




# sanitation

KATHRYN GARCIA  
Commissioner

125 Worth Street, Room 720  
New York, New York 10013  
Telephone (646) 885-4974  
Fax (212) 385-2560

## MEMORANDUM

TO: All Employees  
FROM: Kathryn Garcia   
DATE: July 25, 2014  
RE: *Equal Employment Practices Commission Audit*

---

The Equal Employment Practices Commission (EEPC) conducts comprehensive audits every four years of each of the City's agencies' EEO Programs. A recent audit of DSNY's *EEO Program* has been completed.

While the EEPC made some recommendations designed to enhance our existing Program, I am proud to say that the EEPC has found the *Department of Sanitation* in full compliance with the provisions of the *Citywide EEO Policy*. Among the topics we received high grades for were:

- The Distribution and Posting of EEO Policies
- EEO Training for All Employees
- The Procedures established for EEO Complaints & Investigations
- EEO's handling of Reasonable Accommodations for Employees
- EEO Responsibility as handled by the DSNY EEO Office and DSNY Managers & Supervisors

Suggestions regarding Selection and Recruitment of new hires were offered by the EEPC. Our EEO Office has therefore, been proactive in developing *Structured Interviewing Training* for hiring Managers. This specialized training explains the technique of formulating appropriate interview questions when interviewing and evaluating *all* potential candidates for both civilian and uniformed positions.

Additionally, the Department expressed its commitment to seeking out new recruitment sources when hiring for discretionary positions, such as community and professional organizations serving women, minorities and other protected groups throughout the City. Specialized publications and websites have also been identified which will provide greater outreach to those groups which continue to be underrepresented in particular titles within the Department.

The goal of these new initiatives, together with our newly developed *Diversity & Inclusion Program* is to always aim for a workplace where employees thrive in an environment of respect and fairness. By offering consistent and on-going chances for success in their work life, the Department recognizes that, all individuals will be empowered to lead DSNY into the future.

[www.nyc.gov/sanitation](http://www.nyc.gov/sanitation)

1

KEEP NYC CLEAN



REDUCE, REUSE, RECYCLE



DON'T LITTER



printed on paper with no less than 30% post consumer Recycled material

I wish to encourage all staff to be proud of the important work you do each day and remember that every individual can bring his or her own unique ideas, values and perspectives to the workplace. Any employee who may have a complaint, a question, or requires more information about DSNY's and/or the City of New York's *EEO/Diversity/Inclusion Program* is welcome to contact the EEO Office at 212-437-4214 or reach out directly to Director Teresa Neal at [tneal@dsnyc.gov](mailto:tneal@dsnyc.gov).

Ultimately, DSNY is committed to a workplace where "*Everybody Matters.*" I ask that all employees make equality of opportunity and respectful inclusiveness of everyone priorities, as they are mine! Let's show our DSNY STRENGTH !

KG