

**MEMORANDUM**

TO: All Staff  
FROM: R.C. North *RN*  
SUBJ: Audit by Equal Employment  
Practices Commission  
DATE: August 8, 2008

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During Calendar Year 2007 the Office of the Actuary's ("OA") employment practices, programs, policies and procedures were audited by the New York City Equal Employment Practices Commission ("EEPC").

The auditors found that, in general, the OA complied with the City's Equal Employment Opportunity ("EEO") Policy.

However, there were a few administrative areas recommended for improvement, such as completing and releasing an update to the agency's Equal Employment Opportunity Policy ("EEO"), arranging for EEO training for employees, providing performance reviews for personnel and disseminating a summary of the EEPC's audit findings.

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Since the release of the audit the OA has been working toward addressing the issues raised by the EEPC and expects to continue to improve its administration of the agency's EEO process in the future.

If you have any questions concerning the OA's EEO Policy or the EEPC audit, please contact Ms. Susan M. Flaschenberg.

cc: S.M. Flaschenberg  
J.R. Gibney  
S.H. Rumley