

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

**Fiscal Year 2025**

**New York City Police Pension Fund**



## Table of Contents

I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).....	3
II. Recognition and Accomplishments .....	4
III. Workforce Review and Analysis .....	5
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025.....	7
V. Recruitment.....	11
VI. Selection (Hiring and Promotion).....	14
VII. Training.....	17
VIII. Reasonable Accommodation .....	18
IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders.....	19
X. Audits and Corrective Measures .....	22
XI. Agency Head Signature .....	23
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors * .....	24

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

### EXECUTIVE DIRECTOR'S POLICY STATEMENT

The following Policy is the New York City's Equal Employment Opportunity (EEO) Policy. This Policy reflects the federal, state, and local laws that prohibit discrimination in employment. The New York City Police Pension Fund (NYCPPF) will follow and implement this policy with my strong commitment to preventing discrimination by ensuring that all of our employees, applicants for employment, external contractors, consultants, agency partners, and members of the public served by our agency are aware of their rights and obligations under this policy, and in providing a work environment that respects and values our differences.

As Executive Director, I want to make clear to every manager, supervisor, and employee of our agency that the NYCPPF remains firmly committed to recruitment, development, and retention of a diverse and inclusive workforce reflective of our City's population. It is incumbent upon every employee of this agency to make the same commitment to celebrate diversity and comply with the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the EEO Policy, promote a work environment that is fair and safe, and values equity, inclusion, and respect for all employees.

The NYC EEO Policy provides that all employment decisions be made on the basis of equal opportunity and not on the basis of: **actual or perceived race, color, national origin or ethnicity, immigration or citizenship status, religion or creed, gender/sex (including, pregnancy, childbirth or related medical conditions), gender identity or expression, disability, age (18 and over), military or veteran status, prior record of arrest, conviction record, or pending case, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, unemployment status, consumer credit history, familial status, salary history, sexual and reproductive health decisions, pre-employment marijuana testing, cannabis usage, height and weight.**

I strongly urge all employees to become familiar with the NYC EEO Policy and procedures and to access the resources available within the NYCPPF to address any concerns you may have. No employee of this agency should tolerate discriminatory treatment, harassment, or retaliation for reporting practices that violate this Policy. The NYC EEO Policy is one of our highest priorities and has my full support. The agency will disseminate the EEO Policy statement and 55a Program description on our communication boards including the NYCPPF DocuShare Intranet, and a hard copy is available in common areas of the facility.

In accordance with the New York City Human Rights Law, the NYCPPF provides reasonable accommodations for employees' pregnancy, childbirth, and related medical conditions, including accommodations for lactation to employees who express milk during work hours. The NYCPPF will not tolerate discrimination or harassment against any

employee based on the request for or usage of lactation accommodations. Please refer to Policy Number HR-0019 on DocuShare for more information.

The agency EEO Officer, an immediate supervisor, or the Human Resources Director should be contacted with any questions, inquiries, concerns, or complaints you may have regarding your EEO rights and any allegation of violation of the EEO Policy. The agency EEO Officer, Alana Bassit (212-693-5126, [ABassit@nycppf.org](mailto:ABassit@nycppf.org)) will serve as a resource for agency managers and supervisors. Our EEO Counselor is Stephanie Gallop (212-693-5123, [SGallop@nycppf.org](mailto:SGallop@nycppf.org)). The agency EEO Officer's contact information is prominently available to all employees and both EEO contacts serve as our Disability Rights Coordinators.

The agency is committed to maintaining a workplace free from all forms of harassment and discrimination prohibited by the City's EEO Policy. The following federal, state, and local agencies enforce laws against discrimination: The New York City Commission of Human Rights, the New York State Division of Human Rights, the United States Equal Employment Opportunity Commission (EEOC), and the Department of Justice. Information about how to contact these agencies can be found on the DCAS website at <https://www1.nyc.gov/site/dcas/agencies/equity-and-inclusion-resources.page>. Please note that there are statutory deadlines for filing complaints with each of these agencies. All complaints will be treated confidentially, promptly investigated, and employees who are found to have violated our EEO Policy are subject to discipline, up to and including termination.

☒ This statement is the same as last year.

**NOTE:** If this statement has been in use for more than **two** years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

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

- Disseminated information about DCAS CityTalk Panels: Black History Month - African Americans and the Arts on 2/26/24; Women's HERstory Month on 3/29/24; AAPI Heritage Month on 5/31/24; DCAS Pride Month on 6/27/24
- Disseminated information about presentations from the Mayor's Office for People with Disabilities: Deaf History Month on 4/18/24; Sexual Violence Awareness Month Denim Day on 4/24/24
- Disseminated agency wide emails recognizing the following: International Women's Day on 3/8/24

1. The EEO Officer sponsored and coordinated an Employee Appreciation Day event on March 1, 2024, to recognize all staff for their hard work and commitment to the Agency's mission and contributions to DEI goals.
2. Continuously roll-out annual and biennial trainings for all employees to promote EEO awareness. In FY 2024, the following trainings were deployed:
  - 99% compliance on Sexual Harassment Prevention e-training
  - 96% compliance on EEO Diversity & Inclusion e-training
3. In FY 2024, there was no underutilization reported for minority groups in any of the quarterly CEEDS reports.
4. In FY 2024, the Fund had the following HireSTAT's: Average Posting to Application Time (5.8 days); Average Application to Offer Time (23.9 days); Average Offer to Start Time (21.4 days); Candidate Finalization Period (10.6 days); Average Time to Start (44.4 days) based on 22 new hires as of May 28, 2024.

### III. Workforce Review and Analysis

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

**Total Headcount:** 144

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

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

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
  - Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
  - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
  - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The agency applies a combination of analysis and discretion to ensure that employees are being paid correctly according to their collective bargaining agreements and Mayor's Personnel Orders which includes the following:

- i. Tenure: The length of time an employee has been with the agency, which can affect their level of experience, job expertise, and additions to gross pay (i.e., service increments, longevity pay, recurring increment payments).
- ii. Performance Evaluations: Compensation is influenced by how well an employee meets their assigned tasks and duties.
- iii. Equity between Genders: The agency strives to maintain fair and equitable compensation between those who identify as men and women, ensuring there is no gender-based pay disparity.
- iv. Pay Ranges & Levels: The analysis of compensation data includes looking at the collective bargaining agreements and MPO's and ensuring that pay range & levels fall within the contractual agreements for specific titles.

These analyses are designed to be fair, equitable, and reflective of individual contributions. By considering these factors, the agency ensures that compensation data is aligned with the agreements, individual merit, and organizational values, promoting fairness, diversity, and performance excellence.

In the quarterly CEEDS report analysis, there are no Job Groups that are experiencing over- or under- utilization of a minority ethnic group or gender in FY 24.

2. 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 EBEPR210).

Unknown Race/Ethnicity   2   Unknown Gender   0   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.

**Agency Head**

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

**Human Resources**

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

**General Counsel**

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

**Other (Chief of Staff)**

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

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## **iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025**

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

### **A. WORKFORCE**

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

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

- The NYCPPF is committed to recruiting, developing, and retaining a diverse and inclusive workforce which resembles that of the NYC community.

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

### **Planned Programs, Initiatives, Actions aimed at Workforce:**

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

**[Note:** Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

The agency ensures that there will be a diverse applicant pool for the anticipated vacancies where job postings are posted on multiple platforms, encourages employees to take promotional civil service examinations, and uses the quarterly workforce dashboard to identify specific job groups where underutilization exists to guide recruitment efforts to build an inclusive and sustainable pipeline across all levels. With the recent SmartRecruiters platform launched by the City, we hope there will be an even more diverse applicant pool for our anticipated vacancies.

Specific actions and initiatives planned with respect to the Workforce are:

- Job postings are posted on multiple platforms such as SmartRecruiter, Indeed, NYC Careers, and internally within the agency's intranet and bulletin boards. Some positions are posted on LinkedIn. DCAS' civil service lists are also used to fill vacancies within the agency.
- Email blasts of scheduled open examinations available for filing are sent on a monthly basis to employees.
- Initiate pick-up and transfers using DP-72 for employees who receive a notice of hiring pool.
- Targeted emails are sent to employees permanently serving in underlying titles to apply for promotional civil service examinations.
- The agency analyzes and interprets the workforce reports to guide recruitment efforts based on the results of those reports.

The agency analyzes the quarterly workforce report and dashboard to identify specific job groups where underutilization exists. When underutilization has been identified of a certain sex or race within a specific job group, the final candidate selection process takes into account the demographic pool of candidates available. Note that targeted recruitment is



non-existent when using civil service lists, which is the primary method of how vacancies are filled.

Further, the EEO Officer serves as the Career Counselor for the agency and provides personal and professional development of employees by emailing the seasonal DCAS Citywide Training Catalog and meeting one-on-one with employees who express interest in pursuing a career with City government.

## **B. WORKPLACE**

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

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

- Established an agency-wide atmosphere of diversity and inclusion by recognizing key months/dates that relate to promoting diversity and inclusion.
- Self-Identification and Professional Skills in NYCAPS Employee Self-Service (ESS).

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

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

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

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

The NYCPPF sends agency wide emails to recognize key months/dates that relate to promoting diversity such as Black History Month, Women's History Month, Martin Luther King Jr. Day, Veteran's Day, Pride Month, and Hispanic American Heritage Month. In addition, the agency embarks in the Equity and Race Relations Initiatives from DCAS and the Mayor's Office such as CityTalk Panel Discussions, which are disseminated to all staff as part of our special initiatives to enhance equity.

-Disseminated information about DCAS CityTalk Panels: Black History Month - African Americans and the Arts on 2/26/24; Women's HERstory Month on 3/29/24; AAPI Heritage Month on 5/31/24; DCAS Pride Month on 6/27/24

-Disseminated information about presentations from the Mayor's Office: Deaf History Month on 4/18/24; Sexual Violence Awareness Month Denim Day on 4/24/24;

-Disseminated agency wide emails recognizing the following: International Women's Day on 3/8/24

The agency implements several surveys including, the Exit WISE survey for managers, the Citywide Onboarding survey and the Climate survey that values differences that each of our unique employees bring to work and maintaining focus on retaining talent across all levels. The Agency will continue to use the Exit WISE survey for voluntarily departing Managers and the Citywide Onboarding survey for all new hires.

In addition, the agency advises staff about modeling inclusive language in their email signature such as using their pronouns, encourages staff to update their self-identifying information regarding race/ethnicity, gender, and preferred name within ESS, and update their highest level of education including any licenses/certifications within ESS.

[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. N/A

- ☒ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

### **C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS**

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.**

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

- Incorporating our Workforce and Workplace initiatives will help promote an inclusive customer service practice that will spill over to our members and as a result, the community at large resulting in better service.

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

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

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Typically, throughout the year we host several educational programs such as Pension Seminars, Military Seminars, Women's Military Seminars, and an Orientation for the new recruits of the NYPD to promote and increase awareness about services provided by our agency.

The agency continues to promote diversity and EEO community outreach by participating with minority and women own business enterprises (M/WBE's) and there are several contracts that were awarded in FY 2024.

In FY 2025, the agency will:

- ☐ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☐ Expand language services for the public

## V. Recruitment

### A. Recruitment Efforts

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

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

The NYCPPF is an eHire agency, and therefore, all vacancies are posted on NYC Careers, SmartRecruiters and Indeed. Some harder-to-fill titles are posted on LinkedIn when looking for candidates with a specific skillset. All job postings include an up-to-date diversity, inclusion and equal opportunity employer messaging tagline. On eHire, all interviews are scheduled for all candidates. Recruitment efforts are assessed by reviewing the CEEDS underutilization report on a quarterly basis to determine whether such efforts adversely impact any particular

group. In addition, all hiring managers and recruiters have taken Structured Interviewing and Unconscious Bias training and Everybody Matters: EEO and Diversity & Inclusion Training.

## B. Recruitment for Civil Service Exams

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

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

Event Date	Event Name	Borough
	N/A	

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

Borough	Approximate Dollar Amount (\$)
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0
Other (include online)	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 diversify your workforce.]

### 1. Smart Recruiters

2. NYC Careers
3. Indeed
4. LinkedIn
5. Citywide Hiring Pools/Civil Service Lists

## 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	1	White	M _1 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):			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   1   [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   0   participants left the program due to [state reasons]   N/A  .

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

The agency uses the 55-a Program and currently has one participating employee.

The agency prominently displays the 55-a program brochure in agency common areas and on the agency intranet. Also, all new hires are given information about the 55-a program during on-boarding at New Hire Orientation and are advised to pass the information along to friends and family.

- ☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.
- ☐ Agency does not use the 55-a Program and has no participating employees.

## VI. Selection (Hiring and Promotion)

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

### A. Career Counselors

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

The agency Career Counselor promotes advancement by posting all job opportunities for promotion/transfer internally on Employee Self-Service (ESS), sending agency wide notifications of the DCAS monthly civil service exam schedule, a DCAS seasonal training catalog, and explains the civil service process to new hires and what it means to become a permanent civil servant. Employees who would like to develop their career paths are able to schedule a session with the Career Counselor as well.

## **B. New Hires and Promotions**

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

All vacancies, including senior level positions, are posted on eHire, as required by PSB 200-12. All hiring managers are scheduled for Structured Interviewing and Unconscious Bias training on a biennial basis and all interviews are conducted following the principals of this training. The selection and appointment process is based solely on the responses to the structured interviewing questions which are EEO-compliant and job related. The EEO Officer compares the demographics of current employees to the placements especially within specific job groups utilizing the CEEDS report.

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

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

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.

- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: \_\_\_\_\_

#### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).



## VII. Training

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

<b>Training Topic</b>	<b>Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)</b>	<b>Goal Number of Participants</b>	<b>Projected Dates</b>
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	0	
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.)	0	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	140	1/2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	0	
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	140	4/2025
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0	
7. Disability Awareness and Etiquette		0	
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		34	11/2025
9. Other (specify)			
10. Other (specify)			

## VIII. Reasonable Accommodation

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

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : Sal LoCascio, Chief of Staff
  - ☐ 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.

---

<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.

## 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.]

Kevin Holloran  
Print Name of Agency Head

  
Signature of Agency Head

4/7/2025  
Date

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

### Agency EEO Office mailing address:

233 Broadway, 25<sup>th</sup> Floor  
New York, NY 10279

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

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

	Title/Function	Name	Email	Telephone
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
2.	<b>Agency Deputy EEO Officer</b> [if appointed]			
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]			
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Sheanni Walker	<a href="mailto:SWalker@nycppf.org">SWalker@nycppf.org</a>	212-693-5068
5.	<b>ADA Coordinator</b>	Michael Ragone	<a href="mailto:MRagone@nycppf.org">MRagone@nycppf.org</a>	212-693-5127
6.	<b>Disability Rights Coordinator</b>	Alana Bassit, Stephanie Gallop		
7.	<b>Disability Services Facilitator</b>	Sal LoCascio	<a href="mailto:SLoCascio@nycppf.org">SLoCascio@nycppf.org</a>	212-693-5601
8.	<b>55-a Coordinator</b>	Michael Ragone	<a href="mailto:MRagone@nycppf.org">MRagone@nycppf.org</a>	212-693-5127
9.	<b>EEO Investigator(s)</b>			
10.	<b>EEO Counselor(s)</b>	Stephanie Gallop	<a href="mailto:SGallop@nycppf.org">SGallop@nycppf.org</a>	212-693-5123



11.	<b>EEO Training Liaison(s)</b>	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
12.	<b>Career Counselor(s)</b>	Alana Bassit	<a href="mailto:ABassit@nycppf.org">ABassit@nycppf.org</a>	212-693-5126
13.	<b>Other (specify)</b>			