member, has sought assistance in addressing domestic violence, sex offenses, or stalking and the effects of the violence or stalking; a police or court record; or other information consistent with the disclosure and the request for accommodation.

4) Pregnancy:<sup>17</sup> An employee or job applicant requesting reasonable accommodations due to pregnancy and those who suffer medical conditions related to pregnancy, childbirth, or a related medical condition may make such requests to her manager or supervisor, agency personnel supervising the application process, or directly to the agency EEO Officer or Disability Rights Coordinator. Such a reasonable accommodation may include bathroom breaks; leave for a period of disability arising from pregnancy, childbirth, or related medical conditions; breaks to facilitate increased water intake; periodic rest for those who stand for long periods of time; and assistance with manual labor, among other things.

All information, including a statement of the person requesting a reasonable accommodation or any other documentation, record, and the fact that the individual has requested or obtained a reasonable accommodation, shall be retained in the strictest confidence by City agencies, except to the extent that disclosure is requested or consented to in writing by the person requesting the reasonable accommodation, or is otherwise required by applicable federal, state, or local law.

Where an employee or job applicant has requested a reasonable accommodation consistent with these procedures and the agency representative has not provided the reasonable accommodation, an appeal may be made to the agency head. Within 10 business days of receipt of an appeal, the agency head, or his or her designee, shall:

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<sup>17</sup> The City's Human Rights Law was amended to include reasonable accommodations related to pregnancy, childbirth or related medical conditions effective January 30, 2014.



1. obtain the request for reasonable accommodation made by the employee or applicant and review all related documentation, standards, procedures, and potential accommodations;
2. meet and/or consult with the employee or applicant, the EEO Officer, and any agency representative that the agency head deems necessary to the reasonable accommodation request;
3. evaluate the reasonableness of employee's or applicant's and agency representative's preferences regarding the accommodation request, giving primary consideration to the employee's or applicant's preferences; and
4. consult with the DCAS Office of Citywide Diversity and EEO or the Law Department.

Within 15 business days of receipt of the appeal, the agency head or his\her designee, shall issue a written determination on the request for reasonable accommodation, specifying what accommodation shall be provided, if any, and, where necessary, directing the appropriate agency representative to implement such accommodation promptly. The EEO Officer or Disability Rights Coordinator shall monitor implementation of the reasonable accommodation.

#### G. Confidentiality

All complaints, investigations, requests for accommodations, and records will be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. EEO matters may be discussed with other persons who may have information about a complaint or who are necessary to implement reasonable accommodations for disability, religion, status as victims of domestic violence, sex offenses or stalking, and pregnancy, childbirth, or a related medical condition. Therefore, it may be necessary to disclose information to persons with a legitimate need to know about the matter.

#### H. Documentation

All inquiries, complaints, requests, mediation efforts, investigations, requests for accommodation, and their outcomes will be documented by the EEO office.

## J. Additional Sources of Procedural Information

The Guidelines for the Implementation of the City's Discrimination Complaint Procedures may be found online:

[http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo\\_discriminationcomplaint\\_procedures.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo_discriminationcomplaint_procedures.pdf)

The City's Reasonable Accommodation Policy and Procedure may be found online:

[http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo\\_reasonableaccommodation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo_reasonableaccommodation.pdf)

## IV. Agency-Specific Diversity and EEO Plans

Agency heads are required by the New York City Charter to annually prepare, adopt, and implement a plan to provide equal employment opportunity. The plan must be prepared based on uniform procedures and standards provided by DCAS. DCAS will work with agency heads to help them develop realistic and achievable objectives.

Each agency head or, at his or her direction, the agency EEO Officer and/or APO, should review agency statistical information (including total employment and new hires and promotions, by race/ethnicity, and gender), EEO complaints made during the previous fiscal year and the agency's employment practices, policies, and programs. The agency head should then work with the EEO Officer, General Counsel and APO to identify: 1) whether there are any barriers to equal opportunity within the agency; 2) the agency's obligations as a result of government grants and/or contracts; and 3) what, if any, corrective actions are required under court decrees and/or governmental audits. Agencies may wish to seek the advice of the Law Department or consult with the DCAS Office of Citywide Diversity and EEO regarding the development of agency Diversity and EEO Plans.

The Diversity and EEO Plan should communicate the agency's intention to promote equal employment opportunity and diversity and inclusion by continuing effective measures or implementing new strategies and programs (i.e., preventive, corrective and risk management strategies in areas such as recruitment, training, selection, promotion, and policy dissemination standards) that prevent, diminish, or eliminate barriers to equal opportunity employment. DCAS will provide agencies with formats and recommendations for Diversity and EEO Plan development that are consistent with employment practices recommended by human resources management organizations and enforcement entities.

Although each agency's Diversity and EEO Plan will be tailored to the specific issues of that agency, there are some general measures that all agencies are required to implement. Each agency's Diversity and EEO Plan must, at a minimum, include the following:

- A commitment to ensure fair employment practices, and promote a workplace that values its employees in support of the City's diversity and inclusion strategy. The commitment will hold EEO Officers and representatives, human resources professionals, managers and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment and support the diversity and inclusion initiatives at the agency. This commitment should be reflected in the agency strategic plan, mission, vision, and performance metrics. It should also include the agency's strategy to ensure equal employment opportunity and to implement the best diversity and inclusion practices at the agency. The commitment should also be communicated to all employees through a Commitment Statement to affirm the principles of equal employment opportunity and diversity and inclusion.
- A commitment to assess recruitment efforts to determine whether such efforts adversely impact any particular group and what recruitment sources yield a diverse pool of qualified candidates. It should also include the agency's strategy to implement the best diversity and inclusion recruitment practices to ensure equal employment opportunity. Minimally, agencies should identify relevant professional and community organizations serving women and minorities throughout the City, review and update listings of recruitment outreach sources, and contact such organizations when positions not filled through civil service lists become available or where agencies may otherwise use discretion in hiring.
- A commitment to assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.
- A commitment to assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, the agency head will determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method. Methods which diminish adverse impact will be preferred over those with greater impact, provided that the agency's job-related aims are not compromised by using the method with a diminished impact. Examples of selection methods which may diminish adverse impact include race/ethnicity-neutral and gender-neutral questions in interview materials and assembling interview panels that reflect gender, race and ethnic diversity. The agency will also ensure that, to the extent practicable, agency

personnel involved in both the discretionary and the civil service hiring pool process receive structured interviewing training and use structured interviewing in the selection process.

- A commitment to assess criteria for selecting persons for mid-level to high-level discretionary positions.
- A commitment to make career counseling about civil service jobs available for employees. Employees should be reminded of the identity of the agency's Career Counselor and the type of guidance which is available from the Career Counselor, at least once each fiscal year. Each agency should promptly notify agency employees and DCAS of any change in the identity of the agency Career Counselor.
- A commitment to ensure that all new employees are advised of this Policy, their rights and responsibilities under it, the discrimination complaint and investigation procedures, and the reasonable accommodation procedures.
- A commitment to establish a diversity, inclusion, and EEO training plan to ensure that all individuals who work within the agency, including managers and supervisors, are trained concerning diversity, inclusion, and EEO-related rights and responsibilities in a manner consistent with the minimum standards for diversity, inclusion and EEO training established by DCAS.
- A commitment to review on a regular basis and retain information about personnel actions, discretionary hiring, applicants, promotions, demotions, transfers, rates of pay, terms of compensation, and selection for training or apprenticeship as required by federal, state, and local law, and/or the City's official records retention schedule.
- A plan to meet obligations or remedies required or recommended as a result of government grants or contracts, court orders, consent decrees, or any audit/review conducted by a governmental agency.

Other measures which may be used to ensure fair employment practices include, for example:

- Advertising job vacancy notices in periodicals and websites with a diverse and inclusive readership.
- Sending job vacancy notices to professional and community organizations serving diverse and inclusive populations.

- Participating in career and job fairs.
- Whenever possible, promoting public service as a career choice at schools, colleges and universities.
- Using internships, work/study, co-op, and scholarship programs to attract interested persons and to develop and hire interested and qualified candidates.
- Sponsoring open houses (i.e., networking events, facilities tours).
- Working with appropriate DCAS personnel to review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related, and required by business necessity.
- Reviewing application forms and agency materials and products in order to ensure that they do not contain discriminatory language or images.
- Ensuring that human resources personnel, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in interviewing, selection, hiring skills, and EEO, to enable such individuals to correctly identify the most capable candidates.
- Implementing and encouraging inclusive skills and behavior standards for managers to ensure that they are able to maximize their professionalism, performance and communication skills.
- Conducting or encouraging the use of training and development programs to improve skills, performance, and career opportunities of all employees.
- Creating talent pools through employee surveys and databases, to promote cross-training, mentoring, coaching, stretch assignments, cross divisional assignments, job transfers, and rotation programs for career enhancement and development experiences.
- Planning and administering employee incentives, quality of work life and recognition programs, engagement surveys, performance evaluations, employee resource groups, and diversity councils.
- Promoting employees' awareness of opportunities for promotion and transfer within the agency, publicizing promotions and changes in the managerial ranks, and ensuring that the agency engage in succession planning for top managerial

positions. The agency considers its own employees for such opportunities by having programs that identify ready now and high potential talents.

The City of New York, through DCAS, will also:

- Provide the uniform procedures, formats, and reports required by the New York City Charter to facilitate the planning and review of the City's efforts to provide equal employment opportunity for employees and applicants for City government employment.
- Assess qualifications required for most civil service positions and ensure that civil service examinations are job-related and consistent with business necessity.
- Provide assistance to agencies to ensure that recruitment efforts fit particular human resource needs.
- Encourage agency job postings internally through City Jobs and externally through the City's website: <http://www1.nyc.gov/jobs/>
- Continue to conduct on-site EEO monitoring visits to agencies.
- Continue efforts to better ensure the accuracy of ethnicity and gender data.

## **V. Enforcement and Accountability Standards**

### **A. Department of Citywide Administrative Services**

DCAS is required to: 1) establish and enforce uniform procedures and standards for use by City agencies in establishing measures, programs, and plans to ensure equal employment opportunity, including a time schedule for the development, review and adoption of EEO plans; 2) establish a uniform format for use by City agencies for the presentation of statistical information on the workforce of City agencies; and 3) develop resources regarding information on employment and educational programs.<sup>18</sup> DCAS is also required to publish and submit annual reports on the activities of DCAS and the other City agencies with respect to equal employment opportunity.<sup>19</sup>

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<sup>18</sup> See Charter Sections 814(a)(12)-(15).

<sup>19</sup> See Charter Section 814(b)(8).

Within DCAS, the Office of Citywide Diversity and EEO assists the Commissioner to develop and enforce the Policy, standards, and procedures. The Office of Citywide Diversity and EEO will assist City agencies by developing or collaborating on solutions, strategies and initiatives to effectively implement the provisions of the City Charter and other federal, state, and local laws, and monitoring the EEO-related activities of City agencies. In addition, DCAS maintains the data that is necessary in order to fulfill the City's EEO obligations under the City Charter and other federal, state and local laws.

## B. Agency Heads

Each agency head will ensure that his or her agency does not discriminate against employees or applicants for employment as prohibited by federal, state and local laws.<sup>20</sup> Agency heads are accountable to their respective Deputy Mayors for their agencies' EEO practices. Agency heads will also ensure that legal, human resources, and EEO personnel, managers, and supervisors: 1) receive a copy of this Policy (including any addenda); 2) are trained in EEO laws and procedures; and 3) know how to carry out their responsibilities under this Policy. Agency heads must distribute a copy of the EEO Policy Handbook, "*About EEO: What You May Not Know*" to all employees and ensure that a copy is available on the agency's website.

As discussed in Section IV, each agency head must annually adopt and implement a Diversity and EEO Plan that communicates measures and programs that the agency will undertake to ensure fair and effective efforts to provide equal employment opportunity. Draft Diversity and EEO Plans are to be developed and submitted each fiscal year according to the timetable and format established by DCAS, and must be reviewed and approved by DCAS. Agencies are required to file copies of finalized agency Diversity and EEO Plans with the Mayor, the City Council, the Equal Employment Practices Commission ("EEPC"), and the City Civil Service Commission, and to also make Diversity and EEO Plans available for reasonable public inspection.<sup>21</sup>

Each agency head will then submit quarterly reports to DCAS, as well as to the Mayor, City Council, and EEPC, on the agency's efforts during the previous quarter to implement the agency Diversity and EEO Plan. Such quarterly reports will also include a review and documentation of EEO complaints and requests for reasonable accommodations for said quarter. Quarterly Diversity and EEO reports must, pursuant to the City Charter, be timely submitted to DCAS and the other entities mentioned above, no later than thirty (30) days following the reporting period using the reporting format provided by DCAS.

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<sup>20</sup> See Charter Section 815(h).

<sup>21</sup> See Charter Section 815(a)(19).

In order to meet the City's obligations under the City Charter and other federal, state and local laws, and to achieve the goals of the agency Diversity and EEO Plan, each agency head must appoint a trained EEO Officer whose responsibility it will be to implement the Policy within that agency. Because EEO Officers will need independence of judgment as well as the authority of the agency head in order to carry out their responsibilities, the EEO Officer must report directly to the agency head, or if approved by DCAS, to a direct report to the agency head. In order to avoid potential conflicts of interest, under no circumstances should the EEO Officer report to the General Counsel. Where the agency's organizational structure necessitates multiple EEO representatives, such individuals should be selected from different office locations and, where possible, from a variety of levels within the organizational structure. The agency head must ensure that the responsibilities of the EEO Officer are competently discharged.

Agency heads should appoint at least two EEO representatives, who may not be of the same gender, to receive discrimination complaints and conduct investigations. Each agency head must designate a Career Counselor with appropriate training and knowledge, who is familiar with civil service jobs, to provide career counseling to employees who request such guidance. The agency head should also designate a Disabilities Rights Coordinator, whose responsibility it will be to ensure compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities. Usually the EEO Officer of each agency should serve as the Disabilities Rights Coordinator; however, when circumstances warrant, an agency head may designate another person to serve as the Disabilities Rights Coordinator.

Agency heads are required to sign off on all agency Diversity and EEO Plans and final determinations concerning EEO complaint resolutions and should conduct a quarterly review of EEO complaints and requests for accommodations. Such sign off may be in written or electronic form. Each agency head will ensure that all employees are provided with information that complies with the standards provided by DCAS regarding employee rights and obligations contained within this Policy, and with information about the complaint, investigation and reasonable accommodation procedures. The agency head will also ensure that the Policy, standards, and procedures are posted at each site where the agency conducts business. Such posting may include postings on electronic bulletin boards and intranet sites. Each agency head will ensure that each of the agency's employees is accountable for his or her compliance with EEO-related policies, and receives training in EEO laws.

Agency heads should ensure that information regarding employee rights and obligations, and the complaint, investigation, and reasonable accommodation procedures are available in appropriate alternative formats to employees and job applicants with disabilities.



### C. EEO Officers

The agency's EEO Officer has primary responsibility for assisting the agency head in implementing the Policy, standards, and procedures. Specifically, the agency's EEO Officer must be knowledgeable regarding EEO laws, the requirements of the Policy, standards, and procedures, and how to prevent, investigate, and resolve discrimination complaints. The EEO Officer and/or Disability Rights Coordinator will also receive requests for accommodations, and recommend appropriate action to the agency head regarding EEO-related issues. The EEO Officer will also provide guidance to the agency head in submitting the agency's annual Diversity and EEO Plan and in preparing and reviewing quarterly reports. The EEO Officer should work closely and cooperatively with the agency's General Counsel and the DCAS Office of Citywide Diversity and EEO, and provide guidance and assistance to agency managers, supervisors, and human resource professionals in addressing issues relating to equal employment opportunity.

The EEO Officer will also: 1) set training objectives that ensure that all agency employees receive diversity and inclusion and EEO training; 2) supervise the EEO-related activities of EEO counselors and/or investigators; 3) ensure that the Policy, standards, and procedures are posted at each site where the agency conducts business; and 4) ensure that the Policy, standards, and procedures are available in alternative formats (i.e., large print, audio tape, and/or Braille). Each agency's EEO Officer shall make a copy of these standards and procedures, and any subsequent revisions and supplemental materials, available upon request by an employee or applicant.

### D. Agency General Counsels

Agency General Counsels should: 1) assist the agency head in identifying and determining appropriate responses to EEO issues; 2) work cooperatively and closely with the EEO Officer in the implementation of the Policy, standards, and procedures; 3) inform the EEO Officer when external complaints or litigation involving EEO matters are brought against the agency; 4) be available to consult on internal EEO investigations; and 5) be responsible for the investigation of, and response to, external EEO complaints.

### E. Managers and Supervisors

Managers and supervisors will make every effort to maintain a work environment that fosters sensitivity and respect for the diversity of all individuals. Specifically, each agency manager or supervisor shall: 1) be accountable to the agency head for effectively implementing EEO-related policies; 2) perform managerial or

supervisory responsibilities in a non-discriminatory manner; 3) receive training in EEO laws; 4) cooperate with the EEO Officer in the implementation of the Policy, standards, and procedures (including training, complaint resolutions, processing, recording, and reporting reasonable accommodation requests, EEO-related recruitment, and selection standards; and modifying agency procedures to ensure equal employment opportunity for applicants and employees); 5) promptly consult with the agency's EEO Officer if he or she observes, learns about, or suspects that a violation of this Policy has occurred; 6) where appropriate, encourage subordinates to consult with an EEO office; 7) allow employees to meet with EEO representatives at the earliest practical time consistent with the operational needs of his or her unit; and 8) maintain confidentiality with respect to EEO-related matters.

#### F. Personnel Officers

Personnel Officers have primary responsibility for assisting the agency head in implementing the City's personnel policies and shall be knowledgeable regarding the interplay of EEO-related laws and other work-related legal regulations including Family Medical Leave Act, New York State Civil Service Law, and Workers' Compensation Law. Personnel Officers should cooperate with EEO Officers in the implementation of the Policy, standards, and procedures including training objectives, complaint resolutions, and modifying agency procedures to ensure equal employment opportunity for applicants and employees.

Personnel Officers will also: 1) ensure that employees know the identity of the agency Career Counselor and ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; 2) ensure that all new employees are advised of the Policy, standards, and procedures, the employees' rights and responsibilities under such policies, and the discrimination complaint procedures; 3) inform the EEO Officer on a quarterly basis of the number of 55-a Program participants and efforts that the agency has made to employ, promote, or accommodate qualified individuals with disabilities; 4) involve the agency EEO Officer in the review of EEO-related decisions, actions, and practices; and 5) promptly consult with the agency's EEO Officer if he or she knows, has been informed of, or suspects that a violation of this Policy has occurred.

## **Appendix - 3**

Department of Buildings  
*EEO Complaint Procedural Guidelines, City of New York*  
2016

# **EEO Complaint Procedural Guidelines**

**City of New York**

**2016**



**Department of Citywide Administrative Services**

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**THE CITY OF NEW YORK**  
**EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT**  
**PROCEDURAL GUIDELINES**

**Overview**

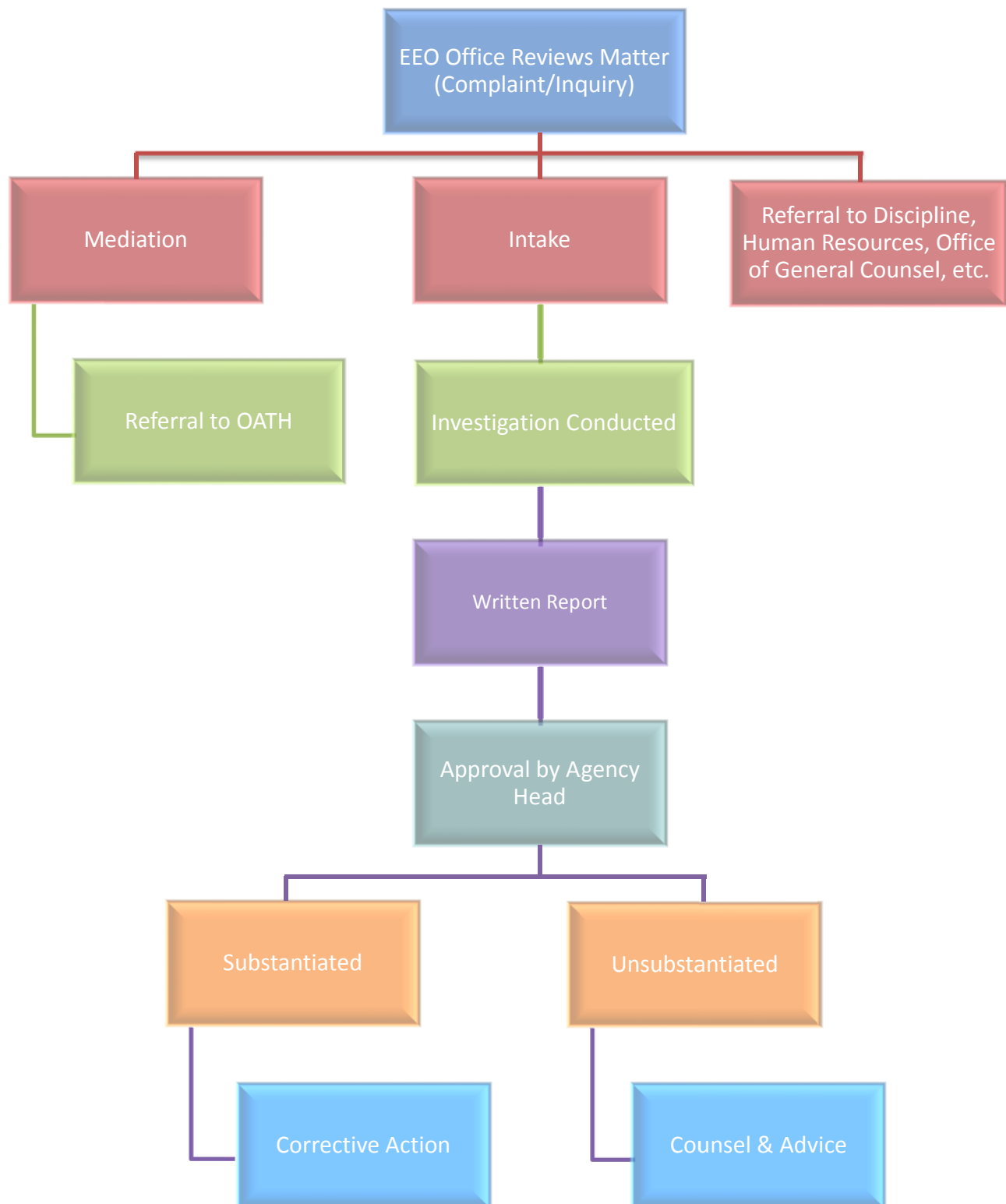
These Equal Employment Opportunity Complaint Procedural Guidelines (the “Guidelines”) are designed to assist Equal Employment Opportunity (“EEO”) Officers, Investigators and Counselors in handling EEO complaints and inquiries in a fair, consistent, and timely manner. A person who wishes to make an EEO complaint, or who inquiries about a possible EEO complaint, should be referred to the City’s EEO Policy (the “Policy”) and the “About EEO: What You May Not Know” Handbook (the “Handbook”).<sup>1</sup>

As provided in the Policy, the City prohibits discriminatory employment actions against, and treatment of, City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including “gender identity” --which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status. Harassment and/or retaliation against a person who opposes or complains about prohibited conduct or participates in any way in the complaint, investigation, or reasonable accommodation processes are also prohibited. The Policy also prohibits the denial of reasonable accommodations for disabilities; pregnancy, childbirth, and related medical conditions; religious beliefs, observances, and practices; or for victims of domestic violence, sex offenses, or stalking that do not create an undue hardship. Persons who claim discrimination in violation of the Policy may file a complaint within one year of the alleged discriminatory incident, with the EEO Office at the City agency where the incident occurred (“internal complaint”) or with a Civil Rights enforcement agency, subject to its filing requirements (“external complaint”).

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<sup>1</sup>The EEO Policy is available at <http://www.nyc.gov/html/dcas/html/about/eeopol.shtml>. The EEO handbook is available at [http://www.nyc.gov/html/dcas/html/about/eoo\\_booklet.shtml](http://www.nyc.gov/html/dcas/html/about/eoo_booklet.shtml).

## The EEO Complaint Process *at a Glance*



# THE INTAKE PHASE

The EEO complaint or inquiry process begins when a person (the “Complainant”) contacts the EEO Office regarding an alleged discriminatory incident.

The person making the complaint may do so anonymously, if he or she so chooses. Anonymous complaints must be treated the same as identified complaints, to the extent possible.

A complaint may be filed by an employee a former employee, independent contractor, a consultant, a volunteer, an intern, a WEP worker, or an applicant for City employment.

A complaint may be filed on the Complainant’s own behalf or on behalf of someone else.

**Supervisors and managers are required under the Policy to timely notify their EEO Office of any alleged discriminatory conduct they observe or become aware of.**

Upon receiving an EEO complaint or inquiry, the EEO Office must memorialize the complaint or inquiry and enter it into the complaint tracking system,<sup>2</sup> as well as schedule, by email or letter, an intake session with Complainant, if known, for purposes of assessing or confirming the following:

- Is the complaint timely?
  - Determine when the alleged discriminatory conduct occurred. A complaint must be filed within one year of the date the alleged discriminatory conduct occurred.
  - While a Complainant may not be able to file a complaint and obtain specific relief sought if the complaint is untimely, the EEO Office may conduct an investigation and may make recommendations to address inappropriate conduct.
- Has Complainant previously filed a lawsuit or complaint with an enforcement agency regarding the same claims of discrimination? If so, the matter must be transferred to the agency’s Office of General Counsel.
  - If an external complaint or lawsuit is filed subsequent to the filing of the internal complaint, the matter must also be transferred to the agency’s Office of General Counsel. The EEO Office must notify Complainant (and Respondent<sup>3</sup>, if any) in writing of the transfer.
  - If the Complainant alleges retaliation after filing the external complaint, the retaliation complaint must also be transferred to the Office of General Counsel.
  - If a subsequent complaint involves allegations unrelated to the initial external complaint, the EEO Office may retain and investigate the subsequent complaint as a separate complaint. The EEO Office must consult with the Office of General Counsel in determining whether the

<sup>2</sup> The complaint tracking system is available at <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>.

<sup>3</sup> The Respondent is the person or entity alleged to have engaged in the discriminatory conduct.



subsequent complaint involves separate allegations.

- ☑ Has Complainant previously raised the same issues with others at the agency?
  - Did Complainant discuss the alleged discriminatory conduct with a supervisor/manager, Human Resources, or co-workers?
  - Has Complainant filed a grievance with his or her union regarding the same conduct, practice or policy?
- ☑ Does the complaint or inquiry raise one or more of the protected categories under the City's Policy, including when discrimination is based on perception or association (see the Handbook, pages 8-10, for definitions of the protected categories)?
  - If the complaint or inquiry does not raise an EEO basis, the EEO Office should make a referral, as appropriate.
- ☑ If the complaint or inquiry raises an EEO basis, what specific conduct, practice or policy is the person alleging violates the Policy? The issues raised could involve one or more of the following issues:
  - Harassment, including, but not limited to "the use of vulgar language, abusive acts or language, hostility, physical aggression, intimidation or unequal treatment" based on any of the protected categories (see the City's EEO Policy, page 3).
  - Adverse employment actions, such as negative performance evaluation or denial of promotion or benefits, allegedly based on one or more protected categories as shown by, for example, discriminatory comments or different treatment of other employees who are similarly situated.
  - Failure to reasonably accommodate disability, pregnancy, childbirth and related medical condition, religion/religious observance, victims of domestic violence, sex offenses or stalking.
  - Retaliation due to opposition or complaining about discrimination or participating in the complaint, investigation or reasonable accommodation process. Retaliatory conduct includes conduct reasonably likely to dissuade a person from engaging in protected activity.
  - Policy alleged to have a discriminatory impact on a protected category that is not job-related or justified by business necessity.
- ☑ What is Complainant's status with the agency?
  - Does Complainant work at the agency?
  - What is Complainant's civil service status?
  - Is Complainant an employee of the agency or different agency or an independent contractor?
    - The EEO Office must contact the EEO Office of the employing agency and coordinate the investigation.
- ☑ Which person(s), if any, is alleged to have engaged in the discriminatory conduct (the "Respondent")?
  - Complaints against the EEO Officer and agency heads should be referred to the City's Law Department or Department of Citywide Administrative Services ("DCAS").
  - Complaints by employees or others against a member of the public visiting the agency

should be referred to the agency's EEO Officer.

- Complaints by the public against persons working at the agency should be handled by the agency's EEO Officer.
- In the case of complaints against employees of other agencies, the EEO Office of each agency should conduct a joint inquiry or investigation of the complaint.

Is there a specific document or rule that applies to the conduct or practice complained about? For example:

- Personnel Services Bulletins (<http://www.nyc.gov/html/dcas/html/employees/psbtoc.shtml>)
- Personnel Rules and Regulations of the City of New York ([http://www.nyc.gov/html/dcas/html/employees/personnelrules\\_regs.shtml](http://www.nyc.gov/html/dcas/html/employees/personnelrules_regs.shtml))
- Collective bargaining agreements (<http://www1.nyc.gov/site/olr/labor/labor-recent-agreements.page>)
- Title Specifications and Notices of Examinations (<http://dcascitynet.dcas.nycnet/TitleSpecs/home.aspx>)
- Agency Code of Conduct

Do the allegations involve conduct which must be reported to or investigated by a different office or agency? For instance:

- Discipline (Advocate): violations of code of conduct.
  - The EEO Office may rely on fact-findings of Discipline or may conduct separate or additional investigation.
- Inspector General: fraud, corruption and unethical conduct.
- Police/Law Enforcement: criminal conduct.
  - The EEO Office may have to place an investigation or inquiry on hold if the matter is referred to law enforcement.

Is it necessary that action be taken prior to the investigation of the complaint?

- After consultation and approval from appropriate agency personnel, it may be necessary to provide interim relief to alleged victims of harassment.
- Interim relief may include, among other actions, temporary transfers and assignment or shift changes.

Inform Complainant regarding confidentiality and anonymity, and the Policy regarding retaliation.

Prior to meeting Complainant, inform Complainant of the right to be accompanied by a representative.

Begin investigation immediately after determining that the allegations raised, if true, are sufficient to establish a case of discrimination under the Policy, that the complaint is timely, and that the EEO Office is responsible for investigating the complaint. Complete an investigation within 90 calendar days of the filing of the complaint.

- Ensure a Complaint Form is completed, preferably by Complainant although it can be done by the EEO Office, but should be signed by Complainant.

# MEDIATION

Mediation is a voluntary approach to dispute resolution in which the parties try to resolve the dispute themselves on mutually agreeable terms, with the help of a trained third party mediator. The EEO Officer may recommend mediation, or either party to the complaint may request mediation.

The EEO Office may recommend mediation at the inquiry/intake stage and/or the parties may subsequently request mediation during the investigation, subject to the approval of the EEO Officer. Requests for mediation must be made in writing.

Mediation may be conducted by a trained third party mediator. The Center for Creative Conflict Resolution, which is part of the Office of Administrative Trials and Hearings (“OATH”), conducts mediation free of cost to City agencies and employees. More information about OATH is available at <http://www.nyc.gov/html/oath/html/about/the-center.shtml>.

Mediation is most appropriate for complaints involving interpersonal conflict, and should not be considered in certain cases, such as when the complaint includes allegations of sexual harassment or criminal conduct.

Mediation efforts must not exceed 45 days from the start of mediation. The EEO Office may extend the mediation for good cause.

While mediation continues, the 90-day period for completion of the investigation is suspended.

If the parties agree to a resolution during mediation, a resolution agreement will be drafted and provided to the parties and the referring EEO Officer. The resolution agreement will resolve the pending EEO complaint. Any resolution agreement requiring agency action or approval will only become effective subject to agency approval. If a resolution is not reached, the matter is returned to the EEO Officer and the 90-day investigative period resumes. The EEO Officer may also determine if an agreement has been violated and if so, whether to refer it for further mediation or declare the agreement void.

A party may withdraw from mediation at any time. The EEO Office may also terminate the mediation process if it deems that the effort has been unproductive. The EEO Office must inform all parties to the complaint, in writing, of the termination of mediation. The notice must also inform the parties that the EEO Office will resume its investigation of the complaint.

# INVESTIGATION

- The purpose of the investigation is to determine whether there are facts supporting the allegations of discrimination.
- The complaint investigation should begin immediately after a determination that the allegations raised, if true, are sufficient to establish discrimination under the Policy, that the complaint is timely, and that the EEO Office is responsible for investigating the complaint.
- The complaint investigation should be completed and the Complainant should be notified of the outcome within **90 calendar days** of the filing of a complaint.
  - The EEO Office should ensure that a Complaint Form is completed, preferably by Complainant although it can be done by the EEO Office, but should be signed by Complainant, and logged into the complaint tracking system.
  - Complainants should be provided the following upon filing a complaint:
    - a copy of the written complaint
    - acknowledgement of receipt of the complaint
    - a copy of or links to the City' EEO Policy and Handbook
- Meet with Complainant to supplement or clarify information provided during the intake phase.
  - Confirm if there any persons who witnessed the alleged discriminatory conduct.
  - Does the Complainant have or know of any documents, such as emails or photos, containing information about the alleged conduct?
- Conduct a thorough investigation that provides answers as to:
  - who was involved in the alleged discriminatory conduct;
  - what occurred during the alleged conduct;
  - when and where the alleged conduct took place;
  - the identity of all witnesses to the alleged conduct, anyone with whom the alleged conduct has been discussed, or anyone who may have identified as having been subject to similar conduct as that alleged or who has information concerning any aspect of the alleged conduct;
  - whether this was an isolated conduct or part of a pattern;
  - what impact, if any, the alleged conduct has had on the Complainant and/or the work environment;
- Determine whether the action alleged to be discriminatory was based on a legitimate, nondiscriminatory reason.
- Obtain and review any available and relevant notes, recordings, photographs, physical evidence, or other documentation.

### Conducting Interviews

- Explain objective of the interview.
- Explain City's EEO Policy on retaliation.
- Ask open-ended interview questions in a non-judgmental manner.
- Determine what witnesses know based on personal knowledge versus what they have heard.
- During each interview, take thorough notes, as close to verbatim as possible. Notes should reflect the content of the interview, both the questions and answers, as completely as possible.

### Notice to Respondent of the Complaint

- The EEO Office must serve Respondent with a notice of complaint along with a redacted copy of the complaint or a summary of the complaint and allegations after interviewing the Complainant. The following information must be redacted: the Complainant's home address and telephone number, and the name(s), title(s), and division(s) of witnesses.
- Schedule a meeting with Respondent, ensuring that Respondent is informed of the right to be accompanied by a representative.
- Remind Respondent of the City's EEO Policy against unlawful discrimination and retaliation.
- Inform Respondent of the right to respond in writing to the complaint, and that the response should be submitted as soon as possible.
- Give Respondent an opportunity to offer his/her version of events and any other relevant information, including any witnesses who are likely to have relevant information. The EEO Office should interview witnesses identified by Respondent.

### Amending the Complaint

The complaint may be amended in writing, for any reason, prior to conclusion of the investigation and notice of outcome to the parties. For purposes of the one-year filing period, amendments to the original complaint will be deemed timely if the original complaint was itself timely. However:

- If a Complainant, after filing an initial complaint, seeks to file a subsequent complaint based on different facts than those alleged in the initial complaint, the subsequent complaint should be treated as a separate complaint.
- If a Complainant, after filing an initial complaint, seeks to file a subsequent complaint alleging retaliation for making the initial complaint, the later complaint should be treated as a separate complaint.

- All initial, amended, and new complaints should be cross-referenced in the EEO Office's complaint file and the complaint tracking system.

### **Right to be Accompanied by a Representative**

Any person who is interviewed during the course of an EEO investigation has the right to be accompanied by a representative of his or her choice. This includes individuals who make complaints, persons against whom complaints were made, or witnesses. It is preferable that the EEO Office receive advance notice that the person who is being interviewed will be bringing a representative. The representative may not respond on behalf of the party being interviewed or interfere with the interview.

### **Confidentiality and Record Keeping**

Complaints and complaint investigations should be accorded the strictest confidentiality possible. The EEO Office should make every effort to protect from disclosure the complaint allegations, the identity of parties to the complaint and any witnesses. Exceptions include disclosing to persons with a legitimate need to know certain information in order to respond to the complaint allegations or implement interim or corrective action. All persons with whom the EEO Office interacts concerning the complaint and its investigation should be asked to refrain from discussing the complaint beyond their interaction with the EEO Office.

All complaints and related documents, including any investigative notes, records, or copies, are strictly confidential and must be maintained by the EEO Office. The EEO Office may consult the agency's Office of General Counsel concerning a request to view or have copied, in whole or part, the EEO Office's files.

### **Meeting with EEO Office and Obligation to Cooperate**

Anyone has the right to meet privately with the EEO Office during its office hours. An employee seeking to meet with the EEO Office at a reasonable time during that office's hours must secure prior permission for same from his/her appropriate supervisor. Such requests must be granted as a matter of right, but the supervisor may determine a reasonable time for the employee to visit the EEO Office. The employee is not required to disclose to the supervisor or anyone the reason for the employee's visit to the EEO Office. If appropriate or preferred by the employee, the meeting between the employee and the EEO Office may be scheduled before or after that office's hours, or during the employee's lunch break or personal time.

All employees are expected to cooperate with EEO investigations. Failure to cooperate in an investigation may result in disciplinary action.

### **False Allegations**

If an employee knowingly makes a false complaint or knowingly provides false information to the EEO Office in the course of a complaint or complaint investigation, such conduct may be grounds for disciplinary action. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

### **Agency As Respondent**

Whenever an agency and/or subdivision of an agency are named as a Respondent in a complaint, the Agency Head should designate an appropriate person to respond to the allegations in the complaint on behalf of the agency or subdivision.

# PREPARING THE FINAL REPORT

The final investigative report **must be completed and the parties must be notified of the outcome within 90 calendar days** from the date the complaint was filed with the EEO Office, unless the time period is extended by the EEO Office for good cause, with written notice to the parties and memorialized in the investigative file and/or the complaint tracking system. The EEO Office must document the reason for the delay, and project a time frame for the completion of the report.

The EEO Officer should routinely consult the agency's Office of General Counsel on questions that arise while preparing the written report or at any phase of the investigation.

- After all the relevant facts have been gathered, the EEO Officer must prepare a confidential written report on the complaint investigation and must submit the report to the Agency Head for review.
- In preparing the written report, the EEO Officer should determine the credibility of the parties and witnesses, including their motives and biases. The EEO Officer should routinely consult the agency's Office of General Counsel on questions that arise while preparing the written report or at any phase of the investigation.
- If, based on the facts, the EEO Officer determines that it is more likely than not that the Respondent engaged in unlawful discriminatory conduct in violation of the City's EEO Policy, the EEO Officer must determine the most appropriate action to be taken in light of the facts and circumstances and make a written recommendation to the Agency Head.
- Corrective action may include measures necessary to address the impact that the violation of the City's EEO Policy had on the Complainant or within the agency. Disciplinary action must be taken in accordance with provisions of law, rules and regulations and any relevant collective bargaining agreement. Determining the appropriate disciplinary action is often a difficult and sensitive matter with potential legal consequences. Therefore, the agency's Office of General Counsel, Agency Advocate and/or Labor Relations Office must concur in any recommendation to pursue discipline before it can be adopted as part of a written report.
  - The written report should include a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered during the investigation, a conclusion/determination and recommendation. Conclusions must be supported by facts uncovered during the investigation.
- The Agency Head must sign each written report and indicate that it has been reviewed and whether the determination and recommendation, if any, is adopted, rejected or modified. After review of the report by the Agency Head, the EEO Office should inform all parties in writing of the outcome of the investigation.

## Informing Parties of Outcome

The decision after investigation should be communicated to the parties, in writing, in a discreet and confidential manner, indicating the conclusion reached, whether the misconduct alleged has been



substantiated, and the agency's opposition to that kind of activity.

## APPENDICES

The following pages contain templates in the form of sample documents and letters that were developed to promote consistency in the complaint and investigative processes. Although agencies are not mandated to use these specific templates, the information captured in these templates should be considered the **minimum** requirement.

Regarding the sample final investigative report included here, this format is strongly encouraged in the interest of consistency and clarity of reporting.

**All** EEO complaints are to be entered in the complaint tracking system.

- It is **recommended** that this be done immediately following the initial intake interview with the Complainant(s).
- It is **required** that this be done before the end of the quarter.

**SAMPLE A – Intake Form**

**[Insert agency name and logo]**

**Complaint #:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

Origin (circle one): Letter Telephone Office Visit Email

Received by (circle one): EEO STAFF NAME EEO STAFF NAME EEO STAFF NAME

---

**1. Contact Information**

Name \_\_\_\_\_

Title \_\_\_\_\_ Employee ID# \_\_\_\_\_

Work Unit \_\_\_\_\_ Location \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Shift \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

---

**2. Subject/Respondent Information**

Name \_\_\_\_\_

Title \_\_\_\_\_ Employee ID# \_\_\_\_\_

Work Unit \_\_\_\_\_ Location \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Shift \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Complaint #: \_\_\_\_\_

**Describe the nature of the complaint**

Attach additional sheets as necessary

- Supervisor Behavior     Employee Behavior     Employment Practice

<b>What resolution are you seeking?</b>

**Action(s) taken by EEO Office**

- Counsel and Advice
- Mediation
- Not an EEO matter, referred to appropriate department for handling:

Date: \_\_\_\_\_

Department / Contact: \_\_\_\_\_

- Inquiry/Investigation Commenced

Complaint #: \_\_\_\_\_

### SAMPLE B – Complaint Form

[Insert agency name and logo]

## Complaint of Discrimination

(Please print the following information)

Name ERN Division/Office/Agency

Civil Service Title Office Title Supervisor

What is the alleged basis of discrimination?

(Please check all that apply)

- Age
- Alienage/Citizenship
- Arrest/ Conviction record
- Color
- Disability
- Gender/including gender identity/Pregnancy
- Genetic Predisposition
- Marital Status
- Military Status
- National Origin
- Partnership Status
- Race
- Religion/Creed
- Sexual Harassment
- Sexual Orientation
- Unemployment Status
- Victim of Domestic Violence, Sex Offense or Stalking
- Retaliation for filing a complaint or assisting in the investigation of an EEO complaint

Please give the name, title and division of the person(s) you believe discriminated against

y  
ou.

When did the alleged discrimination occur? Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Where did the alleged incident occur?

Were there witnesses to the discrimination? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you report this incident to anyone? Yes \_\_\_\_\_ No \_\_\_\_\_

(Please provide the name(s) of witnesses on the Witness Information Form)

Have you filed a complaint about the alleged discrimination with any of the following agencies?

- New York City Commission on Human Rights
- New York State Division of Human Rights
- United States Equal Employment Opportunity Commission
- United States Department of Labor
- United States Department of Justice

(If so, please state the date and the complaint number)

Complaint# \_\_\_\_\_ Date Filed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please describe what happened to you on the following pages, what you believe is unlawful discrimination, and/or how other persons were treated differently. This statement may be amended to correct omissions. Please use extra pages if necessary.

What corrective action do you want taken?

## Complaint of Discrimination

Page 2

### Description of Alleged Unlawful Discrimination

Please describe what happened to you which you believe is unlawful discrimination, and how other persons were treated differently. This statement may be amended to correct mistakes or omissions. *(Please use extra pages if necessary)*

*I certify I have read the above charge and any attached pages that it is true to the best of my knowledge, information and belief, and that I have read the attached notices concerning my rights to file a complaint with federal, state and local civil rights enforcement agencies.*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Complainant's Signature \_\_\_\_\_

## NOTICE

### YOUR RIGHTS TO FILE A COMPLAINT WITH CIVIL RIGHTS ENFORCEMENT AGENCIES

**Any employee or applicant for employment who believes that they have experienced unlawful discrimination has a right to file a formal complaint with the federal, state or local agencies listed below. A person does not give up this right when they file a complaint with the DCAS EEO Officer, or any of the DCAS EEO Representatives. The following federal, state and local agencies enforce laws against discrimination:**

#### **NEW YORK CITY COMMISSION ON HUMAN RIGHTS**

**40 Rector Street**

**New York, NY 10006**

**(212) 306-7450**

**(212) 306-7686 (TTY)**

**Web site: [www.nyc.gov/html/cchr/home/html](http://www.nyc.gov/html/cchr/home/html)**

#### **NEW YORK STATE DIVISION OF HUMAN RIGHTS**

**One Fordham Plaza, 4th Floor**

**Bronx, NY 10458**

**(718) 741-8400**

**or**

**163 West 125th Street, 4th Floor**

**New York, NY 100270**

**(212) 961-8650**

**(212) 961-8999 (TTY)**

**or**

**20 Exchange Place, 2nd Floor**

**New York, NY 10005**

**(212) 480-2522**

**or**

**55 Hanson Place, 3rd Floor**

**Brooklyn, NY 11217**

**(718) 722-2856**

**Web site: [www.nysdhr.com](http://www.nysdhr.com)**

#### **UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

**New York District Office**

**33 Whitehall Street, 5th Floor**

**New York, NY 10004**

**(212) 336-3620; (212) 336-3622 (TTY)**

**Web site: [www.eeoc.gov](http://www.eeoc.gov)**

**In addition to filing with the aforementioned agencies, a person with a complaint alleging discrimination based on disability may file with:**

**UNITED STATES DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION**

**Disability Rights Section  
New York Avenue Building  
950 Pennsylvania Avenue N.W.  
Washington, D.C. 20530  
(202) 307-0663 (voice and TDD)  
Web site: [www.usdoj.gov/crt/drs/drshome/htm](http://www.usdoj.gov/crt/drs/drshome/htm)**

**A person with a complaint alleging discrimination based on citizenship or immigration status may file with:**

**UNITED STATES DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION  
Office of Special Counsel for Immigration-Related Unfair Employment Practices  
New York Avenue Building  
950 Pennsylvania Avenue N.W.  
Washington, D.C. 20530  
Voice: (202) 616-5594; (202) 616-5525; 1-800-237-2515  
Web site: [www.usdoj.gov/crt/osc](http://www.usdoj.gov/crt/osc)**

**A person who has been discriminated against by a recipient of financial assistance from the U.S. Department of Labor may file a complaint, either with the recipient or with the Civil Rights Center (CRC). Those who wish to file complaints with CRC should mail their complaints to:**

**UNITED STATES DEPARTMENT OF LABOR  
Director, Civil Rights Center  
Frances Perkins Building, Room N-4123  
200 Constitution Avenue N.W.  
Washington, D.C. 20210  
(202) 693-6502 (voice)  
(202) 693-6515 (TTY)  
Web site: [www.dol.gov/dol/oasam/crhome.htm](http://www.dol.gov/dol/oasam/crhome.htm)**

**Please Note: There are statutory deadlines for filing complaints with each of these agencies. The deadline in some instances is as short as 180 days. If you wish to file a complaint with an external administrative agency, you should promptly contact any of these agencies directly or a private attorney for information about how to file a complaint, time limits, and how to preserve your rights.**

**Discrimination complaints filed with the DCAS EEO Office must be made within One Year of the incident that you are complaining about.**

**SAMPLE C – Witness Information Form**

[Insert agency name and logo]

**WITNESS INFORMATION FORM  
CONFIDENTIAL**

**Complaint #** \_\_\_\_\_

**Complainant's Name:** \_\_\_\_\_

**Please provide the name, address/location and telephone number of any witness to the alleged unlawful discrimination. If DCAS employs the person please provide their division and title, if known. If the person (s) is employed by another city agency please provide the name of the agency, if known.**

***Please complete a separate form for each witness***

***(Please Print)***

**Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Civil Service or Office Title:** \_\_\_\_\_

**Address/Location:** \_\_\_\_\_

**Telephone :( )** \_\_\_\_\_





**SAMPLE E – CHECKLIST: TYPICAL QUESTIONS TO ASK A COMPLAINANT**

- What is the basis of your complaint?  
\_\_\_\_\_
- What is the specific behavior that you experienced?  
\_\_\_\_\_
- Who was engaged in the behavior?  
\_\_\_\_\_
- When did the incident(s) take place?  
\_\_\_\_\_
- Was the behavior repeated or has it happened before?  
\_\_\_\_\_
- How long has this been going on?  
\_\_\_\_\_
- Where did the incident take place?  
\_\_\_\_\_
- How, if at all, did you react?  
\_\_\_\_\_
- Was your ability to work affected in any way?  
\_\_\_\_\_
- How were you affected otherwise?  
\_\_\_\_\_
- Do you know of anyone who witnessed this or similar incidents?  
\_\_\_\_\_
- Do you know of other employees who have been subjected to the same treatment or have the same concern?  
\_\_\_\_\_
- Do you have any evidence regarding this matter? (Photos, notes, letters, personal emails, texts, social media messages, voice mail messages, any objects of any kind, etc.)  
\_\_\_\_\_
  - If Complainant (or witnesses) reference evidence that resides on Department computers, the Department's office of Information Technology should be contacted for collection of this evidence.
- What resolution are you seeking? In other words, what is the outcome that you expect to result from filing this complaint?  
\_\_\_\_\_

**SAMPLE F – Acknowledgment of Receipt of Policy**

**[Insert agency name and logo]**

I, \_\_\_\_\_, employee ID number \_\_\_\_\_, acknowledge that I received the City of New York’s Equal Opportunity Policy.

I have reviewed the policy and understand its content. I also acknowledge that it was reviewed and explained to me during my counseling session.

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Date

\_\_\_\_\_

EEO Representative

\_\_\_\_\_

Date

**SAMPLE G – Inquiry Letter to Complainant**

**[Insert agency name and logo]**

Date

Ms./Mr. FIRST NAME LAST NAME

STREET ADDRESS

BOROUGH, New York #####

Re: EEO Complaint #

\_\_\_\_\_

Dear Ms. \_\_\_\_\_:

Thank you for contacting the EEO Office with your concerns. We will be conducting an inquiry into your complaint. The matter has been assigned to NAME and TITLE of EEO Investigator, who will be contacting you shortly.

In the interim, please feel free to contact Ms. \_\_\_\_\_ (EEO Investigator) directly at (###) ###-#### if there is any additional information you think may assist her. Thank you for your cooperation in advance.

Sincerely,

EEO OFFICER

**SAMPLE H – Notice of Discrimination Complaint**

\_\_\_\_\_

Complainant v. Respondent

On \_\_\_\_\_,  
Date Complainant's Name(s)

filed a complaint of discrimination against you on the basis of \_\_\_\_\_.

You may respond in writing to the allegations contained in this complaint after receiving this notice and a summary of the complaint allegations. Any response you wish to make must be received by the (agency's) \_\_\_\_\_ EEO Office on or before \_\_\_\_\_ (14 calendar days from date of notice).

We have scheduled a meeting on \_\_\_\_\_ at the EEO Office [Insert address]. Please call (phone number) immediately if you need to reschedule the meeting. You have the right to be accompanied by a representative of your choice. Please notify the EEO Office in advance of the meeting if you plan to be accompanied by a representative.

Responsibility for investigating this complaint rests with the agency's EEO Office. The complaint process is usually completed within 90 calendar days of the date on which the complaint was filed.

At the conclusion of the investigation, a confidential written report of the investigation will be submitted to the agency head. If, based upon the investigation, it is determined that the City's EEO Policy has been violated, a recommendation will be made to the agency head that appropriate corrective action be taken, which may include disciplinary action. All parties will be notified in writing of the outcome of the investigation.

A copy of The City's EEO Policy is attached for your reference. Please review this policy.

Please note that it is a violation of the City's EEO Policy to retaliate against or harass any person for filing a complaint of harassment or discrimination or cooperating with an investigation of a complaint. Such retaliation or harassment will be cause for disciplinary action regardless of the findings of the initial investigation.

\_\_\_\_\_  
EEO Officer or designee

\_\_\_\_\_  
Date

**SAMPLE I – Request for Withdrawal of Complaint**

**[Insert agency name and logo]**

**RE: COMPLAINT #** \_\_\_\_\_

I, \_\_\_\_\_, Employee ID number \_\_\_\_\_ hereby request withdrawal of my complaint of employment discrimination filed with the EEO Office on \_\_\_\_\_. My decision to request withdrawal of this complaint is not the result of either coercion or intimidation by any other individual. I understand that this withdrawal may NOT conclude the investigation of my complaint by the EEO Office of \_\_\_\_\_ Agency.

I wish to withdraw this complaint because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Complainant's Signature

\_\_\_\_\_

Date

---

**FOR OFFICE USE ONLY**

ACCEPTED:      YES      NO

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

EEO Office Representative Signature

\_\_\_\_\_

Date

**SAMPLE J – Administrative Closure Letter**

**[Insert agency name and logo]**

Date

Ms. / Mr. FIRST NAME LAST NAME

STREET ADDRESS

BOROUGH, New York #####

Re: EEO Complaint #  
\_\_\_\_\_

Dear Ms. \_\_\_\_\_:

Thank you for contacting the EEO Office with your concerns. Recently we requested that you provide us with information and list of witnesses to assist us in our inquiry/investigation. However, to date, you have failed to provide us with that statement.

Please forward the statement to us immediately. If we do not receive the information within the next 10 days, we will administratively close your case. If and/or when you submit the statement, your case will be re-opened. Thank you for your cooperation.

Please feel free to contact me with any questions or concerns that you may have at ### ##-####.

Sincerely,

EEO Officer

**SAMPLE K – Investigation Completed; Substantiated  
Letter to Complainant**

**[Insert agency name and logo]**

Date

Ms./Mr. FIRST NAME LAST NAME

STREET ADDRESS

BOROUGH, New York #####

Re: EEO Complaint #

\_\_\_\_\_

Dear Ms. \_\_\_\_\_:

Please be advised that the EEO Office has concluded its investigation of the above referenced complaint which you filed alleging discrimination on the basis of \_\_\_\_\_.

Upon a review of all the pertinent facts presented in the complaint, this office finds that the allegations were substantiated.

This case has been referred to our [State agency department/office] which will implement disciplinary action as the Commissioner deems appropriate.

If you should have any questions, I can be reached at ### ##-####.

\*[Disciplinary Officer, Dept., Advocate, Labor Relations Department or Inspector General]

Sincerely,

EEO OFFICER

c: Commissioner



**SAMPLE L – Investigation Completed: Substantiated  
Letter to Respondent**

[Insert agency name and logo]

Date

Ms. / Mr. FIRST NAME LAST NAME  
STREET ADDRESS  
BOROUGH, New York #####

Re: EEO Complaint #  
\_\_\_\_\_

Dear Ms. \_\_\_\_\_:

Please be advised that the EEO Office has concluded its investigation of the above referenced complaint which [Name of Complainant] filed alleging discrimination on the basis of \_\_\_\_\_, in which you were named respondent.

Upon a review of all the pertinent facts presented in the complaint, this office finds that the allegations were substantiated.

The following corrective measures will be taken: [Please enter steps that will be taken here, either in a sentence or as a bulleted list.]

Please note that it is a violation of the City's EEO Policy to retaliate against or harass any person for filing a complaint of harassment or discrimination or cooperating with the investigation of a complaint.

If you should have any questions, I can be reached at ### ##-####.

Sincerely,

EEO OFFICER

c: Commissioner

**SAMPLE M – Investigation Completed; Unsubstantiated  
Letter to Complainant**

**[Insert agency name and logo]**

Date

Ms./Mr. FIRST NAME LAST NAME

STREET ADDRESS

BOROUGH, New York #####Re: EEO Complaint # \_\_\_\_\_

Dear Ms. \_\_\_\_\_:

I am writing to inform you that the EEO Office has concluded its review of the complaint you filed on \_\_\_\_\_. We conducted a comprehensive investigation of the charges made in your complaint, including \_\_\_\_\_. We have kept the investigation impartial and objective.

Based on our investigation, your charges of a violation of New York City's EEO Policy could not be substantiated. [State reason, if appropriate].

Thank you for bringing your concerns to our attention and for being patient while we addressed them. Please continue to report any conduct that you deem inconsistent with The City's policies. I want to assure you that [Agency Name] is committed to protecting you from any retaliation as a result of your complaint and our investigation. Please call me if you feel you are being subjected to retaliation in any form.

To protect the privacy of everyone involved in this investigation we have taken steps to handle this matter in confidence. We expect you to treat the information contained in this letter in the same manner.

Sincerely,

EEO OFFICER

c: Commissioner

**SAMPLE N – Investigation Completed;– Unsubstantiated  
Letter to Respondent**

**[Insert agency name and logo]**

Date

Ms./Mr. FIRST NAME LAST NAME

STREET ADDRESS

BOROUGH, New York #####

Re: EEO Complaint # \_\_\_\_\_

Dear Ms. \_\_\_\_\_:

Please be advised that the EEO Office has concluded its investigation of the above referenced complaint which [Name of complainant] filed alleging discrimination on the basis of \_\_\_\_\_, in which you were named respondent.

Upon a review of all the pertinent facts presented in the complaint, this office finds that the allegations were unsubstantiated.

To protect the privacy of everyone involved in this investigation we have taken steps to handle this matter in confidence. We expect you to treat the information contained in this letter in the same manner.

Please note that it is a violation of the City's EEO Policy to retaliate against or harass any person for filing a complaint of harassment or discrimination or cooperating with the investigation of a complaint.

If you should have any questions, I can be reached at ### ##-####.

Sincerely,

EEO OFFICER

c: Commissioner

**SAMPLE O – EEO Complaint Final Investigative Report  
CONFIDENTIAL**

[Insert agency name and logo]

Date: \_\_\_\_\_

To: \_\_\_\_\_ [Agency Head]

From: \_\_\_\_\_ [EEO Officer or Investigator]

Re: \_\_\_\_\_ [EEO Complaint Number]

Complainant: \_\_\_\_\_

Respondent: \_\_\_\_\_

The undersigned was designated to conduct an investigation of alleged misconduct involving the above referenced matter.

**Statement of Basis of Complaint:**

This complaint alleges discrimination in the form of \_\_\_\_\_

The initial information that served as a basis for this investigation was provided by \_\_\_\_\_ [Identify person or persons who supplied information of possible misconduct] and consisted of [an oral statement *and/or* a written statement attached hereto as Appendix A].

The investigation was initiated on \_\_\_\_\_, and concluded on \_\_\_\_\_.

**Summary of History of Complaint:**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All potential witnesses have been interviewed and are listed as follows:

- Name: \_\_\_\_\_ Title (If NYC Employee) \_\_\_\_\_
- Name: \_\_\_\_\_ Title (If NYC Employee) \_\_\_\_\_
- Name: \_\_\_\_\_ Title (If NYC Employee) \_\_\_\_\_
- Name: \_\_\_\_\_ Title (If NYC Employee) \_\_\_\_\_

- Employee: \_\_\_\_\_ was contacted on \_\_\_\_\_, but declined to be interviewed.

The documents that were reviewed are listed as follows:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The following evidence has also been secured (any objects, images, printout of text messages, social media content, etc.):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Findings of Fact

[This section should contain statements made by the complainant and witnesses. Please cite attachments, if any.]

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[This section should contain statements made by the complainant and witnesses that are disputed or unsubstantiated by the investigator(s).]

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Statement of Response:

The Respondent responded to the allegations by stating

\_\_\_\_\_

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**Opinions:**

[This section should contain the opinions and observations of the EEO Investigator.]

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**Determination:**

[This section should contain the EEO Investigator's determination as to whether or not the allegations were substantiated.]

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**Conclusion and Recommendations:**

Based upon the conclusion of this investigation it is recommended that:

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Date: \_\_\_\_\_

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[Signature] EEO Officer

I have reviewed this report and the recommendation(s) made above.

The recommendations meet with my approval and will be adopted \_\_\_\_\_

The recommendations made above do NOT meet with my approval \_\_\_\_\_

Comments:

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Date: \_\_\_\_\_

---

[Signature] Agency Head



Rick D. Chandler, P.E.  
Commissioner  
rchandler@buildings.nyc.gov

280 Broadway  
7th Floor  
New York, NY 10007  
nyc.gov/buildings

+1 212 393 2001 tel  
+1 212 566 3784 fax

September 7, 2018

Ms. Charise L. Terry, PHR  
Executive Director  
Equal Employment Practices Commission  
253 Broadway, Suite 602  
New York, NY 10007

Re: Preliminary Determination for Audit: Review, Evaluation and Monitoring of the Department of Buildings' Sexual Harassment Prevention and Response Practices January 1, 2016 to December 31, 2017.

Dear Executive Director Terry:

I have reviewed the Preliminary Determination for the Sexual Harassment Prevention and Response Practices Audit ("Audit" for the subject period, January 1, 2016 through December 31, 2017, with the Department's Principal EEO Professional. As you are aware, the Department was evaluated in seven (7) categories and was found to be in full compliance in all but one (1) category, Complaint and Investigation Procedures. The Audit indicated partial compliance in that category, and recommended the corrective actions listed below:

1. Include in the complaint file a completed Intake Form or a written complaint that captures facts (including pertinent dates) that identify the respondent (s) and provided the essence of the circumstances which gave rise to the complaint.
2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice.
3. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.
4. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.
5. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.
6. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the agency head's review.
7. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting or modifying the recommended action; and signs each determination, via writing or electronically to indicate it has been reviewed and adopted.

8. Inform each complainant and respondent of the conclusion and outcome of their complaint in writing as part of the agency's complaint procedure.
9. Ensure each internal complaint file contains a written determination of its outcome and corrective action(s) taken as a result.
10. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

Prior to the Audit and prior to receiving the recommended corrective actions, the Department's EEO Office undertook its own review of its processes. The Office, which is under new leadership, has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency's Complaint and Investigation Procedures to ensure full compliance with the City's EEO Policy and applicable mandates. Changes have already been implemented to address the majority of the above-listed corrective actions that were recommended as a result of the Audit. Where applicable, the Department has attached relevant documentation from more recent case files as evidence of the changes that have been implemented thus far.

The EEO Office staff is fully aware of the Department's obligations and will ensure that all Complaint and Investigative Procedures are followed in accordance with the investigatory process. The Principal EEO Professional will continue to implement the required actions to further strengthen the Agency's Complaint and Investigation procedures in accordance with the City's EEO Policy.

If you have any questions regarding the attached documents don't hesitate to contact the Department's Principal EEO Professional.

The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates.

I thank you and your staff for providing guidance and assistance during this Audit. I look forward to hearing from you regarding the required next steps.

Sincerely,



Rick D. Chandler, P.E.  
Commissioner

c: Kareem Gabriel, EEO Officer





**Angela Cabrera**  
**Malini Cadambi Daniel**  
**Elaine S. Reiss, Esq.**  
**Arva R. Rice**  
Commissioners

**Charise L. Terry, PHR**  
Executive Director

**Judith Garcia Quiñonez, Esq.**  
Executive Agency Counsel

**Jennifer Shaw, Esq.**  
Executive Agency Counsel/  
Director of Compliance

**253 Broadway**  
**Suite 602**  
**New York, NY 10007**

212. 615. 8939 tel.  
212. 676. 2724 fax

**BY MAIL AND EMAIL**

September 20, 2018

**Rick D. Chandler, P.E.**  
Commissioner  
Department of Buildings  
280 Broadway  
New York, NY 10007

RE: Audit Resolution **#2018AP/223-810-(2018)**: Final Determination Pursuant to the Review, Evaluation and Monitoring of the Department of Buildings' Sexual Harassment Prevention and Response Practices from January 1, 2016 to December 31, 2017.

Dear Commissioner Chandler:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you for your September 7, 2018 response to our August 24, 2018 Preliminary Determination and for the cooperation extended to our staff during the course of this audit. Consistent with the powers and duties of agency heads, set forth in New York City Charter, this Commission requires the agency head to issue the response to this Final Determination.

As indicated in our Preliminary Determination, this Commission has adopted uniform standards<sup>1</sup> to assess agencies' employment practices and programs for compliance with federal, state and local laws, regulations, policies and procedures that are designed to increase equality of opportunity for municipal government employees and job applicants. The attached Determination contains the Commission's findings and required corrective actions pertaining to the referenced review, evaluation and monitoring of your agency's employment practices and procedures.

**Chapter 36, Section 832.c of the New York City Charter requires that: 1) the EEPC assign a 6-month compliance period to monitor your agency's efforts to eliminate remaining required corrective**

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<sup>1</sup> Founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; New York City Human Rights Law (NYC Administrative Code, §§8-107.1(a) and 8-107.13(d)); New York State Civil Service Law §55-a and the equal employment opportunity requirements of the New York City Charter.



**Equal Employment  
Practices Commission**

actions; and 2) the agency provide a written response within 30 days from the date of this letter indicating corrective action taken.

The assigned compliance-monitoring period is: OCTOBER 2018 TO MARCH 2019. Implementing all the corrective actions prior to the conclusion of the six months is highly encouraged and will serve to shorten the compliance monitoring period.

**If corrective actions remain:** Your agency's response should indicate what steps your agency has taken, or will take, to implement the corrective actions during the designated period. Documentation that supports the implementation of each corrective action shall be uploaded to TeamCentral, the EEPC's Automated Compliance-Monitoring System. Your agency will be monitored monthly until all corrective actions have been implemented. Instruction on how to access and navigate TeamCentral is attached. Upon your agency's completion of the final corrective action, this Commission requires that your agency upload a final memorandum signed by the agency head, which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. Upon receipt of the final memorandum, the EEPC will issue a *Determination of Compliance*.

**If no corrective actions remain:** Your agency is exempt from the aforementioned monitoring period. However, this Commission requires a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. This will be considered your agency's final action. Upon receipt of the memo, a *Determination of Compliance* will be issued.

If there are further questions regarding this Final Determination or the compliance-monitoring process, please have the Principal EEO Professional contact Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance at [jshaw@eepc.nyc.gov](mailto:jshaw@eepc.nyc.gov) or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,

  
Charise L. Terry, PHR  
Executive Director

C: Kareem Gabriel, Principal EEO Professional

Enclosed: TeamCentral Agency Manual

**FINAL DETERMINATION**

Agency response indicating corrective action taken with documentation is due within 30 days.

The Equal Employment Practices Commission's findings and required corrective actions are based on the audit methodology which includes collection and analysis of the documents, records and data the agency provided in response to the *EEPC* document and information request; the *EEPC Preliminary Interview Questionnaires (PIQ)* for EEO professionals and others involved in EEO program administration; and, if applicable, the *EEPC Employee Survey*; the *EEPC Supervisor/Manager Survey*; the agency's *Annual EEO Plans* and *Quarterly EEO Reports*; and workforce data from the *Citywide Equal Employment Database System*. Additional research and follow-up discussions or interviews were conducted as appropriate.

After reviewing the agency's optional response<sup>2</sup> (if applicable) to the *EEPC*'s preliminary Determination, our Final Determination is as follows:

**Agree**

Regarding your responses to the following *EEPC* required corrective actions, we *Agree* based on documentation that is attached to your response.

**Corrective Action #1**

Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

Agency Response: *"Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency's] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency's Complaint and Investigation Procedures to ensure full compliance with the City's EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates."* (Agency Response pg. 2) In addition, the agency submitted to the *EEPC* documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The *EEPC* accepts the agency's response and documentation provided to confirm that corrective action **#1** has been implemented. Case 1 and Case 3 each included a completed complaint form, Exhibit 1 and Exhibit 13 respectively, and Case 2 included an emailed written complaint, Exhibit 9, which demonstrated that a completed Complaint Intake Form, or a written complaint that captured facts (including pertinent dates) that identified the respondent(s) with

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<sup>2</sup> Excerpts are italicized.

reasonable specificity and provided the essence of the circumstances which gave rise to the complaint, was included in each complaint file.

### **Corrective Action #3**

Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.

Agency Response: *“Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency’s Complaint and Investigation Procedures to ensure full compliance with the City’s EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department’s Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City’s EEO Policy and applicable mandates.”* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC accepts the agency’s response and the documentation provided to confirm that corrective action **#3** has been implemented. The verbal facts provided in the investigative reports to Case 1, Case 2, and Case 3, Exhibits 8, 12, and 17 respectively, demonstrated that notes of words spoken and facts provided were taken during the investigation interviews. The inclusion of the investigative reports in the complaint case files demonstrated that the interview notes were included in the complaint file. In addition, Case 1 contained a memo to file, Exhibit 2, that summarized an interview from the EEO investigation.

### **Monitoring Required**

The agency’s implementation of the following required corrective actions will be monitored during the assigned compliance monitoring period.

### **Corrective Action #2**

Serve the respondent with a notice of the complaint that includes the respondent’s right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

Agency Response: *“Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency’s Complaint and Investigation Procedures to ensure full compliance with the City’s EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting*

*an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates.”* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action **#2**. The notice of the complaint to the respondents in Case 2 and Case 3, Exhibits 11 and 14 respectively, demonstrated that the respondents were notified of their right to respond to the allegations and their right to be accompanied by a representative of their choice. Case 1 contained emailed notices to the respondents with the subject “*Meeting request,*” Exhibits 3 and 4 respectively, which informed the respondents of their right to be accompanied by a representative of their choice. Exhibits 3 and 4 did not inform the respondents in Case 1 of their status as respondents, or their right to respond to the allegations in writing.

Please provide documentation to demonstrate that each respondent is served with a notice of the complaint that includes the respondent’s right to respond to the allegations and right to be accompanied by a representative of his/her choice. Please provide documentation to demonstrate that the service of notice on the respondent is maintained in the complaint file.

**Corrective Action #4**

Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

Agency Response: “*Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency's Complaint and Investigation Procedures to ensure full compliance with the City's EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates.”* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action **#4**. The conclusive investigative reports for Case 2 and Case 3, Exhibits 12 and 17 respectively, indicate they were sent 39 days and 60 days after the date the complaints were filed. The conclusive investigative report for Case 1, Exhibit 8, was issued 135 days after the date the complaint was filed.

Please provide documentation to demonstrate that investigations are commenced immediately if allegations raised sufficiently warrant an investigation and that a conclusive report is issued within 90 days of the date the complaint is filed.

**Corrective Action #5**

In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

Agency Response: *“Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency’s Complaint and Investigation Procedures to ensure full compliance with the City’s EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department’s Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City’s EEO Policy and applicable mandates.”* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #5. The conclusive investigative report for Case 1, Exhibit 8, was issued 135 days after the date the complaint was filed. However, Case 1 did not contain documentation of the reason for the delay, a projected time frame for completion of the report, or notification to the complainant and respondent of the delay.

Please provide documentation to demonstrate that in rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, the reason for the delay and a projected time frame for completion of the report are specified in the complaint file. Please provide documentation to demonstrate that the complainant and respondent were notified of the delay.

**Corrective Action #6**

Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head’s Review.

Agency Response: *“Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The*

*Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency's Complaint and Investigation Procedures to ensure full compliance with the City's EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates.”* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #6. Case 1, Case 2, and Case 3 each had a conclusive investigative report, Exhibits 8, 12, and 17 respectively, which was generated at the end of each investigation. The conclusive investigative reports included a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, and a recommendation. The reports for Case 1 and Case 2 were reviewed by the Agency Head as evidenced by the Agency Head's signature. Because the report for Case 3 was not signed, it is unclear if it was reviewed by the Agency Head.

Please provide documentation to demonstrate that at the end of each complaint investigation, a conclusive confidential report is generated, which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

#### **Corrective Action #7**

Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

Agency Response: *“Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency's] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency's Complaint and Investigation Procedures to ensure full compliance with the City's EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates.”* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-

12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #7. The conclusive reports for Case 1 and Case 2, submitted as Exhibits 8 and 12, were signed by the Agency Head. The conclusive report for Case 3, submitted as Exhibit 17, was not signed by the Agency Head. In addition, the conclusive reports for Case 1, Case 2, and Case 3 each did not demonstrate that the Agency Head issued a written/electronic determination adopting, rejecting, or modifying the principal investigator's recommended action.

Please provide documentation to demonstrate that the agency implemented a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

#### **Corrective Action #8**

Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

Agency Response: *"Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency's] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency's Complaint and Investigation Procedures to ensure full compliance with the City's EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department's Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City's EEO Policy and applicable mandates."* (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #8. Case 1 contains documentation that both the respondents and complainant were informed of the conclusion and outcome of the complaint investigation in writing (Exhibits 5, 6, and 7). Case 3 contains documentation that the respondent, but not the complainant, was informed of the conclusion and outcome of the complaint investigation in writing (Exhibit 16). Case 2 did not include documentation that either the complainant or respondent was informed of the conclusion and outcome of the investigation in writing.

Please provide documentation to demonstrate that each complainant and respondent is informed of the conclusion and outcome of their complaint investigation in writing.



**Corrective Action #9**

Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

Agency Response: “Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency’s Complaint and Investigation Procedures to ensure full compliance with the City’s EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department’s Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City’s EEO Policy and applicable mandates.” (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.

EEPC Response: The EEPC recognizes the agency’s commitment to implement corrective action #9. The conclusive reports in Case 1 and Case 2, Exhibits 8 and 12 respectively, included a written determination of the outcome of the investigation and any corrective action(s) taken as a result. Because the conclusive report for Case 3, Exhibit 17, was unsigned, it did not demonstrate that the report’s recommendations was adopted and implemented.

Please provide documentation to demonstrate that each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

**Corrective Action #10**

Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

Agency Response: “Prior to the Audit and prior to receiving the recommended corrective actions, the ... [agency’s] EEO Office ... has been working to improve all aspects of its operations. The Principal EEO Professional and EEO Office staff have implemented changes to improve upon the Agency’s Complaint and Investigation Procedures to ensure full compliance with the City’s EEO Policy and applicable mandates... [and] to address the ... corrective actions that were recommended as a result of the Audit... The Department of Buildings is committed to promoting an environment free from hostility, harassment, discrimination and intimidation. I [the agency head] will continue to work with the Department’s Principal EEO Professional in establishing and developing the appropriate measures to ensure that we are complying with the City’s EEO Policy and applicable mandates.” (Agency Response pg. 2) In addition, the agency submitted to the EEPC documents from three (3) complaints identified as Case 1 (Exhibits 1-8), Case 2 (Exhibits 9-12), and Case 3 (Exhibits 13-17), which were received and investigated by the agency subsequent to the period in review.



EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action **#10**. Please provide documentation to demonstrate that the complainant and respondent is notified in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

Thank you and your staff for your continued cooperation.

**EQUAL EMPLOYMENT PRACTICES COMMISSION  
CITY OF NEW YORK**

**RESOLUTION #2018AP/223-810-(2018):** Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Buildings' Sexual Harassment Prevention and Response Practices from January 1, 2016 through December 31, 2017.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

**Whereas**, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

**Whereas**, pursuant to its audit of the Department of Buildings (DOB) Sexual Harassment Prevention and Response Practices, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated August 24, 2018, setting forth findings and the following required corrective actions:

1. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.
2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
3. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.
4. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.
5. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.
6. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the

procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

7. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.
8. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.
9. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.
10. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint

**Whereas**, the agency submitted its response to the EEPC's Preliminary Determination letter on September 7, 2018, with documentation of its actions to rectify required corrective actions nos. 1 and 3; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on September 20, 2018, which agreed and indicated that corrective action(s) nos. 2, 4, 5, 6, 7, 8, 9 and 10 require compliance monitoring; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from October 2018 through March 2019, to determine whether it implemented the remaining required corrective actions; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of its implementation of such corrective actions; and


**Whereas**, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

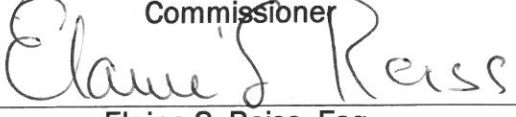
**Be It Resolved**, that the Commission approves issuance of this Final Determination to Commissioner Rick D. Chandler, P.E. of the Department of Buildings.

Approved unanimously on September 21, 2018.

  
\_\_\_\_\_  
**Angela Cabrera**  
Commissioner

  
\_\_\_\_\_  
**Arva Rice**  
Commissioner

  
\_\_\_\_\_  
**Malini Cadambi Daniel**  
Commissioner

  
\_\_\_\_\_  
**Elaine S. Reiss, Esq.**  
Commissioner



Rick D. Chandler, P.E.  
Commissioner  
rchandler@buildings.nyc.gov

October 24, 2018

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nyc.gov/buildings

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Ms. Charise L. Terry, PHR  
Executive Director  
Equal Employment Practices Commission  
253 Broadway, Suite 602  
New York, New York 10007

**Re: Audit Resolution #2018AP/223-810-(2018):  
Final Determination Pursuant to the Review, Evaluation and Monitoring of the  
Department of Buildings' Sexual Harassment Prevention and Response Practices  
January 1, 2016 to December 31, 2017.**

Dear Executive Director Terry:

I have reviewed the Final Determination for the Sexual Harassment Prevention and Response Practices Audit ("Audit") for the subject period, January 1, 2016 through December 31, 2017, with the Department's Principal EEO Professional. The Department of Buildings will accept the eight (8) recommended corrective actions from the Final Determination submitted on September 20, 2018.

The EEO Office will ensure that during the Compliance Period (October, 2018 to March, 2019) that all applicable documentation will be uploaded in the Team Central Portal as it pertains to the eight (8) recommended corrective actions.

The EEO Office staff is fully aware of the Department's obligations and will ensure that all Complaint and Investigative Procedures are followed in accordance with the investigatory process. The Principal EEO Professional will continue to implement the required actions to further strengthen the Agency's Complaint and Investigation procedures in accordance with the City's EEO Policy.

I thank you and your staff for providing guidance and assistance during this Audit. If you have any questions, don't hesitate to contact the Department's Principal EEO Professional.

Sincerely,

Rick D. Chandler, P.E.  
Commissioner

c: Kareem Gabriel, EEO Officer

## **Kareem Gabriel (Buildings)**

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**From:** Rick Chandler (Buildings)  
**Sent:** Friday, December 14, 2018 2:16 PM  
**To:** DOB\_Employees  
**Cc:** Kareem Gabriel (Buildings)  
**Subject:** Department of Buildings Equal Employment Practices Commission Audit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

The New York City Equal Employment Practices Commission (EEPC) recently conducted an audit and evaluation of the Department of Buildings' Sexual Harassment Prevention and Response Practices for the period between January 2016 to December 2017. The EEPC conducts audits to ensure each City agency's regulations, policies, and procedures are in compliance with federal, state, and local laws and are designed to increase equality of opportunity for City employees and job applicants.

The EEPC found the Department of Buildings was generally in compliance with the law and policies, and identified certain areas for corrective action to help strengthen and improve upon the Department's Complaint and Investigation Procedures. The Department has adopted and implemented changes in its Complaint and Investigative Procedures as a result of the audit to ensure full compliance with the City's EEO Policy and all applicable mandates. The implemented changes will provide greater transparency throughout the Complaint and Investigatory process, ensure investigations are being completed in a timely manner in accordance with the City's EEO Policy and guarantee that all parties are aware of their rights under the City's EEO Policy.

I hereby reaffirm my commitment to the Department's Equal Employment Opportunity Office and the prevention of sexual harassment and all discriminatory practices in accordance with the City's EEO Policy. I take this opportunity to reaffirm the Department's commitment to maintaining a work environment free from hostility, harassment, discrimination and intimidation. I am firmly committed to preventing discrimination and sexual harassment by ensuring that all employees are aware of their rights and obligations under the City's EEO Policy and all applicable mandates, and by encouraging a work environment that tolerates and appreciates differences among employees. I thank you for sharing this commitment. If you have any questions in regards to the City's EEO Policy, please reach out to Kareem Gabriel, the Department's EEO Officer.

Rick Chandler, PE  
Commissioner  
[Rchandler@buildings.nyc.gov](mailto:Rchandler@buildings.nyc.gov)  
212-393-2001

**EQUAL EMPLOYMENT PRACTICES COMMISSION  
CITY OF NEW YORK**

**RESOLUTION #2018AP/226-810-(2018)C25:** Determination of Compliance (Monitoring Period Required) by the Department of Buildings with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Sexual Harassment Prevention and Response Practices Audit from January 1, 2016 through December 31, 2017.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women, and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

**Whereas**, pursuant to Charter Chapter 36, Section 831(d)(2), the EEPC has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state, and local laws, and regulations, policies, and procedures designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

**Whereas**, pursuant to its audit and analysis of the Department of Buildings' (DOB) EEO Program, the EEPC issued a Preliminary Determination letter, dated August 24, 2018, setting forth findings and the following required corrective actions:

1. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.
2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
3. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.
4. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.
5. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.
6. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.



7. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.
8. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.
9. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.
10. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint

**Whereas**, the DOB submitted its response to the EEPC's Preliminary Determination letter on September 7, 2018, with documentation of its actions to rectify required corrective actions nos. 1 and 3; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the EEPC considered the agency's response and issued a Final Determination letter on September 20, 2018, which agreed and accepted documentation for implementation of the aforementioned corrective actions, and indicated corrective actions nos. 2, 4, 5, 6, 7, 8, 9 and 10 required compliance monitoring; and

**Whereas**, the DOB submitted its response to the EEPC's Final Determination letter on October 24, 2018; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the EEPC monitored the agency's implementation of the remaining corrective actions from October 2018 through December 2018, with no extension of the monitoring period; and

**Whereas**, at the EEPC's request pursuant to Charter Section 815.a.(15), the DOB submitted a copy of the agency head's memorandum to staff dated December 14, 2018, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

**Whereas**, all of the EEPC's corrective actions are required by, or are consistent with, federal, state, and local laws, and regulations, policies and procedures designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government. Now Therefore,

**Be It Resolved**, that the Department of Buildings has implemented the required corrective actions deemed necessary to ensure compliance with the EEPC's equal employment opportunity standards and the requirements of Charter Chapters 35 and 36.

**Be It Resolved**, that the EEPC will forward this Determination of Compliance to the Commissioner Rick D. Chandler, P.E. of the Department of Buildings.

Approved unanimously on December 17, 2018.

*Angela Cabrera*

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**Angela Cabrera**  
Commissioner

*absent*

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**Arva R. Rice**  
Commissioner

*Malini Cadambi Daniel*

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**Malini Cadambi Daniel**  
Commissioner

*Elaine S. Reiss*

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**Elaine S. Reiss, Esq.**  
Commissioner



Angela Cabrera  
Malini Cadambi Daniel  
Elaine S. Reiss, Esq.  
Arva R. Rice  
Commissioners

Charise L. Terry, PHR  
Executive Director

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December 17, 2018

Rick D. Chandler, P.E.  
Commissioner  
Department of Buildings  
280 Broadway  
New York, NY 10007

Re: Resolution #2018AP/226-810-(2018)C25: Determination of Agency Compliance

Dear Commissioner Chandler:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I want to inform you that the EEPC has issued the attached Determination of Compliance to the Department of Buildings. The EEPC has determined that the Department of Buildings has implemented the required corrective actions it deemed necessary for ensuring a fair and effective affirmative employment program of equal opportunity as required by the EEPC's equal employment opportunity standards and Chapters 35 and 36 of the New York City Charter.

On behalf of the EEPC, I want to thank you and EEO Officer Kareem Gabriel for the cooperation extended to the EEPC.

Sincerely,

A handwritten signature in black ink that reads "Elaine S. Reiss". The signature is written in a cursive style.

Elaine S. Reiss, Esq.  
Commissioner

c: Kareem Gabriel, Principal EEO Professional

EEPC

EQUAL EMPLOYMENT PRACTICES COMMISSION

# Determination of Compliance

This


is issued to the

## Department of Buildings

for successfully implementing 10 of 10 required corrective actions pursuant to the Equal Employment Practices Commission's Sexual Harassment Prevention and Response Practices Audit from January 1, 2016 to this date.

On this 17th day of December in the year 2018,

  
Elaine S. Reiss, Esq., Commissioner

  
Charise L. Terry, PHR, Executive Director

In care of Commissioner Rick D. Chandler, P.E.  
and Principal EEO Professional Kareem Gabriel