

Executive Order No. 14  
The City Record - 1/26/74  
Vol. CT - No. 30673 - pp. 2757-8

OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 14  
May 21, 1974

IN RELATION TO EQUAL EMPLOYMENT OPPORTUNITY  
IN CITY GOVERNMENT EMPLOYMENT

Whereas, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, City, State and other Federal laws prohibit discrimination in employment by public employers; and

Whereas, It is necessary that the City be eligible and qualified to receive funds from Federal and State agencies; and

Whereas, Federal and State Laws and regulations, as they relate to such grants, require the City or the recipient City agency to formulate, implement and maintain an equal employment opportunity program; and

Whereas, It is the purpose of such laws and regulations, and it has been the policy of the City, to provide equal employment opportunity in all positions of City employment; and

Whereas, Such purpose and policy is consistent with a merit system of appointment and promotion in public employment; and

Whereas, Certain actions have already been undertaken by the City to ensure non-discrimination and equal employment opportunities by removing impediments to the employment and advancement of qualified minorities, women and physically handicapped; and

Whereas, It is necessary and in the City's interest that all activities relating to equal employment opportunity in City employment, required by law, regulation or City policy, be undertaken as a coordinated effort under the direction of the Office of the Mayor.

Now, therefore, by the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:

Section 1. There shall be prepared, under the direction of the Office of the Mayor, by the Department of Personnel, the City Commission on Human Rights and the Law Department for the approval of the Mayor, guidelines setting forth standards and procedures for a City Equal Employment Opportunity Program. The Program guidelines shall comply with applicable federal, state and local laws, regulations and guidelines relating to discrimination in employment.

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

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

§ 2. Immediately after the issuance of the approved guidelines prepared under section one of this Order, each City agency shall review and analyze (a) the composition of its work force as required by equal employment opportunity laws and regulations and (b) its personnel policies, practices and procedures. The review and analysis made under (a) shall be based upon the standards and procedures contained in the approved City Equal Employment Opportunity Program guidelines.

§ 3. Each agency shall then prepare for the approval of the Mayor, an Agency Equal Employment Opportunity Program in accordance with the standards and procedures contained in the approved City Equal Opportunity Program guidelines. Each agency shall submit its Program, including its review, analysis and recommendations prepared under section one of this Order, to the Department of Personnel and City Commission on Human Rights for review and report to the Mayor.

(a) Each City agency shall designate a senior staff member as an Equal Employment Opportunity Officer, to be accountable to the head of the agency. It shall be the duty of such officer to ensure compliance by the agency with the applicable provisions of this Order and the Equal Employment Opportunity Program of the agency. The Equal Employment Opportunity Officer shall have such other duties and responsibilities as may be specified in the City and Agency Equal Employment Opportunity Programs.

(b) City agencies shall report to the Mayor on a regularly scheduled basis as will be provided in the guidelines issued under section one of this Order with respect to the implementation and progress of the agency programs. Agencies shall submit such reports to the Department of Personnel and the City Commission on Human Rights for their review and report to the Mayor.

§ 4. Immediately after the issuance of the approved City Equal Employment Opportunity Program guidelines, the Department of Personnel, in consultation with the City

Commission on Human Rights and the Law Department, shall review and analyze existing City-wide personnel policies, practices and procedures in accordance with the guidelines. It shall prepare and submit for the approval of the Mayor a City-wide Equal Employment Opportunity Program, including its review and analysis together with its recommendations. Such Program shall be submitted to the Mayor together with the comments of the City Commission on Human Rights and the Law Department.

§ 5. The City Equal Employment Opportunity Program shall be effective upon approval by the Mayor. It shall be administered and enforced under the direction of the Mayor or his designee in accordance with the procedures prescribed by that Program.

§ 6. This Order shall take effect immediately.

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ABRAHAM D. BEAME, Mayor.

Amended  
by E. Order  
6/4/74, 1980

E. Order  
14 (1974)  
Revised  
by E. Order  
6/1 (1980)