

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2025

DEPARTMENT OF SANITATION



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I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

Colleagues,

At the Department of Sanitation, our employees reflect the remarkable range of cultures and perspectives of our great City's population. We recognize that unique individuals, collaborative teams and inclusive leaders are the engines of new ideas and far-reaching impact. It's our willingness to embrace the richness of our diverse teams, ideas and possibilities that drives our growth and progress.

A diverse workforce that represents a wide range of backgrounds, perspectives and experiences is an important part of DSNY's mission and is directly related to our ability to innovate and keep New York City clean, safe and healthy. Diversity and inclusion are embraced, people are hired and advanced on their merits, and employees treat each other with mutual respect and dignity. We strive to be an Agency in which the best people want to work and where opportunities to develop are widely available.

DSNY has a longstanding commitment to equal employment opportunity for all employees and applicants for employment. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex, age, disability, veteran status or other protected classes. Unlawful discrimination, sexual and workplace harassment and other inappropriate conduct will not be tolerated at the Department of Sanitation.

Allegations of harassment or inappropriate conduct toward an employee or job applicant will be immediately investigated by DSNY's Office of Equity, Diversity & Inclusion ("OEDI"), and where allegations are substantiated, appropriate action will be taken. Further, reprisal against an employee who engages in protected activity by reporting illegal discrimination, sexual or workplace harassment or inappropriate conduct will not be tolerated. DSNY supports the rights of all employees to exercise their rights under applicable EEO statutes and regulations.

For more information on how to report discrimination or harassment in the workplace, please contact Director Ryan David at 212-291-1380 or OEDI@dsny.nyc.gov.

Equal employment opportunity is a part of the performance evaluation for every DSNY manager and supervisor. All levels of supervision within DSNY must create and maintain a workplace that is free of unlawful discrimination and sexual and other illegal harassment with the same passion and leadership as other organizational responsibilities.

As evidence of its commitment, DSNY will conduct periodic EEO training for its employees that address, among other things, the issues of discriminatory hiring practices, sexual and workplace harassment and other inappropriate conduct.

The Department of Sanitation is committed to an environment where Equal Employment Opportunity and Diversity and Inclusion are a natural part of the culture. My expectation is that you will join me in providing your full commitment and support.

Remember. We are one team, working together to do one thing – serve the citizens of New York with pride, excellence, and **STRENGTH**.

After all, we are the City's **STRONGEST!**

Sincerely,

Javier D. Lojan

☐ This statement is the same as last year.

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

☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

1. **Training Compliance Award** – On September 29, 2023, the Department of Citywide Administrative Services (“DCAS”) awarded DSNY the 2023 EEO Training Compliance Award. This data-driven award recognized the agency’s consistent fulfillment of the City’s Sexual Harassment Prevention training compliance mandate for Cycles 1-5 (September 2018 to August 2023).
2. **ADA Five-Year Plan** – In March 2024, DSNY published its five-year accessibility plan (2024 – 2028). The plan details the actions DSNY will implement to guarantee that its workplace, services, programs, and activities are accessible, accommodating, and inclusive for individuals with disabilities.
3. **Employee Recognition** – On June 17, 2024, DSNY celebrated its first annual employee recognition event, highlighting the achievements, milestones, and exceptional contributions of its diverse workforce. Awards were given in several categories, including the Commissioner’s Award for Excellence, Gold Medal of Valor, Gold Medal of Distinction, Outstanding Superintendent, Outstanding Supervisor, Outstanding Sanitation Worker, and Outstanding Civilian. The Department also paid tribute to employees reaching significant service milestones, honoring those with 25, 30, 35, 40, 45, and 50 years of consecutive service to the city.
4. **Expanding the Number of Employee Resource Groups (“ERGs”)** – ERGs are voluntary, employee-led groups that aim to enhance workplace relationships, cultivate a sense of belonging, and support personal and professional growth. During FY 2024, the Department approved applications from three groups: the Association of Civil Service Employees, Boxing Club, and Running Club. These approvals increased the Department’s total number of ERGs to 13.
5. **Awarding Significant Contracts to MWBEs** - In FY 2024, DSNY awarded over 31 million in contracts to Minority and Women-owned Business Enterprises to provide various services for DSNY, representing 30% of all contracts awarded. This included contracted services in construction, goods, human services, and professional services.
6. **Improving Quality of Life for all New Yorkers** – During FY 2024, DSNY implemented multiple new programs aimed at enhancing the overall quality of life for residents throughout the city. Effective March 1, 2024, all businesses operating in NYC were mandated to utilize bins equipped with secure lids when setting out their waste for collection. DSNY also began replacing wire-mesh litter baskets with Better Bins, which are rat resistant, leak proof, and harder to misuse. These initiatives are poised to eliminate the piles of black bags commonly seen on the streets of NYC and to reclaim public spaces for the community.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 10,022

1. While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
 - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
 - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.

In FY 2024, DSNY analyzed its compensation data using NYCAPS reports to determine whether pay disparity and/or occupational segregation exists for certain groups in DSNY titles. DSNY determined that there is a pay disparity between female and male employees across all job groups, with DSNY's 9,287 male employees (\$84,682.06) earning 8.5% more on average than DSNY's 883 female employees (\$78,064.78). DSNY also determined that there is a pay disparity between female and male employees in competitive uniform titles, which make up more than 80% of DSNY's workforce of 10,022: Sanitation Worker, Sanitation Supervisor, and General Superintendent. On average, male employees (\$82,048.72) holding these titles earn 4.5% more on average than female employees (\$78,487.10). As discussed further below, some of the discrepancy between male and female employees in these titles can be attributed to length of service; more than half of the female employees in uniform titles have worked for DSNY for less than five years.

Employees in uniform titles are paid based on pay scales that are set by collective bargaining agreements ("CBA") and are not discretionary. These titles are also some of the highest paid titles in the agency. For example, pursuant to the relevant CBA, Sanitation Workers are hired at an annual pay rate of \$43,305. However, all Sanitation Workers receive pay increases every six months and are eligible for overtime. Sanitation Workers who reach 5.5 years of service are paid a base salary of \$83,465 (excluding overtime). The minimum base salary for Sanitation Supervisors is \$89,854 (excluding overtime).

The large majority of uniform titles are held by male employees; 7,727 or 96% of uniform employees are male, whereas only 324 or 4% are female. Of these uniformed employees, 6,552 are male Sanitation Workers and 243 are female Sanitation Workers. More than 50% (139) of the female Sanitation Workers were hired within the past five years. Within the next five years, the pay disparity between male and female Sanitation Workers should decrease as these female employees achieve five years of service and their salaries increase accordingly. If the proportion

of female Sanitation Workers increases with future hiring, the pay disparity may decrease at a slower rate. However, if the percentage of female employees continues to rise in the Sanitation Worker title, occupational segregation should be reduced, and more female employees will be available for promotion to higher-paying uniform titles over time.

The percentage of female employees in higher-ranked titles at DSNY increases slightly, accounting for 6.6% of Sanitation Supervisors and 5.8% of General Superintendents. The number of female employees in Sanitation Supervisor and General Superintendent titles should likely increase in the next five years as newly hired Sanitation Workers become eligible to take the competitive civil service exams for these titles.

DSNY titles held by mostly female employees, including Clerical Associate and Principal Administrative Associate (“PAA”) make less on average than Sanitation Workers and other uniformed titles. For example, as of 2024, the minimum salary for Clerical Associate is set at \$32,886 and the maximum salary is \$73,446. DSNY has 168 Clerical Associates, 119 of whom are female (71%). Similarly, the minimum salary for PAA is \$51,816 and the maximum salary is \$75,903. DSNY has 59 PAAs, 51 of whom are female (86%).

To reduce occupational segregation and reduce the pay disparity, DSNY has sought to increase the number of female applicants for the Sanitation Worker title. Over the past five years, DSNY spent over \$600,000 on targeted recruitment for the Sanitation Worker title and has especially targeted female individuals who may be interested in the position. DSNY has also encouraged female employees and employees who identify as racial minorities to apply for civil service examinations with higher salary range for which they may qualify. DSNY is also committed to engaging in targeted recruitment efforts ahead of the next examination cycle. In FY 2024, DSNY encouraged all employees to take promotional exams. DSNY also engaged in targeted outreach to Employee Resource Groups, including the United Women of Sanitation Association, whenever opportunities to apply for discretionary promotional positions arose (such as General Superintendent, Level II and above). In FY 2025, DSNY will continue to assess whether occupational segregation exists within the agency and will take steps to reduce occupational segregation where it is identified.

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

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency’s intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity: 164 Unknown Gender: 0 Unknown Both: 2

- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____ specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025

Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

A. WORKFORCE

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

DSNY is committed to creating a diverse workforce at every level, understanding that a variety of perspectives enhances our effectiveness and drives innovation. To address underutilization in specific job titles, we will implement targeted recruitment strategies and cultivate an inclusive environment that actively promotes the advancement of underrepresented groups. Our commitment to creating an equitable workplace guarantees that all employees have the opportunity to succeed and make meaningful contributions, while prioritizing the integration of

diversity into our organizational culture. Through these strategic initiatives, DSNY aims to foster a workforce that reflects our community and leverages diverse talents to achieve our goals.

Planned Programs, Initiatives, Actions aimed at Workforce:

Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.

Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

Workforce

Initiative #1 – Build a Diverse and Inclusive DSNY Workforce

As of July 3, 2024, the CEEDS report indicates that uniformed employees comprise 80% of DSNY's workforce, totaling approximately 8,010 out of 10,025 employees. The report highlights the underutilization of females, who make up only 3.9% of uniformed positions (310 employees), and notes that racial and ethnic minorities are also underrepresented in higher ranks. For our civilian workforce, which accounts for the remaining 20% (2,024 employees), nearly half are in craft jobs, primarily as Auto Mechanics, with over 50% (438 employees) in that role. Notably, only one female currently holds an Auto Mechanic position, further underscoring underutilization in this job group.

In FY 2025, DSNY will focus on increasing representation in these uniformed and civilian titles by encouraging underrepresented groups to apply for open and promotional positions as they become available, aiming to create a diverse candidate pool. During the exam registration period for open competitive positions, the agency will promote job opportunities and encourage individuals from all backgrounds – especially women and underrepresented racial groups – to participate in the exams. Job vacancies for open competitive positions will be advertised online and in print, in accordance with Local Law 30 when necessary. DSNY will also engage with community organizations and participate in community events throughout the five boroughs. To

ensure that all employees are aware of internal positions and discretionary promotional opportunities, the agency will distribute vacancy announcements to all DSNY employees and reach out to Employee Resource Groups to encourage a diverse and qualified applicant pool for each position.

DSNY's EEO Officer, Agency Personnel Officer, and the DSNY Commissioner will conduct quarterly meetings to evaluate progress in addressing the underutilization of both uniformed and civilian job titles, along with other identified underutilized titles. These meetings will examine the reasons behind the underutilization and emphasize recruitment strategies aimed at attracting a diverse candidate pool. In previous fiscal years, we learned that outreach to the public is crucial for educating individuals about the opportunities available in uniformed and craft positions, emphasizing that these roles can be performed by everyone, regardless of gender. By promoting awareness and breaking down stereotypes, we can encourage a more diverse pool of candidates to consider these essential careers. This initiative not only fosters inclusivity but also enhances the overall effectiveness of our workforce. Additionally, the selection process for discretionary positions will be assessed to ensure it is fair and equitable. This assessment will involve a thorough review of current practices and criteria used in the selection process, with the goal of identifying any potential biases or barriers that may disadvantage certain candidates, thereby promoting transparency and inclusivity in hiring decisions.

Indicator(s):

- Hold quarterly meetings between the EEO Officer, Agency Personnel Officer, and DSNY Commissioner to evaluate and discuss underutilization in specific job titles.
- Keep detailed records of the analyzed data on underutilization in certain job titles, including identified barriers and the strategies developed by DSNY to effectively address each barrier.

B. WORKPLACE

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

DSNY will cultivate an inclusive culture that prioritizes equity and engagement for all employees. We will implement robust EEO training for all staff to ensure a deep understanding of diversity and inclusion principles. Additionally, we will conduct intensive EEO workshop training specifically for managers and supervisors, equipping them with the necessary skills to support an equitable workplace and protect the rights of all employees. To enhance accessibility, we will launch an EEO portal that provides employees with easy access to EEO policies and a streamlined process for submitting complaints and requests for reasonable accommodations. Furthermore, DSNY will enhance employee engagement and communication by promoting social events, supporting charitable initiatives, and providing opportunities for promotional growth, all of which will foster a sense of community and collaboration within our organization. Through these strategic actions, DSNY aims to create a workplace where every employee feels valued, supported, and empowered to thrive.

Initiative #1 – Maintain a Robust EEO Training Program for all Employees

In FY 2025, DSNY has set an ambitious target of completing more than 30,000 EEO-related training sessions for employees. This comprehensive training program includes sessions on (1) Everybody Matters: EEO Basic and Diversity & Inclusion; (2) Sexual Harassment Prevention; (3) LGBTQ: The Power of Inclusion; (4) Structured Interviewing; and (5) Disability Etiquette & Awareness Training. Additionally, DSNY aims to achieve a 100% completion rate for Sexual Harassment Prevention training in Training Cycle 7 (September 1, 2024, to August 31, 2025) and Everybody Matters: EEO Basic and Diversity & Inclusion training in Training Cycle 3 (April 1, 2023, to March 31, 2025) for all employees.

Indicator(s):

- 30,000 EEO-related training completions by DSNY employees
- 100% employee completion rate in Sexual Harassment Prevention, Training Cycle 7
- 100% employee completion rate in Everybody Matters: EEO Basic and Diversity & Inclusion, Training Cycle 3

Initiative #2 – EEO Intensive Workshop Training for All Managers and Supervisors

In FY 2025, DSNY will conduct a series of 10 comprehensive EEO workshops for all uniform and civilian managers and supervisors. These workshops are designed to help managers and supervisors understand their role and responsibilities under the City's EEO Policy and federal, state, and local human rights laws. The workshops will emphasize the importance of their duties as mandated reporters to report potential violations to OEDI. The workshops will also focus on bystander intervention, providing managers and supervisors with the tools and strategies to respond safely when they witness discrimination and harassment in the workplace. These workshops will improve the skills of managers and supervisors to successfully lead and oversee a diverse and inclusive workforce that fosters dignity, decency, and mutual respect.

Indicator(s):

- 100% completion rate of all uniformed and civilian managers and supervisors.

Initiative #3 – Launch EEO Self-Service Portal

In Fall 2024, DSNY is set to introduce an EEO Employee Portal (the "Portal"), an online platform for employee engagement that will offer a variety of EEO services directly to our employees. The Portal aims to boost employees' understanding of their rights and responsibilities under the City's EEO Policy, while also providing a self-service application for employees. Through the Portal, employees will have the capability to submit complaints to OEDI, as well as request reasonable accommodations, including the option to attach relevant documents. The Portal will utilize encryption to safeguard the confidentiality and privacy of individuals making requests. Furthermore, the Portal will feature an internal case management tool for OEDI to monitor case progress and activities.

The EEO Employee Portal will include the following features:

- **Resource Center** – Employees will be able to access the City’s EEO Policy, along with DSNY policies related to internal EEO complaint and reasonable accommodation procedures.
- **File Internal EEO Complaint(s)** – Employees will be able to submit online complaints to OEDI by name or anonymously, as well as submit evidence and receive case updates pertaining to the status of their internal EEO complaint.
- **Request Reasonable Accommodation** – Employees who have qualifying bases will be able to submit requests for accommodation and include supporting documentation, enabling them to continue performing the essential functions of the job and enjoy equal employment opportunities.

Indicator(s):

- Completion and launch of the EEO Portal to all employees in FY 2025.

Initiative #4 – Continue to Improve Employee Engagement and Communication

As a large and diverse agency, DSNY is committed to fostering engagement, unity, and cohesion among our extensive staff to achieve our common goals. With a workforce of over 10,000 employees operating in three shifts across New York City, it is crucial for us to come together as a community to boost engagement and morale. To facilitate this, DSNY utilizes Administrative Bulletins as an electronic platform to communicate social event invitations, charitable initiatives, professional growth opportunities, promotions, accolades, and other important updates.

Hosting events that involve DSNY staff and their families not only helps raise public awareness about our work but also plays a key role in fostering camaraderie and engagement within our team. Popular activities such as DSNY-days at professional sports events and charitable fundraising campaigns have not only garnered positive publicity for the Department but have also been well-received by our staff. These events provide opportunities for individuals to exhibit pride in their work, connect with their colleagues’ families, and contribute to the community through group volunteer efforts. Furthermore, DSNY will continue to leverage its robust social media presence, boasting over 100,000 Twitter followers and more than 50,000 Instagram followers, to showcase our diverse and inclusive workforce to a wider audience.

In FY 2025, DSNY will introduce a comprehensive Field Guide for all employees. This guide will feature updated versions of the Department’s policies and procedures, with a focus on ensuring that all staff members have easy access to essential resources, including those related to EEO.

Indicator(s):

- Compare participation at agency-hosted events year over year, where applicable.
- Completion of Field Guide and distribution to all employees in FY 2025.
- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).
List below the names of existing ERGs:

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

☐ Agency does not presently have any ERGs.

☐ Agency will create a Diversity Council to leverage equity and inclusion programs

☐ Agency Diversity Council is in existence and active

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

☒ Agency will inform employees of their rights and protections under the New York City EEO Policy

☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

In FY 2025, DSNY aims to enhance opportunities for Minority and Women-owned Business Enterprises (MWBEs) by promoting a fair, competitive, and diverse business environment. DSNY will also advance the "Trash Revolution" through the implementation of a containerized trash collection for residential properties with 1 to 9 units. This initiative is designed to reclaim public spaces, improve the appearance of streets, and significantly reduce trash curbside, unpleasant odors, and rodent issues. Cleaner public areas will enable New Yorkers to foster better community relations, particularly benefiting residents of denser, lower socioeconomic neighborhoods that have historically faced challenges in accessing clean public spaces.

Initiative #1 – Continue to Create Opportunities for Minority and Women-owned Business Enterprises

DSNY is committed to encouraging a fair, competitive, and diverse business environment, supporting the growth and success of Minority and Women-owned Business Enterprises (MWBEs), and fostering a procurement process that is accessible to all businesses. In FY 2024, DSNY awarded over \$31 million in contracts to MWBEs to provide various services for DSNY, representing 30% of all contracts awarded. This included contracted services in construction, goods, human, and professional services.

In FY 2025, DSNY aims to increase the number of contracts and award amounts granted to MWBEs compared to the previous fiscal year.

Indicator(s):

- A higher percentage of contracts and award amounts are granted to MWBE firms versus those granted to non-MWBE firms, as compared to FY 2024.
- There is an increase in the number of certified MWBE firms compared to FY 2024.

Initiative #2 – Continue Mayor Adams and DSNY’s “Trash Revolution” and Enhance the Quality of Life for all New Yorkers.

In October 2022, Mayor Adams and DSNY kicked off the “Trash Revolution,” ending the era of black trash bags on our city’s streets, reclaiming public space, and improving the quality of life for all New Yorkers. The “Trash Revolution” began by first changing set-out times for both residential and commercial waste from 4:00 PM – one of the earliest set-out times in the country – to 8:00 PM in April 2023, while also allowing earlier set-out if the material is in a container. This incentivization of containerization was paired with major changes to DSNY operations, picking up well over a quarter of all trash at 12:00 AM rather than 6:00 AM, particularly in high density parts of the city, and ending a practice by which up to one-fifth of trash had been purposefully left out for a full day.

In fall of 2022, DSNY published its “Future of Trash” report, the first meaningful attempt to study containerization models in New York City, and the playbook to get it done.

In August 2023, containerization requirements went into effect for all food-related businesses in New York City. These businesses - restaurants, delis, bodegas, bars, grocery stores, caterers, etc. - produce an outsized amount of the type of trash that attracts rats. That same month, installation of the initial 10-block, 14-school Manhattan Community Board 9 pilot containers began (Morningside Heights, Manhattanville, and Hamilton Heights).

In fall of 2023, DSNY began replacing the old, wire mesh litter baskets with the new Better Bins. DSNY maintains over 23,000 litter baskets across the city. The old mesh litter basket was full of holes, which allowed trash juice out and rats in. The new Better Bins are rat-resistant, leak-proof, harder to misuse, and both easier and safer for Sanitation Workers to empty.

In September 2023, commercial containerization requirements extended to chain businesses of any type with five or more locations in New York City. Starting March 1, 2024, container requirements went into effect for all businesses – of every type – in New York City to get their trash off the streets and into a secure bin.

On May 3, 2024, DSNY published data affirming that the Trash Revolution is working, with rat sightings reported to 311 declining 12 of the last 13 months compared to the year prior. Rat

sightings were also down nearly 14% in the City's Rat Mitigation Zones year over year and have fallen by an incredible 55% in the Hamilton Heights residential containerization pilot zone since the pilot began.

How Mayor Adams and DSNY Will Continue the "Trash Revolution" in FY 2025:

Mayor Adams and DSNY are steadfast in their commitment to the "Trash Revolution" and will be taking the following steps in FY 2025 to further enhance the quality of life for all New Yorkers:

- **Residential Waste Containerization (1-9 Units)** - On November 12, 2024, container requirements will go into effect for low-density residential buildings – those with one to nine units. At that point, approximately 70 percent of all trash in the city will be containerized. New Yorkers can purchase now the official NYC bin, and use of that specific low-cost bin will become required in June 2026. DSNY will perform targeted outreach to residents in buildings with 1 to 9 units throughout the five boroughs to educate them before the new trash law changes go into effect.
- **Buildings with 10+ Residential Units** – DSNY will continue to work on a plan to containerize trash in residential buildings of 10 or more units. Buildings with 10 to 30 units will be able to choose between stationary on-street containers and smaller wheelie bins. Buildings with 31 or more residential units will be required to use stationary, on-street containers for their trash, serviced by DSNY's new automated side-loading garbage trucks. On-street containers will be assigned to a specific building, solely for residents of that building. In the spring of 2025, installation of stationary on-street containers will begin in Manhattan Community Board 9 for the first full-district containerization pilot, serviced by new automated side-loading trucks.
- **Continue Replacing Mesh Litter Baskets with Better Bins** – DSNY will continue replacing existing mesh litter baskets with Better Bins, which will continue citywide over the next several years.

Indicator(s):

- Expansion of Residential Waste Containerization for low-density residential buildings (1-9 units) on November 12, 2024.
 - Conduct targeted outreach training to residents in buildings with 1 to 9 units throughout the five boroughs to educate them about the new trash laws.
 - Ensure that outreach materials and education are tailored to communities to maximize understanding and participation.
 - Successful pilot of Manhattan Community Board 9 in the Spring of 2025.
 - Continue to make significant strides in replacing existing mesh litter baskets with Better Bins.
- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☒ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

DSNY is an inclusive agency that values diversity throughout its workforce, whether uniformed, civilian, entry level, or senior management. We strive for a workforce that is representative of the diverse city that we serve; however, the process of filling vacancies for most of our positions is determined by the results of civil service examinations.

During the registration period for exams, the agency will promote job opportunities and encourage people of all backgrounds to complete exams, particularly females and individuals from racial groups who have been underutilized in certain job titles. DSNY will leverage its partnerships with other City agencies, including the Department of Education, the Mayor's Office for People with Disability and DCAS' Office of Citywide Recruitment, among others, to promote job opportunities. The agency will also participate in New York City Government Hiring Halls, which offer on-the-spot interviews for select DSNY positions, as well as the 55 A Program Career fair. The agency will also promote DSNY vacancies through online and print publications in compliance with Local Law 30 and, when necessary, place advertisements using the top 150 Community & Ethnic Media print publications, as identified by the Mayor's Office of Community and Ethnic Media. DSNY will engage in outreach to various community-based organizations and community events in the five boroughs and perform outreach to promote registration for upcoming exams.

In FY 2025, the EEO Officer, APO, and Agency Head will meet quarterly to review DSNY's employment practices and policies to identify whether there are barriers to equal employment opportunities and to determine what, if any, actions are required to correct deficiencies. During these meetings, the EEO Officer will review the underutilization reports from the prior quarter with the APO and the Agency Head and will evaluate where targeted recruitment efforts should be focused to increase the diversity of the candidate pools for open positions. Throughout FY 2025, DSNY's EEO Officer will also collect data on recruitment sources self-identified by interviewed candidates to determine which recruitment sources are most effective at targeting a diverse set of candidates.

To ensure that all employees have notice of internal positions and promotional opportunities, the agency will distribute vacancy announcements for internal positions to all DSNY employees and reach out to Employee Resource Groups to encourage a diverse and qualified applicant pool for each position. Females are underutilized in all ranks of DSNY's uniformed titles (Sanitation Worker and above). DSNY will encourage female uniformed employees to apply for promotion and will conduct informational sessions to identify barriers to mitigate the number of self-demotions and implement additional support where appropriate.

In FY 2025, the agency will eliminate structural barriers in the interviewing and selection process for discretionary hiring and promotions by requiring all hiring managers (100 people) to complete annual Structured Interviewing and Unconscious Bias training. The EEO Officer will also ensure that there is a diverse panel of interviewers in each Bureau. Finally, the EEO Officer will review all discretionary hires and promotions and participate on various promotion boards to ensure fair and equitable selection practices.

B. Recruitment for Civil Service Exams

DSNY will promote open competitive and promotion civil service exams at community events throughout New York City in FY 2025. DSNY will also promote promotional civil service exams within the agency using Administrative Bulletins and Departmental Messages, which are distributed to all employees via email or read directly to uniformed employees at DSNY's 59 district garages. DSNY will partner with DCAS's Office of Citywide Recruitment and participate in various recruitment events across all five boroughs to share information about City government jobs and the examination process.

List any planned recruitment events for FY 2025 that the agency will participate in to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
7/24/2024	NYPD Police Youth Academy	Manhattan
7/30/2024	Public School 179Q Community Event	Queens
8/6/2024	114th Precinct NNO Community Event	Queens
8/6/2024	Staten Island Borough Patrol NNO Community Event	Staten Island
8/16/2024	AM Novakhov Community Event	Brooklyn
8/17/2024	CM Sanchez Community Event	Bronx
9/5/2024	Ridgewood Civic Association Agency Night	Queens
9/18/2024	Senator Felder Community Event	Brooklyn
9/26/2024	AM Karines Reyes Community Event	Bronx
10/1/2024	AM Mamdani Community Event	Queens
10/29/2024	AM Seawright Community Event	Manhattan

(Note: Over 60% of DSNY employees are in the competitive title of Sanitation Worker title (6,731 employees). From June 8, 2022, to June 30, 2022, DCAS opened registration for the most recent Sanitation Worker Exam (#2060). DSNY launched an aggressive recruitment campaign to attract a diverse applicant pool and spent \$600,000 in recruitment to generate interest in the test among New Yorkers who are from traditionally underrepresented demographics at DSNY. A total of 51,387 candidates registered to take Sanitation Worker Exam #2060, which DCAS administered examination in September 2022. DCAS established an Eligible to Hire List in February 2024. The list, which contains 31,290 names, will be open until February 2028, unless it is extended. Pending the next exam date, DSNY will engage in targeted outreach to increase interest in the Sanitation Worker position in diverse communities and among female individuals, who are underrepresented in the title).

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

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

Other (include online)	\$5,000
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C. Recruitment Sources

1. **Online and Print Publications** – To ensure a diverse candidate pool for each open position, the agency will distribute job notices in compliance with Local Law 30 and, when necessary, place advertisements using the top 150 Community & Ethnic Media print publications, as identified by the Mayor’s Office of Community and Ethnic Media. DSNY seeks to address underutilization of both female and Black individuals in Manager titles, Black individuals in Craft titles, and Asian employees in Labor and Personal Services titles by targeting these audiences through advertisements. DSNY has successfully increased the interest of female individuals in taking the civil service examination for the uniformed title of Sanitation Worker by conducting targeted outreach through online and print publications in the past.

2. **Mayor’s Office for People with Disabilities (“MOPD”)** – DSNY will provide job vacancy notices to MOPD to share with clients. In the past, the Agency’s partnership with MOPD has been successful and has led to the recruitment and appointment of employees with disabilities under the 55-A program.

3. **Department of Education & Colleges/Universities**– To recruit a diverse pool of candidates for internship opportunities and entry-level titles, DSNY will provide job vacancy notices to DOE and post announcements on the career websites of colleges and universities located throughout New York City. DSNY has successfully recruited candidates for internship and entry-level positions through these colleges and universities in the past.

4. **Community Based Organizations and Events** – To ensure diverse applicant pools for upcoming civil service examinations, DSNY will engage in outreach to community-based organizations and attend community events throughout the five boroughs. (e.g., Nontraditional Employment for Women NYC, Street Corner Resources, NYPD End Gun Violence Campaign events).

5. **DCAS Office of Citywide Recruitment** – DSNY will partner with DCAS’s Office of Citywide Recruitment and participate in various recruitment events across all five boroughs to share information about City government jobs and the examination process.

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0		M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify): College Aides	33	Black <u>10</u> Hispanic <u>4</u> Asian/Pacific Islander <u>8</u> Native American <u>0</u> White <u>5</u> Two or more Races <u>5</u> Unknown <u>1</u>	M <u>13</u> F <u>20</u> Non-Binary <u>0</u> Other <u>0</u> Unknown <u>0</u>

DSNY will continue to staff college aides year-round. DSNY was unable to staff Summer College Interns or Summer Graduate Interns in FY 2024 due to Citywide budget cuts. DSNY plans to provide summer internship opportunities to undergraduate and graduate students in Summer 2025. DSNY College Aides and Summer Interns will gain work experience by performing meaningful work and will be provided with an outlet to showcase their individual talents.

To recruit a diverse pool of candidates for internship opportunities, DSNY will provide job vacancy notices to DOE and post announcements on the career websites of colleges and universities located throughout New York City. DSNY will also take out print and/or online advertisements in publications that are made available to students at colleges and universities. DSNY has successfully recruited candidates for internships through these methods in the past. DSNY has hired interns to full-time entry level positions in the past.

E. 55-a Program

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

- Presently, the agency employs **10** 55-a participants.
- There are **2** participants who have been in the program less than 2 years.
- In the last fiscal year, a total of **2** new applications for the program were received and **1** participant left the program because he retired from the agency.

DSNY has had a longstanding commitment to using the 55-A program to appoint qualified applicants with disabilities to competitive titles. DSNY has included information about the 55-A program and how to apply in its ADA Five-Year plan, which is accessible to the public on DSNY's website. DSNY has made a comment form available on its website that prospective applicants can use to contact the EEO Office with any questions about the program or other accessibility issues. DSNY's EEO Office also encourages members of the public who contact the office regarding employment opportunities for people with disabilities to submit their applications for consideration under the 55-A program.

In FY 2025, DSNY will train all hiring managers and other employees involved in the recruiting process about the 55-A program during annual re-training on structured interviewing and unconscious bias. DSNY's EEO Office will provide an overview of the program and the application process and will encourage employees to refer interested candidates to the EEO Office for more information.

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

A. Career Counselors

In FY 2025, the agency's Career Counselor will promote advancement and transfers within the agency by arranging for agency wide notification of promotional and transfer opportunities. The Career Counselor will ensure that promotional and transfer notifications are disseminated through various means, such as Administrative Bulletins and Departmental Messages, which are read to all uniformed employees at DSNY's 59 field locations. On a regular basis, DSNY's Career Counselor will also provide agency staff with citywide vacancy announcements, civil service exam notices and other career development information via Administrative Bulletins and emails. DSNY's Career Counselor will also review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations), and make suggestions for improvements to the Agency Head when necessary.

The Career Counselor will also provide resources and support to employees and encourage them to use training and development programs to increase their marketable skills. Specifically, the Career Counselor will provide information to staff on both internal and external Professional Development training sources, explain the civil service process to staff and what it means to become a permanent civil servant, and provide technical assistance in applying for upcoming civil service exams. The Career Counselor will also assist employees and Job Training Program participants in assessing and planning to develop career paths. Lastly, the Career Counselor will provide information on how to conduct targeted job searches, prepare effective resumes, and interview for new positions.

B. New Hires and Promotions

In FY 2025, DSNY will regularly review and assess procedures for selecting new hires and promoting internal candidates. The EEO Officer will hold quarterly meetings with the Agency Head to review recruitment, hiring, promotion, and selection practices to eliminate structural barriers. If structural barriers are identified, the EEO Officer and the Agency Head will discuss methods to address such discrepancies. The Agency will also ensure that all hiring managers and promotion board members are trained in Structured Interviewing and Unconscious Bias to avoid unintentional biases in discretionary hiring. The Agency will require that all candidates for promotion are interviewed by a diverse panel of interviewers, who will ask the same structured interviewing questions to all candidates. The EEO Officer will review all selections made by hiring managers and promotion board members for discretionary job titles and ensure that structured interviewing best practices were followed.

C. EEO Role in Hiring and Selection Process

DSNY's EEO Officer plays an integral role in the hiring and selection process to ensure that the process is fair and equitable, and to determine when changes need to be made in pursuit of that goal. In FY 2025, the EEO Officer will review all selections made by hiring managers and promotion board members for discretionary job titles. The EEO Officer will also have quarterly meetings with the Agency Head to review recruitment, hiring, promotion, and selection practices and to discuss necessary changes to ensure a fair and equitable process.

DSNY's EEO Officer will also coordinate and lead training for all hiring managers and promotion board members in Structured Interviewing and Unconscious Bias to avoid unintentional biases in discretionary hiring. Lastly, DSNY's EEO Officer will ensure that the Agency provides orientation to new hires to provide information to staff regarding the civil service process and promote opportunities for growth.

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.

- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	3000	Aug. 2024 to March 2025

2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	7000	Aug. 2024 to March 2025
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	3000	Sept. 2024 to Aug. 2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	7000	Sept. 2024 to Aug. 2025
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	1500	Aug. 2024 to June 2025
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	2000	Aug. 2024 to June 2025
7. Disability Awareness and Etiquette		5000	Aug. 2024 to June 2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Agency staff involved in the hiring process.	100	Jan. 2025 to Feb. 2025

VIII. Reasonable Accommodation

DSNY will ensure that all reasonable accommodation requests are reviewed in compliance with the EEO Policy and federal, state, and local by following established procedures that accord with the City of New York 2024 Reasonable Accommodation Procedural Guidelines and applicable laws. DSNY's reasonable accommodation procedures are outlined in the Department's Policy and Administrative Procedure 2022-05 (Reasonable Accommodations) ("PAP 2022-05"), which has been amended to reflect changes made to the 2024 Procedural Guidelines and applicable law. PAP 2022-05 is made available to all employees on DSNY's intranet homepage, and regularly distributed at EEO trainings for new hires, current employees, and employees who have been promoted. A description of DSNY's procedural process for reasonable accommodations is included below, along with the Department's current appeal protocol:

DSNY's Reasonable Accommodation Policy and Procedures:

Requests for Accommodation

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

- i. To request a reasonable accommodation, an individual should fill out the Reasonable Accommodation form, found on the DSNY Intranet Home Page, under the section titled Office of Equity, Diversity & Inclusion. The individual should email the completed form to OEDI@dsny.nyc.gov. The individual can also file a request using the online form available on DSNY's public-facing website and can be found at the following link: <https://www.nyc.gov/assets/dsny/forms/reasonable-accommodation-request>.
- ii. If the individual cannot access the form or the webpage link online, they should contact OEDI via phone at 212-291-1380 or by emailing OEDI@dsny.nyc.gov.
- iii. If a supervisor, manager, or the Employee Assistance Unit ("EAU") becomes aware that an individual may be seeking a reasonable accommodation or that an accommodation may be helpful to permit the individual to perform the essential functions of the position, they must refer the individual to OEDI. The supervisor, manager, or EAU must email OEDI@dsny.nyc.gov the name and contact information of the individual who is seeking a reasonable accommodation or for whom an accommodation may be helpful to perform the essential functions of their position.

The Cooperative Dialogue

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

- i. **Examining Job Duties and Essential Job Functions:** To be eligible for a reasonable accommodation, the individual must meet the qualifications for the job and still be able to perform the essential duties of the position. As part of the cooperative dialogue, OEDI will determine if the individual can perform the essential functions of the position with a reasonable accommodation.
- ii. **Meeting with the Employee and/or Requesting Documentation:** Based on the type of accommodation requested, OEDI may meet with the individual and/or request documentation to support their request.
 - a. **Documentation for Accommodations Based on Disability**
 1. OEDI will communicate with the individual to discuss their disability and the specific ways in which the disability prevents the individual from performing the job's essential functions. If needed, OEDI may ask the individual to provide medical documentation sufficient to describe the nature, severity, and duration of their impairment, limitations on performing the essential job

functions, specific accommodations sought, and the need for the accommodation sought.

2. If the medical documentation the individual provides is deemed insufficient, OEDI may ask the individual to have their medical provider submit additional documentation. If OEDI is unable to obtain sufficient information directly from the individual or their medical provider, OEDI may ask an individual to submit to an examination by a health professional selected by DSNY, at DSNY's expense.

b. Documentation for Accommodations Based on Religion

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

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

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

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

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

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

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

OEDI Determination

Within 15 days of the conclusion of the cooperative dialogue, or as soon as possible, OEDI will issue a written decision notifying the individual if the accommodation requested is granted or denied, or if an alternative accommodation is being offered.

At least 10 business days before an accommodation will expire, OEDI will remind the individual in writing of the end date of the accommodation. Any request for an extension or modification should be submitted to the EEO Office at least five business days before the expiration of the original accommodation.

The Appeal Process

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

- i. The individual must email Appeals@dsny.nyc.gov to request an appeal within 10 days of receipt of OEDI's decision.
 - ii. Within 15 business days of receiving an appeal, the DSNY Commissioner (or their designee) will review and decide the appeal and issue a notice of the decision to the individual. If a decision on appeal cannot be rendered within 15 business days, the individual will be informed in writing of the reason for the delay and when a decision on the appeal will be rendered.
- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
 - ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
 - ☒ The agency follows the City's Reasonable Accommodation Procedure.
 - ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
 - ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
 - ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
 - ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.

- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) business days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Ethel Corcoran, Executive Agency Counsel, Reasonable Accommodation Appeal Officer
 - ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

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

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

C. Local Law 121 (2020): Age Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

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

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

In FY 2024, DSNY has provided the following accommodations to our workforce:

- ☒ Reassignment
- ☒ Modification of Work Schedule

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

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

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

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

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.

- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

- ☒ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency.
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPC or specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect.
- ☒ The agency received a Certificate of Compliance from the auditing agency. Please see the attached copy of the Certificate of Compliance from the auditing agency, which was issued by the EEPC on December 19, 2023.

XI. Agency Head Signature

JAVIER D. LOJAN
Print Name of Agency Head

Javier D. Lojan
Signature of Agency Head

3/19/25
Date

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

Agency EEO Office mailing address:

DSNY Office of Equity, Diversity & Inclusion, 375 Pearl Street, 18th Floor, New York, NY 10038

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

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