



TEACHERS' RETIREMENT SYSTEM OF THE CITY OF NEW YORK
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Date: May 22, 2012
To: All TRS Staff
Subject: Completed Action Steps for the 2010 EEPD Audit

This is being sent following our January 10, 2012 e-mail regarding this subject matter to share with you the TRS completed action steps resulting from the 2010 EEPD audit illustrating our support and commitment to TRS' Equal Employment Opportunity Program.

You will recall that The Equal Employment Practices Commission (EEOC) audited TRS for compliance with our Equal Employment Opportunity Policy (EEO) for the period covering January 1, 2007 through December 31, 2009. We communicated that this was part of a routine audit covering all New York City agencies, and it was not a response to any incident or concern, specific to our agency.

In summary, the EEOC recommended that TRS:

Enhance our EEO policy in the Employee Handbook to include language for classes of employees protected by the New York City Human Rights Law, specifically, it provides protection from unlawful discrimination based upon the "actual or perceived" status, and includes partnership status, and status as a victim of sex offenses or stalking. Page 2 of the Handbook has been revised.

We also included on pages 3 and 4 in the Handbook the current addresses/phone numbers of the NYC Commission on Human Rights, the NYS Division of Human Rights, and the US Equal Employment Opportunity Commission provided to you during our internal EEO training to file an external complaint.

Our earlier communication also mentioned that Carmela Crivelli, 212-612-5425, ccrivelli@trs.nyc.ny.us, and Dennis Pope, 212-612-5427, dpope@trs.nyc.ny.us are the EEO Representatives at TRS. If you have any questions regarding our EEO Policy, reasonable accommodation requests, and compliance with all federal, state, and local laws as well as City and agency policies pertaining to persons with disabilities, please contact either one of us for assistance.

TRS developed an EEO training program to ensure that all who work within the agency, including management, staff, temps and consultants were trained concerning EEO-related policies, rights, and responsibilities. This training occurred during May 2011. Quarterly ongoing training will be provided for all newly hired staff.

We thank you for your participation throughout the audit process which made it possible for us to complete our action steps. Going forward we will continue our commitment to TRS' Equal Employment Opportunity Program while preserving our positive work place environment.

Nelson Serrano

Executive Director, Teachers' Retirement System