



# Office of Labor Relations

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

**Fiscal Year 2024**

**Mayor's Office of Labor Relations**

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## **I. Commitment and Accountability Statement by the Agency Head**

On behalf of the Office of Labor Relations ("OLR"), 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.

OLR's mission focuses on two primary areas: labor relations and administration of the Employee Benefits Program. OLR negotiates labor agreements on behalf of the Mayor and serves as a resource to agencies with regard to workforce labor issues. The staff at OLR assists their fellow agencies in handling personnel and payroll issues, conducting labor-management meetings, representing the City at representation hearings, and handling all employee grievances and arbitration matters. The core values of fairness, diversity, equity and inclusion, respect and equal employment opportunity are imbedded in what we do at OLR.

As the first woman to lead OLR since its inception, 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, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will continue to promote EEO training for OLR staff and involve my entire leadership team in efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we service. Goals for this coming year to better promote diversity and awareness include training all staff at managerial levels in structured interviewing and implementing disability etiquette training for all OLR staff. Mindful of the impact the pandemic has had on employment for people with disabilities, I will promote the use of the 55-a program for hiring. I will also continue to promote WorkWell's B.U.I.L.D. (Building Understanding, Learning, Inclusion, and Diversity), a citywide program at OLR which addresses matters of injustice and inequity by providing platforms to educate and develop awareness to improve the health and wellness of City employees in and out of the workforce.

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. We shall support the diversity, equity, and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

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's EEO Officer Shaneka McKellar and Chief Diversity and Inclusion Officer Lisa Jones will serve as the primary resources for managers and supervisors by providing best practices and direction in addressing EEO issues. The EEO Officer's contact information will be prominently available to all employees.

During this Fiscal Year 2024, 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.

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. OLR's DEI Committee hosted OLR's first Hispanic Heritage Month Celebration on October 14. With the help of our diverse staff of Hispanic heritage, OLR provided educational content, allowed employees to speak about their experiences and provided food from different countries and cultures.

2. As part of OLR's DEI Committee Film and Book Club, OLR acknowledged Disability Employment Awareness Month and Blindness Awareness Month in October 2022, with the participation of our Commissioner. The DEI Committee watched the short film *Feeling Through* and discussed the 55-a Program.

3. The DEI Committee recognized Native American Heritage Month in November 2022. The Film and Book Club watched *Lenapehoking: The Tenacious Myth of the Purchase of Manhattan* and engaged in discussion, where OLR offered a land acknowledgement. A group of employees participated in WorkWell's Wednesday Walk to the Netherland Monument at NYC Battery Park and the National Museum of the American Indian.

4. The DEI Committee celebrated Black History Month with its Film and Book Club by offering two days of poetry reading and reflection.

5. Citywide, OLR's Project B.U.I.L.D. (Building Understanding, Learning, Inclusion, and Diversity) continues to address matters of injustice and inequality by providing platforms to educate and develop awareness to improve the health and wellness of City employees in and out of the workplace.

6. The OLR staff at the Employee Assistant Program ("EAP") regularly sent out information regarding services and topics including tips on healthy self-esteem, well-being, emotional triggers,

resilience, self-belief (in honor of Black History Month), suicide prevention, counteracting burnout, workplace bullying, and reflecting on Juneteenth and Pride Month.

7. OLR staff have all completed the following DCAS trainings: "Sexual Harassment Prevention."

### III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 156

1. OLR, like many city agencies, is bound by contractual obligations in labor agreements that affect pay and salary ranges for most of the workforce. An analysis of OLR's workforce salaries showed that while pay is impacted by years of service, there are more discrepancies across different divisions/units, than just within the title. Further, when accounting for pay by EEO job category, white employees over over-represented in higher paying positions due to the nature of the jobs they hold. The inverse is that woman and minorities who primarily hold lower paying positions do not realize the same growth in salary as their peers.

OLR intends to address these disparities in several ways. First, a further review of employee salaries to determine whether salary growth is dependent on contractual increases or discretionary factors. When discretion is used, determining what factors are considered and who receives consideration and working with managers to ensure that opportunities are given fairly. Next, for employees within the same title with similar years of service but a wide range in pay, reviewing job duties and responsibilities to get employees to a closer salary and adding or rearranging job duties to reach that goal. Lastly, encouraging employees to explore internal job openings that pay a higher salary within the title.

2. OLR consistently reminds and encourages all employees to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.

In FY 2024, 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 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. The agency regularly reviews the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in its quarterly agency workforce dashboard and/or internal workforce reporting to better inform its recruitment plans. OLR plans on continuing this review with further analysis to help promote jobs with underutilization with more diverse means. This review will include looking at trends within the agency and how promotions occur and whether employees are receiving assistance of encouragement to advance into higher titles.

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 (First Deputy Commissioner)**

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 2024

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

❖ **Workforce:** OLR is committed to recruiting, developing, and retaining a diverse and inclusive workforce and reviews its quarterly dashboard to guide its workforce goals. To buttress recruitment, it will begin outreach to colleges that serve minority populations to

better address underutilization. Another goal that OLR would like to achieve this fiscal year is to engage a broader cross culture of the workforce through the creation of Employee Resource Groups (“ERG”) with the hope that this will encourage employee engagement, learning and open dialogue. Also, OLR would like for different demographics to feel comfortable having a spokesperson to speak up on issues affecting certain groups so OLR knows when the workforce is experiencing problems.

- ❖ **Workplace:** OLR recognizes that having employees from different backgrounds, word views, and life stages which reflect the population of the City improves the quality of both the work and workforce. It continues to expand the platform for employees to learn about race, equity, inclusion and the value of differences through the DEI Committee, Project B.U.I.L.D and additional, ongoing DCAS training. This year, in conjunction with EAP and WorkWell, it hopes to sponsor more focus groups, Town Halls, Surveys, Infographics and learning/celebration events on race, equity and inclusion. As previously mentioned, OLR wants to use ERGs to home in on employee concerns and explore methods of improving the workplace.
- ❖ **Community:** OLR continues to support the efforts of WorkWell and EAP, in continuing to advance a dialogue around diversity, equity and inclusion among all City employees through Project B.U.I.L.D and agency discussion groups. Signage in EAP's offices state that it is specifically designated a safe zone, where all aspects of people including race, ethnicity, gender expression, sexual orientation, socio-economic background, age, religion and ability are respected. OLR will continue to promote diversity in the wider community and continue to grow its participation with minority and women owned business enterprises (MWBE).
- ❖ **Equity, Inclusion and Race Relations Initiatives:** This year, OLR will continue to emphasize and ensure the use of structured interviewing/anti-bias training for its managers which will better promote integration of diversity and equity principles into routine decision making, including hiring. OLR will conduct more surveys to gauge employee needs and concerns. The goal is to identify where OLR can make improvements and then engage staff to find solutions.

## **2. Planned Programs, Initiatives, Actions**

OLR plans on creating a diversity council in order to better systematize and expand the consideration of diversity and equity and promote enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community. OLR will also conduct more surveys to learn how to better engage employees and create meaningful programs and initiatives that employees want to partake in.

### **A. Workforce**

OLR has a small yet diverse workforce that works collaboratively across the agency. In addition to a diversity council, OLR intends on creating ERGs that will hopefully encourage

employees to voice concerns and find creative solutions to create a more inclusive workforce. OLR's DEI Committee plans events throughout the year that focus on highlighting and educating different backgrounds but would like to go a step further and create meaningful change. Without input from the staff, the changes may not be as impactful so creating ERGs is a step towards understanding what OLR needs. A representative from the respective ERGs will sit on the diversity council to ensure each group has the Commissioner's listening ear.

As noted above, to buttress recruitment of diverse individuals, OLR will continue to conduct outreach to colleges and universities that serve minority populations to increase diversity and better address identified underutilization. It will continue to work with DFTA to promote the employment of older individuals to advance age-diversity. It will also continue to educate managers about the advantages of the 55-a program and will participate in the virtual citywide career fair for National disability Employment Awareness Month in an effort to increase OLR's participation in the 55-a program.

## **B. Workplace**

OLR, in conjunction with its DEI committee, will continue to utilize agency specific surveys and take initiatives to create an inclusive work environment which values differences. It will maintain a focus on retaining talent across all levels. OLR managers will be encouraged to model inclusive language such as preferred pronouns. OLR will continue to include age-inclusive language on job postings. OLR will expand the celebration of heritage months, such as Juneteenth, Black History, Women's History, Pride, Lunar New Year, Immigrant Heritage, Arab-American Heritage, Jewish Heritage and Asian American/Pacific Islander Heritage, and also ensure the worksite and meetings are accessible to all. With the growing use of remote work, OLR will continue to work with employees who need assistive devices and additional help navigating working from home. A diversity appreciation lunch is planned for the agency which will promote communication and an appreciation of diversity.

Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

1. Spiritual Table Talk
- 2.
- 3.
- 4.
- 5.

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**

OLR, through EAP, continues to offer services that address mental health, traumatic loss, stress management, substance misuse, self-care, education, referrals and resources to assist employees and their family members. Both EAP and Workwell sponsor and promote initiatives to enhance equity, improve community relations and increase awareness about services offered by OLR.

EAP understands that building community and inclusion within the workplace can influence each employee's well-being and behavioral health. Therefore, the EAP will continue to market their specific services geared to build workplace community such as presentations and workshops focused on Building Team Cohesion, Improving Communication, Emotional Intelligence, and other topics that offer a safe space for workplace relations to grow. Additionally, EAP offers process groups that offer employees the opportunity to build mutual support with their colleagues. Such groups focus on grief and loss, traumatic events, global concerns and other shared concerns.

In FY 2024, 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)

Conduct a customer satisfaction survey

Expand language services for the public

## **V. Recruitment**

### **A. Recruitment Efforts**

In FY 2024, OLR will take a new approach to recruitment. OLR routinely reviews its underutilization in job groups and in order to address this, and buttress recruitment of diverse

individuals, OLR will target recruitment and outreach to colleges and universities that serve minority populations. OLR will post jobs across multiple job listing platforms to attract a wider audience. For positions that are difficult to fill, OLR will consider promoting jobs at hiring halls and job fairs across different City neighborhoods. OLR will continue to interface and collaborate with the Mayor's Office of Talent and Workforce Development to better support career access and preparedness for marginalized populations.

To maintain a diverse workforce, OLR will encourage managers and supervisors to regularly engage with their staff to prioritize inclusive hiring practices, provide diversity training, foster an inclusive culture, ensure equal opportunities for career advancement, and listen to feedback from employees to address any concerns.

## B. Recruitment for Civil Service Exams

While OLR does not have any planned recruitment events for FY 2024, the Agency will continue to share information on civil service exams and encourage OLR employees to speak with career counselors and take promotion civil service exams.

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
None	N/A	N/A

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotional civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	\$0
Brooklyn	\$0
Manhattan	\$0
Queens	\$0
Staten Island	\$0

### C. Recruitment Sources

1. Boricua College (college designed to serve the education needs of Puerto Ricans and other Hispanics): Latino (none to date)
2. Hostos Community College (diverse student population with large contingent of Hispanic students): Latino (none to date)
3. Medgar Evers College (diverse student population with large contingent of African-America/Black students): (none to date)
- 4.
- 5.

### D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

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	4	3 W, 1 H	M _1_ F_3_ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ 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.
- There are   0   [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of   0   [number] new applications for the program were received and   2   participants left the program due to [state reasons] Retirement/terminal leave-retirement until January 27, 2024.

- 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

OLR continues to encourage the use of training and development programs to improve skills, performance and career opportunities. It regularly provides information to staff on internal and external professional development training resources. OLR emails employees to advise them of the availability of civil service exams and provide resources and training relative to the civil service process, including access to Civil Service 101. Career Counselors will be identified at OLR's Staff Meetings and provided with training to assist staff with questions regarding Civil Service Exams, promotional opportunities within the agency, learning another skill at OLR, and where to go for resume and cover letter assistance.

### B. New Hires and Promotions

OLR publicly posts announcements for most positions, including senior level positions. It ensures that promotion justification is included in all promotion requests. This year, it will focus on training hiring managers to improve procedures for interviewing applicants and better ensure nondiscriminatory treatment through structured interviews, where the same questions will be asked of applicants and questions are directly related to the position in question.

### C. EEO Role in Hiring and Selection Process

The EEO Officer will be involved in the pre-selection and post-selection of hiring. The EEO Officer will collaborate with the Assistant Commissioner of Administration to ensure that the recruitment strategy aligns with the diversity goals of the agency.

In FY 2024, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I 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 during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- 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 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 2024.
- The agency will analyze the impact of layoffs or terminations on racial, 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.)	147	Completed 2022
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 6 runs between September 1, 2023 – August 31, 2024)	156	August 31, 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	156	March 31, 2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees		
7. Disability Awareness and Etiquette		All employees	August 31, 2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

## VIII. Reasonable Accommodation

All reasonable accommodation requests and EEO complaints are processed as expeditiously as possible, within the recommended timeframes in EEO guidance. The EEO Officer inputs all Complaints, requests for Reasonable Accommodations and Inquiries into the Citywide Complaint and Reasonable Accommodation (CAD) Database, as soon as practicable to facilitate review and analysis.

On average, a reasonable accommodation request is reviewed within two weeks, and most are granted. There have been no appeals. Statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals are routinely analyzed by the EEO Officer.

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- 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 grants or denies request 30 days after submission or as soon as possible.
- 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> : Dan Pollak, First Deputy Commissioner
- The designee reports directly to the Agency Head.

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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.

- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

### 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 6 – September 1, 2023 – August 31, 2024) 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 2023.

- 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 2024**

- List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

**F. 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 4 runs from April 1, 2022, to March 31, 2024.

- 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 \_\_\_\_\_ [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.]

Renee Campion  
\_\_\_\_\_  
Print Name of Agency Head

  
\_\_\_\_\_  
Signature of Agency Head

4/8/24  
\_\_\_\_\_  
Date

## Appendix A: Contact Information for Agency EEO Personnel

**Agency EEO Office mailing address:**

NYC Office of Labor Relations  
 EEO Office  
 22 Cortlandt Street  
 14<sup>th</sup> Floor  
 New York, NY 10007

[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 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.]

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Shaneka McKellar	Shaneka.mckellar@olr.nyc.gov	212-306-7240
2.	<b>Agency Deputy EEO Officer</b> [if appointed]	Monalisa Mathieu	Monalisa.mathieu@olr.nyc.gov	212-306-7270
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Lisa Jones	Lisa.jones@olr.nyc.gov	212-306-5089
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Lisa Jones	Lisa.jones@olr.nyc.gov	212-306-5089
5.	<b>ADA Coordinator</b>	Monalisa Mathieu	Monalisa.mathieu@olr.nyc.gov	212-306-7270
6.	<b>Disability Rights Coordinator</b>	Monalisa Mathieu	Monalisa.mathieu@olr.nyc.gov	212-306-7270
7.	<b>Disability Services Facilitator</b>	Monalisa Mathieu	Monalisa.mathieu@olr.nyc.gov	212-306-7270
8.	<b>55-a Coordinator</b>	Monalisa Mathieu	Monalisa.mathieu@olr.nyc.gov	212-306-7270
9.	<b>EEO Investigator(s)</b>	Shaneka McKellar	Shaneka.mckellar@olr.nyc.gov	212-306-7240
10.	<b>Career Counselor(s)</b>	Lisa Jones	Lisa.jones@olr.nyc.gov	212-306-5089

11.	<b>EEO Training Liaison(s)</b>	Shaneka McKellar	Shaneka.mckellar@olr.nyc.gov	212-306-7240
12.	<b>EEO Counselor(s)</b>	Sang Hong Erin Quinn	<a href="mailto:Sang.hong@olr.nyc.gov">Sang.hong@olr.nyc.gov</a> <a href="mailto:Erin.quinn@olr.nyc.gov">Erin.quinn@olr.nyc.gov</a>	212-306-7392 212-306-7260
13.	<b>Other (specify)</b>			

# Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

**Agency Name: Mayor’s Office of Labor Relations**

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following: N/A

N/A	Totals
# of applicants enrolled in such program	
# of applicants who completed the program	
# of applicants who passed and graduated from the program	
# of applicants who passed but did not graduate from the program	
# of applicants who did not pass or graduate from the program	
# of applicants who accepted any appointment offered base on graduation from the program	

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	\$0
Brooklyn	\$0
Manhattan	\$0
Queens	\$0
Staten Island	\$0

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough
None		

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]. N/A.