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DATE: October 20, 2022

TO: DCAS Citywide Equity and Inclusion
New York City Council
New York City Equal Employment Practice Commission
Joan Richards, Secretary of the CSC (for Nancy G. Chaffetz) New York
City Civil Service Commission
Jerzy Warman, DCAS Citywide Equity and Inclusion
Syeda Alom-Mahmood, DCAS Citywide Equity, and Inclusion

FROM: Elizabeth Lundi, Assistant Commissioner, Office of Equal Employment
Opportunity

SUBJECT: Department of Correction, FY 2023 Annual Diversity & EEO Plan

Please see the attached Fiscal Year 2023 Department of Correction's Diversity and Equal Employment Opportunity Plan.

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

Fiscal Year 2023

NYC DEPARTMENT OF CORRECTION



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I. Commitment and Accountability Statement by the Agency Head

The Department of Correction is committed to creating a workplace where mutual respect thrives and where equal employment opportunities are available to all employees and applicants for employment without regard to their personal characteristics. Our goal is to create a diverse, inclusive workforce that is representative, at all levels, of the citizens of this great City. On behalf of the Department of Correction, 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. Every member of my leadership team, including the EEO Officer, and all managers and supervisors will work collectively 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 serve. 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. During Quarter 3 of Fiscal Year 2022, 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.

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. 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, Elizabeth Lundi, and Chief Diversity and Inclusion Officer, Lynelle Maginley-Liddie, will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees. I will involve the EEO Officer, Elizabeth Lundi, and Chief Diversity and Inclusion Officer, Lynelle Maginley-Liddie, in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

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. Various Departmental fraternal organizations worked with community organizations to provide support and aid to communities throughout the City of New York. Additionally, after a hiatus during the COVID-19 pandemic, the Department participated in parades and cultural events throughout the City of New York.
2. The Department celebrate employees during National Correctional Officers Week.
3. The Office of EEO in conjunction with the Office of Public Information celebrated the diversity and richness of DOC employees by recognizing various affinity months.
4. The Department continues to work to combat underutilization in key business area.
5. The Department continues to develop and encourage staff training and professional development opportunities.
6. The Department continues to provide study materials to individuals taking civil service exams and announces upcoming civil service exams.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 8,801 [This figure is available on the total line for your agency in the FY2022 Q4 EBEPR210 CEEDS report]

1. [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 2023, 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 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

The EEO Officer meets with the head of HR on a quarterly basis to discuss recruitment efforts for underutilized titles. Discussions are focused on recruitment methods, specifically how to best utilize diverse sources including job fairs and social media to recruit for various underutilized titles throughout the Agency. The Agency Head is updated on the progress of these efforts monthly.

- 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 (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 2023

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

- **Workforce:**

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

- The Department is currently working to recruit a new class of Correction Officers and improve staffing levels for the uniform staff as well as recruiting staff agency wide.
 - The Agency is creating incentives to retain staff such as participating in Flex Schedule Pilot Program for Attorneys.
 - The Department continues to support staff in all aspects of professional development by offering on-site trainings and encouraging staff to participate in various training programs.
 - Continue to work with Human Resources and managers throughout the Department to ensure that the interview process for promotion and selection is consistent and best practices are used.
 - The Department will continue to review the CEEDs underutilization report and take various measures to combat underutilization such as performing targeted outreach and working with fraternal and community organizations.
- **Workplace:**
 - The Department will continue to recognize employee achievements and has restarted the Employee Recognition Program.
 - The Agency has promoted various programs to encourage staff wellness, such as meditation activities.
 - Since the COVID-19 pandemic, the Agency has restarted in-person programming such as the HR Summer Series (informational sessions on NYCAPS use, retirement and the basics of civil service law), in person orientation sessions for new-hires and employee recognition events.
 - In FY 2023, the Department hopes to bring back in-person events such as health fairs and picnics to boost staff morale.
- **Community:**
 - The Department continues to develop its community relations efforts and plans to expand its efforts by hiring a Community Affairs Liaison.
 - The Department continues to sit on various committees and working groups to get input from community leaders.
 - The Department will continue to support Minority and Woman Owned Business Initiatives.
- **Equity, Inclusion and Race Relations Initiatives:**
 - The Department will continue to train staff on all aspects of equity and inclusion.
 - The Department will continue to celebrate diversity and partner with fraternal organizations on diversity programming.

2. Planned Programs, Initiatives, Actions

A. Workforce

- Down from twelve (12), DOC still has underutilization in the following six (6) job groups: Science Professionals; Social Services; Food Prep; Health Services; Craft; Laborers.
- The HR Unit in conjunction with the Office of EEO work to combat underutilization by doing targeted recruitment outlined in the below sections and by also determining if there are barriers to hiring.
- The Department has been attending many career fairs in the past fiscal year and will continue to attend career fairs, and creatively advertise for underutilized positions by using social media.

B. Workplace

- The Department works to create an inclusive workspace for all staff members. The Department works to ensure that all employees are trained on Executive Order 16 and Everybody Matters Training, and are aware of proper pronoun usage.
- The Department continues to promote diverse cultures by celebrating different heritages monthly and working with fraternal organizations.
- In May 2022, the Department has reconvened the Morale Committee. The purpose of the Morale Committee for this year has been to come up with a list of recommendations on how best to boost staff morale. The Committee meets once a month and conducts workshops and discussion groups surrounding topics on how to boost staff morale. Members then share that information and gain feedback from their colleagues both uniformed and non-uniformed. The members of the MC are also uniformed and non-uniformed staff from all the facilities, divisions, and units, as well as few retired staff.
- The *Advanced Certificate in Corrections Management (ACCM)* – a collaboration between John Jay College of Criminal Justice and the NYC Department of Correction is an intensive, two-year program for outstanding Uniformed employees in the ranks of Captain, Assistant Deputy Warden, Deputy Warden, or Deputy Warden in Command. The program is designed to better prepare selected candidates for senior leadership opportunities and to assist with change efforts within the Agency.

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

The Department does not have ERGs but has an active group of fraternal organizations and sports teams:

- Asian Jade Society
 - Association of Caribbean Americans in Correction
 - Boldest Sports Teams//Sporting Activities
 - Boldest Baseball
 - Boldest Cricket
 - Boldest Football
 - Boldest Hockey
 - Boldest Basketball
 - Boldest Boxing
 - Boldest Soccer
 - Boldest S.C.U.B.A.
 - Boldest Running
 - Correction Officers for Christ
 - Columbia Association
 - NYCD Corrections Desi Society
 - Disaster Relief Association
 - Emerald Society
 - Haitian Society
 - Hellenic Society
 - Fraternal Order of Police
 - Gay Officers Action League (GOAL)
 - Hispanic Society
 - Maccabee Society
 - Muslims Employed in City Corrections Association (MECCA)
 - Guardians Association
 - New York Dominican Officers Organization (NYDO)
 - Women in Correction
- 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

- The Department has restarted the *CEEDS* Program (Cadet Education, Empowerment & Development for Success)—a collaboration between John Jay College of Criminal Justice and the NYC Department of Correction is a one to two-year program for juniors and seniors that recruits students interested in Law Enforcement, Criminal Justice or Correction Studies and prepares them for future leadership opportunities at the NYC Department of Correction.
- The Department has restarted the *DOC Youth Explorers - The Law Enforcement Exploring Program* is a community service, career-oriented program designed to educate young adults, ages 14-21, about law enforcement and life skills.
- On August 22, 2022 the Department published a data portal on its website to offer the public a view of Departmental performance metrics and reform efforts via data, in an effort to increase transparency with the community. The data will continue to be updated throughout FY 2023.
- The Department participates in a Gun Safety Task Force with other city agencies to curb gun violence Citywide.
- The Department also participates in Board of Correction public meetings and New York City Council hearings during which the Department provides updates to the community on the overall progress of the Agency.
- The Department continues to partner and support MWBE vendors in capacities throughout the Agency.
- The Department through its fraternal organizations will continue to support community organizations in organizing donation drives and participating in volunteer efforts.
- The Department is currently meeting with neighborhood community groups to solicit feedback on the borough-based jails and will continue to meet with these community groups and criminal justice advocates in FY 2023.
- The Department has addressed community needs with respect to the visitation of incarcerated individuals. The Department works with community providers such as the Fortune Society and the Osbourne Association to assist individuals in pre-registering for visitation. The Department also continues to work with community partners in a Visit Working Group to make improvements in the visitation process.

In FY 2023, 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: The Department's HR Division continues to obtain feedback from Exit Interview Surveys and additionally has implemented a survey for potential employees who reject job offers with the Agency.
- Expand language services for the public

V. Recruitment

A. Recruitment Efforts

Uniformed (Correction Officer):

To continue the Department's efforts of building a diverse and inclusive applicant pool of Correction Officer Candidates, the Department employs a recruitment strategy built around Correction Officer Exams that includes:

- In-person recruitment consisting of career fairs, community events, and military events.
- Passive recruitment consisting of branded departmental vehicles, social media and internet advertisement, recruitment videos, and the department's recruitment website.
- Direct messaging with potential candidates and exam registrants via email, telephone calls, and text messages.

Non-Uniformed:

The Department employs several strategies to promote discretionary positions and civil service exams internally and externally that includes:

- The Agency has Advertised discretionary positions on the department's intranet page and the department's recruitment website (via link to Employee Self Service (ESS)).
- Shared job vacancy notices with the external partners such as the Mayor's Office for People with disabilities
- The Agency has utilized inclusive recruitment guides issued by the DCAS Citywide Equity and Inclusion to develop strategic recruitment plans.
- Other external recruitment efforts have been done via Tweeter, Instagram, Facebook, LinkedIn, Dice, Greystone, NY Times, Monster, Idealist, Indeed.
- The Agency has sent out Monthly department-wide emails to all staff listing the filing period for upcoming civil service exams.
- The Agency has offered all staff the opportunity to attend in-person, hands on information sessions that teach staff how to log onto ESS, and among other things, learn how to view and apply for jobs.
- Partnering with DCAS to offer all staff the opportunity to learn about becoming a permanent civil servant and all the aspects of the journey through DCAS's "Civil Service 101" lecture series.

B. Recruitment Sources

1. Social Media (Instagram, Facebook, Tweeter)
2. NY Times
3. Greystone
4. Idealist
5. Indeed
6. The John Jay CEEDs program resumed in October 2022.
7. The Department has been attending many career fairs in the past fiscal year and will continue to attend career fairs, and creatively advertise for underutilized positions by using social media.

RECRUITMENT EVENTS - JULY 1ST TO OCTOBER 12, 2022	
DATE	EVENT
07/08/22	Bay Plaza Mall Tabling
07/10/22	Carnaval De La Cultura
07/14/22	Alive After Five
07/17/22	NY Army National Guard
07/21/22	Palisades Mall
07/24/22	Myrtle Avenue Fest
07/28/22	Alive After Five
08/02/22	National Night Out
08/11/22	Alive After Five
08/13/22	Women in White
08/18/22	Community Resource Fair
08/20/22	NYPD/DESI Food/Resource Drive
08/20/22	Bronx Summer Explosion
08/25/22	Alive After Five

08/31/22	Hostos Community College Career Fair
09/10/22	Kiwanis Community Day
09/11/22	Rochdale Village Community Day
09/14/22	America Works Job Fair for Veterans
09/15/22	NYPL Career & Resource Expo
09/17/22	5th Annual Open House (Mind Makers) Street Fair
09/18/22	Carnival De La Cultura Queens
09/20/22	Palisades Mall Tabling
09/21/22	Bay Plaza Mall Tabling
09/22/22	Bay Plaza Mall Tabling
09/23/22	LaGuardia College Kick Off
09/27/22	Bay Plaza Mall Tabling
09/29/22	Kingsborough Fall Job Fair
10/01/22	Women in White Resource Fair
10/02/22	Atlantic Antic
10/06/22	John Jay Career & Internship Fair
10/10/22	Bay Plaza Mall Tabling
10/11/22	Bay Plaza Mall Tabling

C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __

3. Summer College Interns	14	1 Asian 5 Black 3 Hispanic 3 White 2 Unknown	M <u>3</u> F <u>11</u> Non-Binary <u> </u> Other <u> </u> Unknown <u> </u>
4. Summer Graduate Interns	11	1 Asian 1 Black 2 Hispanic 2 White 4 Unknown	M <u>1</u> F <u>9</u> Non-Binary <u> </u> Other <u> </u> Unknown <u> </u>
5. Other (specify): CUNY	12	12 Unknown	M <u>5</u> F <u>5</u> Non-Binary <u> </u> Other <u> </u> Unknown <u> </u>

DOC recruits both undergraduate and graduate interns for internships. The Department works with the CUNY schools as well as different colleges and universities throughout the country. The Department has recruited interns for entry-level positions and will continue to do so.

D. 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 **22** 55-a participants.
- There are **1** participant who have been in the program less than 2 years.
- In the last fiscal year, a total of **8** new applications for the program were received and **0** participants left the program]

The Department works with DCAS to recruit 55-a candidates and will continue to do so in FY 2023. The agency also works with the Mayor’s Office to solicit resumes of candidates for the 55-A program where necessary.

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

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).

- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Arrange for agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance and career opportunities.
- Provide information to staff on both internal and external Professional Development training sources.
- Explain the civil service process to staff and what it means to become a permanent civil servant. (Civil Service 101 given to employees in a Summer Series event by HR where DCAS presented the information via zoom).
- Provide technical assistance in applying for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Provide resources and support for:
 - ✓ Targeted job searches
 - ✓ Development job search strategies
 - ✓ Resume preparation
 - ✓ Review of effective interview techniques
 - ✓ Review of techniques to promote career growth and deal with change
 - ✓ Internship exploration

B. New Hires and Promotions

- The Agency developed a protocol for in-title promotions and salary increases.
- All vacancy notices are publicly announced including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- At least 85% of our managers at DOC have been trained in structured interviewing techniques to avoid unintentional biases in the hiring process. A plan of action will be implemented to train the newly appointed managers on structured interviewing.
- In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- Created a survey so that individuals who declined job offers can give feedback as to the reason why they declined.
- Use a diverse panel of interviewers to conduct the interview.

- EEO Officer is asked to review the interview questions.

C. EEO Role in Hiring and Selection Process

In FY 2023, 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 2023.

- 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 1 must be completed by March 31, 2023.)	2000	Per quarter.
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	N/A	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	8,000	08/31/2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	800-Recruits Classes Only Projected	08/31/2023
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	4,000	06/30/2023

6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees	N/A	N/A
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			

VIII. Reasonable Accommodation

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 Office of EEO continuously monitors trends and patterns of complaints and reasonable accommodation requests to determine if there are violations of policy within a specific worksite and/or to evaluate whether additional training or other measures are required. This information is reviewed each quarter when affirming data and statistics provided by DCAS as compared to internal tracking measures. Additionally, the type of request, work location of requestor and title of requestor are tracked by the Office of EEO to identify trends that develop. Generally, the Office of EEO makes all attempts to resolve RA requests within thirty days. An RA applicant can appeal a decision directly to the Deputy Commissioner of Human Resources. Within 10 days of receiving the appeal, the DC of HR must obtain and review any documentation related to the RA request and if needed consult with the DRC. Within five days of receiving the appeal, the DC of HR shall issue a return determination regarding the appeal.

- 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: Deputy Commissioner of Human Resources, Nadene Pinnock

- 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.

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 5 – September 1, 2022 – August 31, 2023) 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.

Due to the size of the Department, the current staffing levels in the EEO Office, and the complexity of many of our cases, closing complaints within the 90-day compliance timeline is often impractical. The EEO Office will make a serious effort to ensure complaints, specifically sexual harassment complaints, are closed within 90 days. All parties to a complaint will be made aware when additional time is required to complete an investigation and are given an estimated completion date.

- 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.

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.

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 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

D. 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 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.

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- Analyzed the 2020 Climate Survey data provided by DCAS.
- Will review or has reviewed the results of the survey with agency head and senior leadership.
- Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

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 _____ 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 2023 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 _____.
- Within the last two years the agency was involved in an audit conducted by the **EEPC** specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect
- The agency received a Certificate of Compliance from the auditing agency. **Certificate Attached.**

XI. Agency Head Signature

Louis Motina

Print Name of Agency Head

Louis Motina

Signature of Agency Head

10/20/22

Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Elizabeth T. Lundi	Elizabeth.Lundi@doc.nyc.gov	718-546-0871
2.	Agency Deputy EEO Officer	Florina Getman	Florina.Getman@doc.nyc.gov	718-546-0865
3.	Agency Chief Diversity and Inclusion Officer	Lynelle Maginley-Liddie	Lynelle.Maginley-Liddie@doc.nyc.gov	718-546-0814
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	Agency Diversity & Inclusion Officer [if designated]	Lynelle Maginley- Liddie	Lynelle.Maginley-Liddie@doc.nyc.gov	718-546-0814
6.	ADA Coordinator	Nancy Bleakley	Nancy.Bleakley@doc.nyc.gov	718-546-0943
7.	Disability Rights Coordinator	Nancy Bleakley	Nancy.Bleakley@doc.nyc.gov	718-546-0943
8.	Disability Services Facilitator	Willard Hunt	Willard.Hunt@doc.nyc.gov	718-546-3388
9.	55-a Coordinator	Darlene Oxendine	Darline.Oxendine@doc.nyc.gov	718-546-3204
10	Career Counselor(s)	Armando Chabran	Armando.Chabran@doc.nyc.gov	718-546-3149
11	Training Liaison(s)	Alan Straker	Allan.Straker@doc.nyc.gov	718-707-2367
12	EEO Counselor(s)	Cherelle Butler		718-579-8341
13		Crystal Coston	Crystal.Coston@doc.nyc.gov	718-546-3582
14		Henry Cui		718-546-2020
15		Kaaba Dowe	Kaaba.Dowe@doc.nyc.gov	718-546-1121

16		Jacqueline Franklin		718-546-6923
17		Kay Fraser		718-546-5763
18		Philip Greene	Philip.Greene@doc.nyc.gov	718-579-4300
19		Shao Huang	Shao.Huang@doc.nyc.gov	718-546-1360
20		Donald Ramos	Donald.Ramos@doc.nyc.gov	718-546-6420
21		Antonio Saltalamacchia	Antonio.Saltalamacchia@doc.nyc.gov	718-546-1121
22		Karen Smith		718-546-7420
23		Flo Ann Williams		718-546-2020

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies:

- Continue to train staff in all aspects of the EEO policy including the complaint process.
- Encourage staff to take supplementary EEO trainings at DCAS.
- Update EEO posters throughout the Department.
- Disseminate the EEO policy to all managers on a yearly basis and ensure the managers disseminate the policy to all staff members. Additionally, the policy will be disseminated to all employees via email and Departmental teletype.

➤ Intended reach

- All staff including managers and supervisors.

➤ Who will be responsible for implementing the action?

- The Office of EEO will work with the training and development unit, the Correction Academy and the Department's Public Information Unit.

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

➤ Planned actions, initiatives, programs, or policies:

- The Office of EEO will conduct facility tours and speak with staff members.
- Work to ensure EEO Counselors are trained and assist staff members in all of the facilities. EEO Counselors are the liaisons for the Office of EEO.
- Ensure the Department's intranet page is properly updated with the Office of EEO's information.
- Update EEO posters and distribute to all facilities and divisions- the posters will include the contact information for the Office of EEO.

➤ Intended reach

- All staff including managers and supervisors.

➤ Who will be responsible for implementing the action? The Office of EEO.

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

➤ Planned actions, initiatives, programs, or policies:

- As stated previously, continue to train staff on the EEO policy and the EEO complaint process.

- Ensure that all staff members receive a copy of the EEO complaint process (At A glance guide provided by DCAS).
 - **Intended reach**
 - Insert the EEO policy and EEO complaint procedures (at a glance version provided by DCAS) into the memo books of uniformed staff in order for them to have easy access to the information.
 - **Who will be responsible for implementing the action? The Office of EEO**
- 4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
- **Planned actions, initiatives, programs, or policies:**
 - As stated previously, continue to train staff on the EEO policy and the EEO complaint process.
 - Ensure that all staff members receive a copy of the EEO complaint process (At A glance guide provided by DCAS).
 - **Intended reach**
 - Insert the EEO policy and EEO complaint procedures (at a glance version provided by DCAS) into the memo books of uniformed staff in order for them to have easy access to the information
 - **Who will be responsible for implementing the action? The Office of EEO**
- 5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**
- **Planned actions, initiatives, programs, or policies:**
 - Targeted training of managers and supervisors.
 - Bi- annual meetings with managers and supervisors to discuss their obligations under the EEO policy.
 - **Intended reach**
 - Managers and supervisors will be met with in person to discuss these matters.
 - **Who will be responsible for implementing the action? The Office of EEO**

6. **Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

➤ **Planned actions, initiatives, programs, or policies:**

- Targeted training of managers and supervisors.
- Bi- annual meetings with managers and supervisors to discuss their obligations under the EEO policy.

➤ **Intended reach**

- Managers and supervisors will be met with in person to discuss these matters.

➤ **Who will be responsible for implementing the action? The Office of EEO**