



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

Fiscal Year 2024

Teachers' Retirement System of The City of New York

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I. Commitment and Accountability Statement by the Agency Head

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 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.

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. Coffee cup around the World** – This was created to celebrate the richness of our employee's diverse cultures and backgrounds by showcasing their breakfast traditions. There were four events where employees enjoyed a variety of coffee, tea and breakfast items. We also encouraged employees to submit their favorite breakfast recipes to be shared on our internal website.

2. 100% compliance with all mandatory EEO/DEI training

3. FY23 Diversity and Inclusion Training – During FY23, HCG Consulting Solutions provided a 2-part series of Diversity and Inclusion trainings to TRS employees. A total of six 2-part sessions were scheduled, with 211 employees attending part 1 and 249 employees attending part 2. Both sessions focused on the following:

- Growth Mindset vs. Fixed Mindset
- Emotional Intelligence
- Defining Diversity and Inclusion
- Equality vs Equity
- Unconscious Bias, Microaggressions, Cultural Competence
- Impact on the agency
- D&I and Organizational Culture
- Steps to be Proactive, Aware and Committed

4. 2nd year of our TRS Mentoring program – TRS held a successful Mentoring Program for a second year in a row. The program served 17 employees for a total of 8 months. The Mentoring Program is designed to offer professional development opportunities and skills enhancements for mentees. Mentees are guided and encouraged to take ownership of their career development plan. This is accomplished by matching mentees with mentors that have experience, knowledge, and adequate leadership skills to serve as a bridge between the mentee and TRS’ organizational needs. The program is managed by the Training and Development Unit in partnership with the Steering Committee, which consists of a small group of leadership staff. The purpose of the program is to:

- Empower employees to achieve their individual career development goals
- Provide guidance and foster professional growth
- Enhance mentees’ knowledge and skills on relevant topics that will benefit them professionally and personally
- Support a collaborative learning environment and knowledge sharing with peers, mentors, and leadership

The program offers two tracks: Leadership and Technology.

5. Onboarding our new DEI Deputy Director

Our new DEI Deputy Director Rachel Viau joined TRS in May 2023. In this position, she will not only develop and manage DEI initiatives, but also be developing and implementing agency-wide talent practices such as talent review, leadership performance management training and career pathway programs.

III. Workforce Review and Analysis

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

Total Headcount: 384

[This figure is available on the total line for your agency in the FY 2023 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 2023. 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. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1.] [Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]
 - 1) In looking at the underrepresentation of minorities and women in our IT Department, TRS has partnered with a company called Multiverse that will help with recruiting and training minorities and women to work in our IT department. This apprenticeship pilot program is expected to start in the fall of 2023.
 - 2) As part of a pay equity initiative, TRS adjusted the salaries of staff in our call center whose salaries are less than 50k . Most of the staff who are currently within this range are in our Member Services Department. Going forward, anyone who is hired in our Call Center unit will start at a higher of 50k or more.
 - 3) Executive Management is currently developing the 2023 diversity report with data which compares gender, race and salaries in the agency across all departments. Last year’s 2022 report looked at the self-reported ethnicity/race information as well as the pay and promotional records that were not related to Collective Bargaining Agreements or Mayoral Order. This report has been very instrumental in providing information to Executive Management in order to provide DEI salary increases.
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 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.

I sent the email reminding all employees to update their self-identification data on 8/28/23.

3. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

The agency EEO Officer meets on a quarterly basis with the Agency head and HR Director to review the CEEDS reports. Once the EEO officer receives the CEEDS report, she sets up the meeting. Our new DEI Deputy Director will be included in the next quarterly review meeting so that her planned DEI initiatives can be centered around the data that is presented on the reports. The goal for each meeting is to discuss and brainstorm ideas on how to address the underutilized areas and the recruitment plan that can also help with addressing these underutilization issues.

- 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).

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:

The Teachers' Retirement System is committed to recruiting, developing, and retaining a workforce that is inclusive of the diversity that is reflected in our city. In FY2024 TRS is excited to be part of an apprenticeship program which will recruit women and people of color in our IT department. This initiative will help address underutilization of minorities and women in our IT department. TRS will also implement two new workforce initiatives such as launching access to LinkedIn to employees, will provide a new Training and Development opportunity for all employees to enhance various skills in the area of people management ,leadership, personal development , technology and business and analytical. Another great imitative in FY2024 is a coaching training geared for Managers in the agency.

❖ Workplace:

In FY2024, 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 in order to eliminate implicit bias when interviewing and recruiting. TRS will continue to provide the 2nd year of a mentoring program which helps employees receive feedback in order to enhance their career path at TRS. In FY2023, our Quality of Work Life committee will join with our DEI unit to ensure that all Quality of Work Life events at TRS have a DEI component to it. TRS will also continue to enhance their internship program for students in the summer to ensure diversity.

❖ **Community:**

TRS will continue to use MWBE vendors particularly when contracting with outside vendor. Training opportunities in our Member Services Department will target the customer service function in order to improve our services to our members.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- **DEI breakfast (agency-wide)** -TRS is hosting its first DEI Breakfast event we have invited a world-renowned, best-selling author Tiffany Pham . She speaks on a regular basis at the United Nations to present gender policy recommendations, as well as MSNBC, Bloomberg, Viacom, Microsoft, AOL, Prudential, SXSW, Harvard Business School, Wharton Business School, Scripps Research Institute, Paris, Berlin, Vienna, Panama & Dubai.
- **DEI calendar to be established which captures affinity groups-** agency-shared calendar to serve as a signal to acknowledge all groups and to plan events and/or communications for all employees.
- **Culture Survey** -Survey will be administered to gauge employee engagement, identify most critical aspects of TRS culture to help drive change with significant impact.

2. Planned Programs, Initiatives, Actions

In FY24, EEO and D&I will work in collaboration to try and implement more awareness of the Diversity and Inclusion effort at TRS. This includes ensuring that workshops held for employees as well as guest speakers have D&I content. We also would like to continue having leadership and managers undergo training in unconscious bias and active listening.

A. Workforce

In FY2024 TRS will address underutilization by promoting the following initiatives:

- **Multiverse** - To address underutilization of women and people of color in technology, build a diverse workforce and remove barriers for marginalized communities, TRS will pilot an apprenticeship program. The pilot will include 6 diverse and high potential new hires who will bring unique perspectives to our organization and remain committed for the long-term.
- **LinkedIn / Professional Development** - TRS is implementing a new policy, effective September 1, 2023, to allow employees (and temps) to access LinkedIn learning to improve personal and professional development, employee retention and upskilling.

- **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.
- **Coaching for Managers** - Current managers will undergo a 2-day program teaches core skills than enable richer, more transparent, and more productive conversations. These conversations expand perspectives, build capability and nurture an environment of psychological safety and trust.
- As stated in the first section of the plan, the agency has decided to take the approach of developing a pilot apprenticeship program. Our Apprenticeship program will contribute to building a diverse and inclusive workforce within TRS. By actively recruiting young people of color and women, we can foster diversity in our IT department, promoting creativity, different perspectives, and improved problem-solving abilities. Investing in IT apprenticeships will show our commitment to social responsibility. By providing opportunities for skills development and employment for young people of color and women, we are contributing to the growth of the local workforce and economy in these underrepresented communities.
- 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

- **Implicit Bias** – Hiring/Recruitment Managers Planning to provide training to managers in the areas of interviewing skills (interviewing 101, structured interviews), implicit/unconscious bias.
- **2nd year of our TRS Mentoring program** – TRS held a successful Mentoring Program for a second year in a row. The program served 17 employees for a total of 8 months. The Mentoring Program is designed to offer professional development opportunities and skills enhancements for mentees. Mentees are guided and encouraged to take ownership of their career development plan. This is accomplished by matching mentees with mentors that have

experience, knowledge, and adequate leadership skills to serve as a bridge between the mentee and TRS' organizational needs.

- **Recognition Ceremony-** Our Quality of Work Life Committee organizes an annual Employee Recognition Ceremony to celebrate years of service, present honorary awards, and highlight outstanding contributions to the agency.
- **Internship Program** -Every summer, we welcome enthusiastic summer interns who will bring fresh perspectives and contribute to our shared success. In addition to the regular work responsibilities, the program also includes learning workshops, meetings with Directors and group projects.

[Select the options that apply to your agency.]

- Promote employee involvement by supporting Employee Resource Groups (ERGs). TRS is in the process of sending out a survey to see the interest in ERG's.

List below the names of existing ERGs:

- 1.
- 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

In FY2024, 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.

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 – Rosa reached out to Ival
- 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, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.

HR has established a LinkedIn account to diversify our recruitment sources. Last month we participated in a hiring hall facilitate by DCAS where we made contact with over 50 diverse candidates.

To address underutilization of women and people of color in technology, build a diverse workforce and remove barriers for marginalized communities, TRS will pilot an apprenticeship program. The pilot will include 6 diverse and high potential new hires who will bring unique perspectives to our organization and remain committed for the long-term.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and 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. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
8/8/2023	NYC Government Hiring Hall	Manhattan

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

TRS currently does not plan to have any recruitment activities which require expenditures .

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

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. Medical Board
3. Alumni Group
4. Pension and Investments
5. The Chief and Alumni Associations

D. Internships/Fellowships

TRS summer internship program has increased in numbers in the past few years. We currently have 32 summer interns this year. Our Summer Internship Program includes learning workshops, meetings with TRS Directors and intern group projects. For FY 24, we are looking to utilize Linked-In and CUNY job posting platforms to recruit for interns.

TRS also has several college aides working during the school year. In the past, many college aides were hired full-time upon graduation.

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	Thirty one (31)	8 White Females 7 White Males 3 Black Females 3 Black Males 5 Asian Females 5 Asian Males	M __16 F_15_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify): College aides	Six (6)	2 White Males 1 Asian Female 2 Hispanic Females 1 Hispanic Male	M _3_ F_3_ 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 1 [number] new applications for the program were received and 1 participants left the program due to [state reasons] [separation of service](#).

[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.]

Our HR department is in the process of reviewing our needs to identify positions where we can utilize the 55-a Program. We will look into partnering with MOPD to see how to best hire and retain individuals with disabilities as part of the 55-a program.

- 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

Communications will be sent out, as they become available, to staff regarding Civil Service 101 Sessions, Upcoming DCAS Exams, and DCAS Trainings. The career counselor is available for one on one consultation with employees.

B. New Hires and Promotions

All promotional opportunities are reviewed to ensure fairness. The EEO is consulted as needed. TRS maintains it own applicant log. We have revised postings to ensure descriptions eliminate structural barriers to employment.

C. EEO Role in Hiring and Selection Process

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

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? *[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 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.)	All employees of the agency. Our projected headcount in FY24 is 369.	December 2024
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)	All Employees of the agency . Our projected headcount in FY24 is 369.	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	All Employees of the agency. Our projected headcount in FY24 is 369.	Jan 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			

8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

Staff who request a reasonable accommodation have a 95% final response rate within the first 2 weeks of their submission date. This is a much sooner response rate than the 30 day window that is required of any agency. TRS’s reasonable accommodation process requires that anyone who is requesting a reasonable accommodation submits a form to the EEO Officer. The dialogue process begins when the form is submitted until the final determination is made. A final determination form is then submitted to the applicant for the reasonable accommodation. There has not been any appeals in the past years but if an appeal should be made by the staff or applicant, then the EEO officer will ensure that the agency head reviews this appeal and makes the final determination within 15 days. We have sent a refresher email to all staff in November reminding staff of our reasonable accommodation policy and procedure and where it can be located within our agencies intranet.

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:

The EEO Officer takes a look on the monthly basis at how many EEO complaints and how many Reasonable accommodations were made in that month. The complaints are entered into the CAD system but prior to that the EEO officer meets with the Agency head to keep here updated on the volume of EEO complaints and reasonable accommodation requests and determine if any of them are at risk of becoming outstanding.

- 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 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 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

[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

December 11, 2023
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Rosa Polanco	rpolanco@trs.nyc.ny.us	212-612-5707
2.	Agency Deputy EEO Officer [if appointed]	N/A	N/A	N/A
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Rachel Viau	rviau@trs.nyc.ny.us	
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Tariq Wahdat	twahdat@trs.nyc.ny.us	212-612-5969
5.	ADA Coordinator	Rosa Polanco	rpolanco@trs.nyc.ny.us	212-612-5707
6.	Disability Rights Coordinator	Rosa Polanco	rpolanco@trs.nyc.ny.us	212-612-5707
7.	Disability Services Facilitator	Rosa Polanco	rpolanco@trs.nyc.ny.us	212-612-5426
8.	55-a Coordinator	Aneilla Netram	anetram@trs.nyc.ny.us	212-612-5762
9.	EEO Investigator(s)	Victor Tavarez	vtavarez@trs.nyc.ny.us	212-612-5521
10.	Career Counselor(s)	Dina Simon Aneilla Netram	dsimon@trs.nyc.ny.us anetram@trs.nyc.ny.us	212-612-5437 212-612-5762
11.	EEO Training Liaison(s)	Victor Tavarez	vtavarez@trs.nyc.ny.us	212-612-5521
12.	EEO Counselor(s)	Victor Tavarez	vtavarez@trs.nyc.ny.us	212-612-5521
13.	Other (specify)			

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

Agency Name:

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 [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write “N/A”]:

[Insert name of the Training Program]	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	
Brooklyn	
Manhattan	
Queens	
Staten Island	

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

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]