

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

Fiscal Year 2025

**(BERS)
Board of Education Retirement System**



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

On behalf of the Board of Education Retirement System (BERS), I affirm my commitment as the Agency Head to fully support and enforce the rights and protections afforded by the updated New York City Equal Employment Opportunity (EEO) Policy (2024), the City and State Human Rights Laws, and all other applicable legal frameworks. These protections extend to all BERS employees, job applicants, external contractors, consultants, agency partners, and members of the public served by our organization.

We will continue to foster a work environment that prioritizes diversity, equity, and inclusion. Our goal is to cultivate an inclusive culture characterized by openness, respect, and cooperation, ensuring fair treatment in all aspects of recruitment, selection, professional development, and retention. This commitment includes identifying and addressing structural barriers to equitable opportunities, creating a workforce reflective of New York City's rich diversity.

As Agency Head, I will actively engage my leadership team in advancing these principles. All executives, managers, and supervisors are responsible for upholding a safe, inclusive, and equitable workplace. Together, we will ensure compliance with the NYC EEO Policy and promote effective, equitable services for the communities we serve.

I am dedicated to holding our leadership, EEO Officer, and all related professionals accountable for adhering to these standards. They are essential to eliminating discrimination, fostering an equitable work environment, and meeting the goals outlined in our Diversity, Equity, Inclusion, and EEO Plan. All employees must remain informed and compliant with the City's EEO Policy and the directives outlined in this commitment.

The BERS EEO Officer Lydia Ahmim will remain key resources for addressing EEO-related concerns, guiding managers and employees in best practices to foster inclusion and equity. Their contact information will be readily accessible to all staff.

This fiscal year, I will formally announce and share this Commitment Statement with all BERS employees, reinforcing our dedication to these core values and our collective efforts toward creating a diverse and inclusive workplace.

☐ 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.

I. Recognition and Accomplishments

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

1. Continued working on reinforcing the Employee Feedback Cycle at the Supervisor and employee level.
2. We leveraged the support of EAP to address the diverse needs of specific demographic groups. We also provided live virtual support group sessions and weekly EAP takeaway emails, including the following topics but not limited to:
 - a. Reducing Mental Health Stigma
 - b. EAP Support Groups
 - c. Mindfulness Practices
 - d. Managing our Emotions
 - e. Neurodiversity
 - f. Holiday Stress Management
 - g. EAP Support for Supervisors and Managers
 - h. Counteracting Burnout
 - i. Workplace Bullying
 - j. EAP 411
3. We developed an in-house supervisors development program, the topics were offered after assessing the learning needs, we also partnered with our colleagues from OATH for a session on Giving and receiving feedback.
4. EEO and Anti-Discrimination Posters and signage are included in both of our 55 Water Street and 65 Court Street locations. Included the updated RA at a glance and EEO Complaint Process at a glance.
5. The agency also completed the citywide mandatory SHP and LGBTQ compliance training in FY 2024.
6. Completed NCPERS and CBIZ Compensation Benchmarking Surveys.
7. Offered Departmental Coffee and chats with the executive office (unformal meetings with staff).
8. Career mobility roadshow per department where we presented our BERS EVP.

II. Workforce Review and Analysis

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

Total Headcount: _____160_____

Each fiscal year, we collaborate with our Data Analytics team to conduct a comprehensive agency-wide compensation analysis, which is then presented to the executive office. Additionally, we participate annually in the NCPERS and CBIZ Compensation Benchmarking Surveys to ensure our compensation practices remain competitive and aligned with the City standards.

1. [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 EBEP210).

Unknown Race/Ethnicity _____ Unknown Gender _____ Unknown Both _____

- ☐ 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 (___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).

CEEDs report is comprised of DOE, BERS and SCI data as they all share the same 740 payroll code. To maintain data integrity, the agency will continue to conduct its own internal review of BERS demographic data in partnership with our Data Analytics team. This analysis will be reviewed with the BERS Executive Office, General Counsel team and EEO Office. The review of our demographic data is a consistent practice we have had in place annually. The agency is well represented at the staff and managerial levels.

Positions that are underutilized and are difficult to fill i.e., IT roles are subject to civil service list appointments and limit our ability to change hiring patterns in specific job titles.

We do not have underutilization and did not have it for the last 3 years.

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

A. WORKFORCE

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

The Agency continues to utilize the online Harvard Manage Mentor platform... coupled with a quarterly "Sandy's Corner" series sponsored by BERS Executive Director, Sandy Rich. Within it, we curate specific management development topics relevant to BERS leadership and/or supervisors. The agency will procure and administer a management development training program for the leadership team and/or supervisors within FY24.

- o We will continue offering the 8 weeks of the onboarding trainings
- o We will continue to offer ad hoc training programs like DCAS courses to respond to staff learning and development needs (Writing Effective emails, Business writing).
- o We will offer phase 2 of our customer service training to all our member facing teams.
- o Leadership training program for the directors and deputies
- o Conti
- o LinkedIn Learning will continue to be available to all staff and consultants.

Planned Programs, Initiatives, Actions aimed at Workforce:

We are planning to have our second all employees in person town hall Town Halls

B. WORKPLACE

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

- 1- Enforce all the mandated training to reach 100% compliance
- 2- Training all staff on the RA procedure
- 3- Have an all staff in person town hall under the theme of Psychological Safety and belonging
- 4- A one day a week all staff in person presence to permit collaboration and team building
- 5- Train all staff on Hiring and working with Neurodiverse employees
- 6- All staff training on Disability etiquette
- 7- BERS will continue to promote recognition as a means to not only acknowledge individual contributions but also as a means to celebrate department, unit, project/process wins, self-nominations, as well as any recognition from our members.

The program will be open to all employee levels including managers, supervisors, staff and temps. Recognition will be announced in our Town Halls with the Executive Office or via agency wide communications including our social media platforms.

- 8- People and Culture will work with the Executive office to ensure that there are messages that are conveyed to staff regarding respect in the workplace that is harassment free and promote positive work environment strategies and accountabilities wherever this goal falls short.

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.]

[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.

BERS staff meet with state and local legislators on issues facing BERS membership.
New York State Association of Black, Puerto Rican, Hispanic, and Asian Legislators (NYSABPRHAL)- February 2025

NYSABPRHAL (New York State Association of Black Puerto Rican Hispanic and Asian Legislatives) is dedicated to engaging New York residents in dialogue about issues and policies that are having an impact at given time- adverse or favorable - on their communities. BERS Staff Worked with this group to also advocate for automatic pension enrollment of BERS eligible members.

BERS staff meet with state and local legislators on issues facing BERS membership, specifically pertaining to automatic pension enrollment of BERS eligible staff.

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

Continue partnership with EAP and OATH on programming and special initiatives to enhance equity, inclusion, and race relations at BERS.

We also hire Spanish speaking call center and outreach staff members to make sure this population is well support.

[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 (MWBs)
- ☒ 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.

B. Recruitment for Civil Service Exams

- Postings on DOE Careers and Indeed. This has been fairly effective in our recruiting efforts.
- Competency-based interviews (behavioral). This has been somewhat effective in our recruiting efforts
- Hiring pools (for titles with existing civil service lists). This has not been very effective in our recruiting efforts, but there is still potential to recruit strong candidates. Hiring pools (for titles with existing civil service lists)
- This has not been very effective in our recruiting efforts, but there is still potential to recruit strong candidates.

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] (Not Applicable)

Event Date	Event Name	Borough

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams. (Not Applicable)

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	
Other (include online)	

C. Recruitment Sources

1. Continuous postings on DOE Careers site
2. Hiring pools (for titles with existing civil service lists)
3. Indeed (temp-to-full time), provisional titles
4. Referrals

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] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns			M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows			M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify):	2	Asian/Pacific Islander	M __ F_2_ Non-Binary __ 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 __0__ [number] 55-a participants. [Enter '0' if none]

- There are ____ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of ____ [number] new applications for the program were received and ____ participants left the program due to [state reasons] _____.

[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

- We will offer a career panel discussion in our Town Hall, civil service updates on Monthly examination offerings as well as insights into Career Mobility within the agency and beyond.
- We will continue to highlight the availability of DCAS professional development offerings, Microsoft Office trainings, Institutional Knowledge training on the BERS L&D SharePoint site as well as LinkedIn Learning modules.
- LinkedIn Learning and other training resources will continue to be available for all staff.
- An email is sent to all staff to inform them that the career counselor is available for support.

B. New Hires and Promotions

We rely on the hiring and selection process of the DOE.

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.]

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.)	160	
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.)	153	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	153	
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	153	
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		

7. Disability Awareness and Etiquette			
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 designee¹ : _____
 - ☐ 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.

[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.

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.]

Sanford Rich

Print Name of Agency Head

Sanford Rich

Signature of Agency Head

02/27/2025

Date

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

Agency EEO Office mailing address:


[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.	Agency EEO Officer Learning and Organizational Development Deputy Director	Lydia Ahmim	lahmim@bers.nyc.gov	9293053515
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator			
6.	Disability Rights Coordinator			
7.	Disability Services Facilitator	Lydia Ahmim	lahmim@bers.nyc.gov	9293053515
8.	55-a Coordinator			
9.	EEO Investigator(s)			

10.	EEO Counselor(s)			
11.	EEO Training Liaison(s)			
12.	Career Counselor(s)	Lydia Ahmim	lahmim@bers.nyc.gov	9293053515
13.	Other (specify)			

SIGNATURE CERTIFICATE




REFERENCE NUMBER

6ECCB4C3-113C-4150-B958-62D513DF9441

TRANSACTION DETAILS	DOCUMENT DETAILS
<div>Reference Number</div> <div>6ECCB4C3-113C-4150-B958-62D513DF9441</div>	<div>Document Name</div> <div>BERS FY 2025 Agency Diversity Equity Inclusion and EEO Plan Approved Final 21425</div>
<div>Transaction Type</div> <div>Signature Request</div>	<div>Filename</div> <div>BERS_FY_2025_Agency_Diversity_Equity_Inclusion_and_EEO_Plan_Approved_Final_21425.docx</div>
<div>Sent At</div> <div>02/26/2025 16:13 EST</div>	<div>Pages</div> <div>23 pages</div>
<div>Executed At</div> <div>02/27/2025 11:39 EST</div>	<div>Content Type</div> <div>application/vnd.openxmlformats-officedocument.wordprocessingml.document</div>
<div>Identity Method</div> <div>email</div>	<div>File Size</div> <div>350 KB</div>
<div>Distribution Method</div> <div>email</div>	<div>Original Checksum</div> <div>ea18cf67a3ddb92eb3d51ed9fab9b242caee2141b2314142b3cccef50dfebc31</div>
<div>Signed Checksum</div> <div>4c41779af7616646d224e9abddb4e167b03a9fff2b7190dfd04e9973cecb216</div>	
<div>Signer Sequencing</div> <div>Disabled</div>	
<div>Document Passcode</div> <div>Disabled</div>	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<div>Name</div> <div>Sandford Rich</div>	<div>Status</div> <div>signed</div>	<div>Viewed At</div> <div>02/27/2025 11:38 EST</div>
<div>Email</div> <div>srich4@bers.nyc.gov</div>	<div>Multi-factor Digital Fingerprint Checksum</div> <div>9527c52ff8d7ef35e6e73e009ccf2e0526166bbe7226d03c75a6d6d57005309b</div>	<div>Identity Authenticated At</div> <div>02/27/2025 11:39 EST</div>
<div>Components</div> <div>2</div>	<div>IP Address</div> <div>165.155.143.3</div>	<div>Signed At</div> <div>02/27/2025 11:39 EST</div>
	<div>Device</div> <div>Microsoft Edge via Windows</div>	
	<div>Typed Signature</div> <div></div>	
	<div>Signature Reference ID</div> <div>54BD7E45</div>	

AUDITS

TIMESTAMP	AUDIT
02/26/2025 16:13 EST	Lydia Ahmim (lahmim@bers.nyc.gov) created document 'BERS_FY_2025_Agency_Diversity_Equity_Inclusion_and_EEO_Plan_Approved_Final_21425.docx' on Chrome via Windows from 165.155.152.42.
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