



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

**Fiscal Year 2025**

**Teachers' Retirement System of the City  
of New York**

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

On behalf of the Teachers' Retirement System of the City of New York I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, and to promote a workplace that values its employees in support of the City's diversity and inclusion strategy.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal 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. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this plan. The Agency EEO Officer Rosa Polanco will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Our EEO Liaison Victor Tavaréz is also available to address EEO issues. The contact information for EEO staff can be found on the EEO section of [ConnecTRS](#). The agency DEI Deputy Director, Rachel Viau, will continue collaborating with the EEO office and the agency leadership on agency DEI/EEO initiatives to ensure that this commitment is upheld. Rachel Viau can be reached at [rviau@trs.nyc.ny.us](mailto:rviau@trs.nyc.ny.us).

During this Fiscal Year 2025, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

☒ 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

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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

- 1. 1. QWL and D&I Committee established**
- 2. QWL Pumpkin Patch Paint and Sip**
- 3. DEI Networking Breakfast with guest speaker Tiffany Pham CEO of Mogul**
- 4. 3<sup>rd</sup> year of TRS Mentorship Program**
- 5. 100% compliance with all mandatory EEO/DEI training**
- 6. Monthly email campaign highlighted all affinity groups and providing resources and event calendars**
- 7. Women's History Breakfast with guest speaker Karina Cabrera**
- 8. Bring Your Children to Work Day**
- 9. Deputy Director is WorkWell NYC ambassador and Executive Sponsor**
- 10. Let's Move NYC Step Challenge**
- 11. Julydration hydration station and make your own infused water station**
- 12. LinkedIn Learning accessible to all employees**
- 13. Launched agency LMS**

### III. Workforce Review and Analysis

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

Total Headcount: \_\_\_\_\_394\_\_\_\_\_

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

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).

**Our agency conducts a comprehensive analysis of compensation data to ensure alignment with collective bargaining agreements (CBAs) and Mayor's Personnel Orders (MPO). We gather data on employee salaries, and benefits. This data is sourced from internal payroll systems, employee records, and external market surveys to ensure accuracy and comprehensiveness. The collected data is reviewed to ensure compliance with the terms outlined in CBAs and MPOs. This includes verifying that salary structures, pay scales, and benefits conform to the negotiated agreements and orders. We perform a comparative analysis to benchmark our compensation packages against industry standards. This helps us maintain competitive and fair compensation practices.**

- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.

**In customer service roles, Black women are often overrepresented. This means they hold a disproportionately high number of these positions compared to their overall representation in the workforce.**

- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

**These efforts are being evaluated.**

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) **TRS EEO Officer sent reminder to all staff on 8/19/2024.**

☐ 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   11   Unknown Gender            Unknown Both           

**[Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

☒ 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.

[Select the options that apply to your agency.]

### **Agency Head**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other           

### **Human Resources**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**General Counsel**

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Other ( \_DEI Deputy Director )**

☒ 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**

[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

### **A. WORKFORCE**

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

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

- **The Teachers' Retirement System is committed to recruiting, developing, and retaining workforce that is inclusive of the diversity that is reflected in our city.**
- **TRS will continue to expand the Training and Development opportunities for all staff, including coaching and development of new managers and staff.**
- **TRS will develop a supervisory skills training program comprised of blended learning for all manager with staff reporting to them, and for those on a supervisory track.**

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

**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.]

In FY2025 TRS will address underutilization by promoting the following initiatives:

- **LMS System** -TRS' Training and Development (T & D) Unit provides access to training and development opportunities to all TRS employees. TRS identified Docebo, a learning management system (LMS) that will provide access to a 50-course menu to all our employees and has been curated specifically to address key skills and personal development needs. The LMS will also centralize and streamline training materials developed by internal SMEs. This e-learning platform will enhance the organization's overall learning and expand our menu of training offerings which includes, DCAS, external training providers, and LinkedIn Learning licenses.
- **Lunch and Learn Series** - Lunch and Learn is an agency-wide, year-round learning series offered by TRS. The Lunch and Learn program is a career information session hosted every month by Human Resources, and business knowledge presentations led by process owners. This is opened to all staff to join virtually. Trainings are sometimes offered by various departments such as a Disability Etiquette Overview and Training that will be offered by the EEO Officer in January 2025.



- **Continuation of Evaluating CEEDS Reports** - HR, EEO and the agency Head will continue to collaborate in utilizing not only the CEEDS reports to address underutilization, but other internal reports that captures salaries across all departments by race and gender. HR department will continue enhancing their recruitment strategies to ensure that the underutilized job groups are identified when there are vacancies and that secession planning for all departments include a diverse workforce.

## **B. WORKPLACE**

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

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

- In FY2025, TRS will provide various workplace initiatives that will enhance more inclusion and diversity for employees, managers, and non-managers.
- For managers, EEO will continue to strongly advise to take implicit bias trainings to help eliminate implicit bias when interviewing and recruiting.
- HR will continue to coach hiring staff to help with maintaining objectivity and equity in hiring practices.
- TRS will launch the 4<sup>th</sup> cohort of the mentoring program which helps employees receive feedback to enhance their career path at TRS.
- In FY2025, our Quality of Work Life/ D&I committee will continue to provide meaningful programming for all staff that foster inclusivity and belonging. TRS will also continue to enhance their internship program for students in the summer to ensure diversity.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.]

**Planned Programs, Initiatives, Actions aimed at Workplace:**

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[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.]

- **TRS will continue to celebrate heritage months, posting related information and events on intranet and sending out email campaigns to engage staff.**
- **TRS will continue to host events geared at celebrating heritage months and others i.e., women's' history. TRS will continue to make all planned events accessible to all staff in-person and virtually.**
- **In addition, we will continue to host information sessions to connect staff interests with tangible resources to help reach their personal growth goals.**

[Please select below the options that apply to your agency.]

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.
- 5.

- ☒ 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.**

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

**In FY2025, TRS will continue to plan and promote diversity and EEO community outreach by making sure more MWBE vendors are part of our vendor community. We will promote this participation as part of our recruitment strategies.**

**Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:**

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[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.]

[Please select below the options that apply to your agency.]

In FY 2025, the agency will:

- ☐ 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

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies procedures and practices related to recruitment and training hiring managers and recruiters on DEI courses.]

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

**Human Resources utilizes a number of outlets to advertise vacant positions such as, LinkedIn, Indeed, NYC Jobs, and utilizing civil lists to diversify our recruitment sources. We also post vacancies on our external website and in the NYC Jobs Newsletter, which has over 200,000 subscribers.**

**To address the underutilization of women and people of color in technology, we launched a new technology apprenticeship program this year. This program included six diverse, high-potential new hires who bring unique perspectives and are committed for the long term.**

**To further diversify our recruitment efforts and build a more inclusive workforce, we recommend expanding outreach to industry-specific forums; partnering with organizations that focus on underrepresented groups, such as Hispanic and Latino organizations, and professional groups ; ensuring job descriptions are inclusive and free from biased language; implementing training to minimize unconscious bias during the screening process; and using diverse interview panels to provide varied perspectives during the hiring process.**


## B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

| Event Date | Event Name                  | Borough      |
|------------|-----------------------------|--------------|
| TBD        | College information session | Manhattan    |
| TBD        | College information session | Queens       |
| TBD        | Affinity groups             | All boroughs |
|            |                             |              |
|            |                             |              |

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

| Borough                | Approximate Dollar Amount (\$)  |
|------------------------|---|
| Bronx                  |  |
| Brooklyn               |   |
| Manhattan              |   |
| Queens                 |   |
| Staten Island          |   |
| Other (include online) | \$5,000   |

## C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. LinkedIn
2. Indeed
3. Colleges - Handshake
4. City and State
5. Alumni Groups and Associations
6. Pension and Investments

## D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

| Type of Internship/Fellowship | Total             | Race/Ethnicity *[#s]<br>* Use self-ID data | Gender * [#s]<br>* Use self-ID data           |
|-------------------------------|-------------------|--|---|
| 1. Urban Fellows              | Zero (0)          | 0  | M __ F__ Non-Binary __<br>Other __ Unknown __ |
| 2. Public Service Corps       | Zero (0)          | 0  | M __ F__ Non-Binary __<br>Other __ Unknown __ |
| 3. Summer College Interns     | Twenty-Three (23) | Race:<br>8 Asian<br>6 Black<br>7 White     | M 14__ F_9_ Non-Binary __<br>—                |

|   |   |   |  |
|---|---|---|--|
|   |   | <b>2 Two or More Races</b><br><b>Hispanic/Latino :</b><br><b>3 Yes</b><br><b>18 No</b><br><b>2 Choose Not to Disclose</b>   | Other __ Unknown __  |
| 4. Summer Graduate Interns  | <b>Three (3)</b>  | <b>Race:</b><br><b>2- Asian</b><br><b>1- White</b><br><b>Hispanic/Latino :</b><br><b>3 Non-Hispanic/Latino</b>  | M __ <b>1</b> __ F __ <b>2</b> __ Non-Binary __<br>Other __ Unknown __ |
| 5. Civil Service Pathways Fellows<br><b>College Aides</b><br><b>High School Summer Aide</b> | <b>Eight College Aides (8)</b><br><b>One High School Summer Aide (1) for a total of 9</b> | <b>Race:</b><br><b>3- Asian</b><br><b>1- Native Hawaiian or Pacific Islander</b><br><b>2 -Two or More Races</b><br><b>2 -White</b><br><b>1- Choose Not to Disclose</b><br><br><b>Hispanic/Latino :</b><br><b>4 Yes</b><br><b>5 No</b> | M __ <b>3</b> __ F __ <b>6</b> __ Non-Binary __<br>Other __ Unknown    |
| 6. Other (specify):   | <b>Zero (0)</b>   | <b>0</b>  | M __ F __ Non-Binary __<br>Other __ Unknown __                         |

## 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   1   [number] 55-a participants. [Enter '0' if none]
- There are   1   [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of   1   [number] new applications for the program were received and   0   participants left the program due to [state reasons]   n/a  .

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

☐ 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)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

### A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

**Communications are sent out to staff as they become available regarding Civil Service 101 Sessions, upcoming DCAS exams, and DCAS trainings.**

**TRS facilitates a Navigating Civil Service information session to educate employees about civil service exams and list. Our recent session in July had over 200 participants.**

**The career counselor is available for one-on-one consultations with employees. In the past year, seven individuals sought career guidance from the counselor, discussing their future civil service paths, opportunities for growth and advancement, résumé assistance, and information on available training and certification programs. The program continues to grow and is being actively promoted within the organization.**



## B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

**All promotional opportunities are reviewed to ensure fairness. The EEO Officer is consulted as needed. TRS maintains applicant logs for each position. We've revised postings to ensure descriptions eliminate structural barriers to employment.**

**All hiring managers receive Hiring Manager Training which includes structured interviewing best practices and implicit bias awareness.**

## C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

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? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ 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

*[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]*

| <b>Training Topic</b>   | <b>Type of Audience<br/>(e.g., All Staff, Front-line Employees,<br/>Managers,<br/>Supervisors, etc.)</b>     | <b>Goal Number of<br/>Participants</b>                                     | <b>Projected<br/>Dates</b> |
|---|--|--|----------------------------|
| 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.)                                    | <b>All employees of the agency. Our projected headcount in FY25 is 373</b> | <b>By January 2025</b>     |
| 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.)                                    |  |                            |
| 3. Sexual Harassment Prevention (e-learning)  | All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)                          | <b>All employees of the agency. Our projected headcount in FY25 is 373</b> | <b>By March 2025</b>       |
| 4. Sexual Harassment Prevention (classroom/live webinar)  | All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)                          |  |                            |
| 5. lgbTq – Power of Inclusion (e-learning)  | Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026)<br>All other employees | <b>Projecting about 100 managers /supervisors.</b>                         | <b>Feb 2026</b>            |
| 6. lgbTq – Power of Inclusion (classroom/live webinar)  | Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026)<br>All other employees |  |                            |
| 7. Disability Awareness and Etiquette   | <b>TRS is in the process of discussing making this training a mandatory training agencywide</b>              | <b>All employees of the agency. Our projected headcount in FY25 is 373</b> | <b>June 2025</b>           |
| 8. Structured Interviewing and Unconscious Bias (classroom/live webinar)                                |  |  |                            |
| 9. Other (specify)  |  |  |                            |
| 10. Other (specify)   |  |  |                            |

## VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

- ☒ 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) 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 designee<sup>1</sup> : \_\_\_\_\_
  - ☐ 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.

**TRS EEO Officer enters all reasonable accommodation requests in the CAD system , along with tracking them internally in a “request” spreadsheet. All employees who**

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<sup>1</sup> 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.

request a reasonable accommodation are notified with a final determination before 10 days.

## **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.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☐ 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.

There are no associated costs that TRS incurred in FY2024 related to recruitment activities.

**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

[Please check the statement(s) that apply to your agency].

- ☐ 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 \_\_\_\_\_. [another governmental agency – please specify] 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 [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_. [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☒ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Patricia Reilly

Print Name of Agency Head

Patricia Reilly

Signature of Agency Head

2/27/2025

Date



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

**Agency EEO Office mailing address:**

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[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

\*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

|     | Title/Function   | Name           | Email  | Telephone    |
|-----|--|----------------|--|--------------|
| 1.  | <b>Agency EEO Officer</b><br>[indicate if 'Acting' or 'Interim']       | Rosa Polanco   | <a href="mailto:rpolanco@trs.nyc.ny.us">rpolanco@trs.nyc.ny.us</a> | 212-612-5707 |
| 2.  | <b>Agency Deputy EEO Officer</b> [if appointed]                        |                |  |              |
| 3.  | <b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed] | Rachel Viau    | <a href="mailto:rviau@trs.nyc.ny.us">rviau@trs.nyc.ny.us</a>       |              |
| 4.  | <b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>          | Tariq Wahdat   | <a href="mailto:twahdat@trs.nyc.ny.us">twahdat@trs.nyc.ny.us</a>   | 212-612-5969 |
| 5.  | <b>ADA Coordinator</b>   | Rosa Polanco   | <a href="mailto:rpolanco@trs.nyc.ny.us">rpolanco@trs.nyc.ny.us</a> | 212-612-5707 |
| 6.  | <b>Disability Rights Coordinator</b>                                   | Rosa Polanco   | <a href="mailto:rpolanco@trs.nyc.ny.us">rpolanco@trs.nyc.ny.us</a> | 212-612-5707 |
| 7.  | <b>Disability Services Facilitator</b>                                 | Rosa Polanco   | <a href="mailto:rpolanco@trs.nyc.ny.us">rpolanco@trs.nyc.ny.us</a> | 212-612-5707 |
| 8.  | <b>55-a Coordinator</b>  | Aneilla Netram | <a href="mailto:anetram@trs.nyc.ny.us">anetram@trs.nyc.ny.us</a>   | 212-612-5762 |
| 9.  | <b>EEO Investigator(s)</b>   | Victor Tavaréz | <a href="mailto:vtavarez@trs.nyc.ny.us">vtavarez@trs.nyc.ny.us</a> | 212-612-5521 |
| 10. | <b>EEO Counselor(s)</b>  | Victor Tavaréz | <a href="mailto:vtavarez@trs.nyc.ny.us">vtavarez@trs.nyc.ny.us</a> | 212-612-5521 |

|     |                                |                |  |              |
|-----|--------------------------------|----------------|--|--------------|
| 11. | <b>EEO Training Liaison(s)</b> |                |  |              |
| 12. | <b>Career Counselor(s)</b>     | Aneilla Netram | <a href="mailto:anetram@trs.nyc.ny.us">anetram@trs.nyc.ny.us</a> | 212-612-5762 |
| 13. | <b>Other (specify)</b>         |                |  |              |