



Administration for Children's Services

150 William Street – 18th Floor
New York, New York 10038

WILLIAM C. BELL
Commissioner

MEMORANDUM

DATE: October 8, 2002

TO: ACS Staff

FROM: William C. Bell

A handwritten signature in cursive script, appearing to read "William C. Bell", is written over the "FROM:" line.

SUBJECT: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEOC) conducts audits of the Equal Employment Offices (EEO) of all city agencies. The most recent audit of the Administration for Children's Services Equal Employment Office covered a six month period, ending on August 31, 2002.

The EEOC made several recommendations to enhance the EEO practices of ACS, many of which have already been implemented. Some of these recommendations include:

- monitoring of agency bulletin boards to ensure the posting of EEO policy statements in ACS sites throughout the city;
- ensuring that structured interview training is provided to all employees involved in interviewing through DCAS;
- having supervisors and managers hold documented meetings with staff emphasizing their commitment to the EEO policies and to reaffirm the right of each employee to file a discrimination complaint with the EEO office; and
- disseminating written notification of the identity, location and telephone number of the agency's EEO officer.

I reaffirm ACS's strong commitment to maintaining fair employment practices for all employees and job applicants. It is essential that ACS prevent discrimination and ensure that all employees are aware of their rights and obligations under this policy. We should all encourage a work environment that tolerates and appreciates differences among employees and work together to maintain an atmosphere of appreciation for the diversity that is reflected in our staff.

All employees are encouraged to utilize the resources available within ACS and to address any concerns to ACS's EEO Officer, Mary Ann Salley, at (212) 487-8604.