

Teachers' Retirement System of NYC FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>TEACHERS' RETIREMENT SYSTEM OF NEW YORK CITY</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023	<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024	<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024		
Prepared by:			
Click or tap here to enter text. <u>Rosa A Polanco</u>	Click or tap here to enter text. EEO Officer <u></u>	Click or tap here to enter text. rpolanco@trs.nyc.ny.us	Click or tap here to enter text. <u>212-612-5707</u>
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>11/29/2023</u>			
FOR DCAS USE ONLY:		Date Received:	

Teachers' Retirement System of NYC FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): ____10/27/23____ No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

It was originally sent on 7/31/2023 by the agency head but it had to be revised . The revised version was sent to all agency employees on 10/27/23.

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

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III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2023): 355 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes On (Date): 8/28/2023 Yes again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

On-boarding of new employees

Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes - on (Dates): Q1 Review Date: to be held on 12/8/2023 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Agency Head

Human Resources

General Counsel

Other: D&I Deputy Director

Not conducted

Agency Head

Human Resources

General Counsel

Other _____

Not conducted

Agency Head

Human Resources

General Counsel

Other _____

Not conducted

Agency Head

Human Resources

General Counsel

Other _____

Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [Copy Workforce goal from FY 2024 DEI-EEO plan]

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

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of

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communities that are served. How do you evaluate the effectiveness of these actions?

TRS has partnered with a company who has recruited and training 6 people of color and some of them women in our IT department. Five of the six employees commenced working in September 2023. This will help diversify more our IT Department and help with the underutilization categories as indicated in the latest CEEDS report from Q1. Our mentoring program has also entered our 2nd year . It commenced in October 2023 with 10 employees who registered as mentees. We are happy that it was very successful the 1st year and received very positive feedback from the mentees.

Workforce Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Our mentoring program has also entered our 2nd year . It commenced in October 2023 with 10 employees who registered as mentees. We are happy that it was very successful the 1st year and received very positive feedback from the mentees. The population of the new mentees are from different ethnicities and a combination of males and females.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

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Workforce Goal #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Encourage Managers to take implicit bias trainings in order to eliminate biases when recruiting and interviewing.

The EEO Officer sent an email to all managers in November 2023, strongly encouraging them to take DEI-EEO trainings such as The Power of Words, Can We talk ? , Moving from Bystander to Upstander , Building and Inclusive Culture: Understanding Unconscious Bias. Although the email was sent in November to remind them of the classes, the EEO officer will continue to send reminder emails to all managers whenever new courses are available .

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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4. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Our internal Quality of Work Life Committee will join with DEI in order ensure that all Quality of Work Life events in the agency have a DEI component.

The combined effort of the QWL committee and DEI has already commenced. In October , DEI and QWL gladly hosted a speaker to come in and speak about her career path as an Asian woman. This is just one of many events that will be held in the agency to promote diversity, equity and inclusion for all of our employees.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

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Starting in FY24, the EEO Officer will meet not only with the agency head and HR director, but also with the DEI Deputy Director in order to review the CEEDS Quarterly Reports. Having the DEI Deputy Director who manages all of the DEI events in the agency and assists the HR Director in strategic recruitment planning will help in discussing new ways in addressing the underutilization identified. A clear agenda will be distributed during each meeting to make it more concise.

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Implicit Bias- – Hiring/Recruitment Managers - Planning to provide training to managers in the areas of interviewing skills (interviewing 101, structured interviews), implicit/unconscious bias.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Starting in FY24, Hiring managers are being provided an interview briefing which provides an overview of below:

Hiring managers are provided an interview briefing which provides an overview of below:

- ☐ Introduction
- ☐ Recruitment Strategy Meeting Checklist
- ☐ Understanding your role as a hiring manager
- ☐ Implicit Bias
- ☐ Behavioral Interview Guide
- ☐ Sample Behavioral Interview Questions – Non-Manager
- ☐ Recruitment Do's and Don'ts: Best Practices

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TRS also has a candidate evaluation which is a resource for managers.

An email was also sent to all managers by the EEO Officer strongly encouraging them to take unconscious bias trainings along with other DEI-EEO trainings. This effort will be ongoing.

Workplace Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Workplace goal from FY 2024 DEI-EEO plan]

2nd year of our TRS Mentoring program – TRS held a successful Mentoring Program for a second year in a row. The program served 17 employees for a total of 8 months. The Mentoring Program is designed to offer professional development opportunities and skills enhancements for mentees. Mentees are guided and encouraged to take ownership of their career development plan. This is accomplished by matching mentees with mentors that have experience, knowledge, and adequate leadership skills to serve as a bridge between the mentee and TRS' organizational needs.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

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The Mentoring program commenced in November 2023. The 10 mentees from the agency have been assigned mentors such as Directors, Deputy Directors ,etc who will meet with them to review their goals and progress throughout the weeks of the program.

Workplace Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Recognition Ceremony- Our Quality of Work Life Committee organizes an annual Employee Recognition Ceremony to celebrate years of service, present honorary awards, and highlight outstanding contributions to the agency.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

The goal is to have this recognition ceremony held in the Spring of 2024. Since the Quality of Work Life Committee is now joined with DEI , we are planning a recognition ceremony that also highlights DEI efforts for employees.

Workplace Goal #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input checked="" type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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4. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Internship Program -Every summer, we welcome enthusiastic summer interns who will bring fresh perspectives and contribute to our shared success. In addition to the regular work responsibilities, the program also includes learning workshops, meetings with Directors and group projects.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

The Internship program for the summer of 2023 was another successful year. We had 31 summer interns made up of College students , both undergraduate and graduate students. The students were made up of different ethnic backgrounds and almost equal amount of males and females.

Workplace Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [Copy Community goal from FY 2024 DEI-EEO plan]

In FY2024, TRS will continue to plan and promote diversity and EEO community outreach by making sure more MWBE vendors are part of our vendor community . We will promote this participation as part of our recruitment strategies.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?

Procurement unit continue to research and include MWBE vendors in most of all of our sourcing opportunities.

Community Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. [Copy Community goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?

Community Goal #2 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

3. [Copy Community goal from FY 2024 DEI-EEO plan]

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Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. [Copy Community goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

DEI breakfast (agency-wide)

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

TRS is hosting its first DEI Breakfast event in October 2023 we have invited a world-renowned, best-selling author Tiffany Pham and guest speaker . She speaks on a regular basis at the United Nations to present gender policy recommendations, as well as MSNBC, Bloomberg, Viacom, Microsoft, AOL, Prudential, SXSW, Harvard Business School, Wharton Business School, Scripps Research Institute, Paris, Berlin, Vienna, Panama & Dubai

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

DEI calendar to be established which captures affinity groups

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Agency-shared calendar to serve as a signal to acknowledge all groups and to plan events and/or communications for all employees.

The D&I calendar status is “ongoing” as we have been working with our Public Information office to get images and templates created. We are hoping that we can begin in mid January .

Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

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Culture Survey

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Survey will be administered to gauge employee engagement, identify most critical aspects of TRS culture to help drive change with significant impact.

We are currently in a bit of a roadblock and is waiting to see the results of the most recent survey held agency wide.

Equity, Inclusion and Race Relations Initiative #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. **[Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]**

Multiverse talent recruitment company

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

To address underutilization of women and people of color in technology, build a diverse workforce and remove barriers for marginalized

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communities, TRS will pilot an apprenticeship program. The pilot will include 6 diverse and high potential new hires who will bring unique perspectives to our organization and remain committed for the long-term.

Equity, Inclusion and Race Relations Initiative #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

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

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

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

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

As of the end of Q1 FY24, 5 of the 6 candidates have been selected to commence in October 2024 in our IT Department.

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Recruitment Initiatives/Strategies #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #4 Updates:

- Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough

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

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx				
Brooklyn				
Manhattan				
Queens				
Staten Island				

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. Multiverse- a talent recruiting and training company which specializes in training individuals from diverse backgrounds. We utilized them to help train and select 6 new hires from various ethnic and racial backgrounds to work in our IT Department.

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- 2.
- 3.
- 4.
- 5.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White **15**___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: **31**

Race/Ethnicity* [#s]: Black **6**___ Hispanic___ Asian/Pacific Islander **10**___ Native American___ White___ Two or more Races___

Gender* [#s]: M **15**___ F **16**___ N-B ___ O ___ U ___

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4. Summer Graduate Interns Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. Other (specify) Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

Additional comments: EEO will work with HR to diversify more the summer college internship program when they start in June of 2024.

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E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 0 Q2 (12/31/2023): Q3 (3/31/2024): Q4 (6/30/2024):

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter participants left the program due to [state reasons] .

During the 2nd Quarter, a total of [number] new applications for the program were received.

During the 2nd Quarter participants left the program due to [state reasons] .

During the 3rd Quarter, a total of [number] new applications for the program were received.

During the 3rd Quarter participants left the program due to [state reasons] .

During the 4th Quarter, a total of [number] new applications for the program were received.

During the 4th Quarter participants left the program due to [state reasons] .

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: Yes No

in training sessions: Yes No

on the agency website: Yes No

through an agency newsletter: Yes No

Other: discussed during Career Counseling when applicable

2. _____

3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

The career counselor's contact was disseminated to all staff so that they can make an appointment to discuss any career development questions or concerns they have. All promotion or transfer opportunities are notified to all staff via email when a new job posting is available. This allows our staff to apply for those positions and be taken into consideration before outside applicants.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

Methods include selecting the most qualified candidate based on their credentials, structured interviews, interview evaluations, and references.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The EEO officer is currently not part of the selection process but is notified if there are any EEO related concerns after a candidate is interviewed.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

This is not applicable as we have not had any layoffs or terminations in this quarter .

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5. Other: All managers who are considered “hiring managers” will be required to take the Structured Interviewing session provided by DCAS in January 2024. Also, the EEO officer will notify all managers when trainings such as Unconscious bias are being offered for all managers to take.

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>31</u>	# <u>4</u>	# <u>0</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD)

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Database:

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-ctwapx02.csc.nycnet/Login.aspx>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC _____.

Attach the audit recommendations by EEPC or the other auditing agency. – I am attaching a copy of EEPC's last corrective action email.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.

The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.	2.	3.				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:				
Employee's Name & Title							
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:				
For New EEO Professionals:							
Name & Title	4.	5.	6.				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				
Name & Title							
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				

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Percent of Time Devoted to EEO	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 50%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
--------------------------------	---	---	--

Name & EEO Role	1.	2.	3.
EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4.		5.		6.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

Diversity and EEO Staffing as of __1st_Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	<u>Rosa A Polanco</u>	<u>Administrative Staff Analyst</u>	<u>70%</u>	rpolanco@trs.nyc.ny.us	<u>212-612-5707</u>
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	<u>Tariq Wahdat</u>	<u>Administrative Retirements Benefit Specialist (Non-Mgr)</u>	<u>50%</u>	twahdat@trs.nyc.ny.us	<u>212-612-5969</u>
Diversity & Inclusion Officer	<u>Rachel Viau</u>	<u>Administrative Director of Social Services</u>	<u>80%</u>	rviau@trs.nyc.ny.us	
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					

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ADA Coordinator	<u>Rosa A Polanco</u>	<u>Administrative Staff Analyst</u>	<u>50%</u>	rpolanco@trs.nyc.ny.us	<u>212-612-5707</u>
Disability Rights Coordinator					
Disability Services Facilitator	<u>Rosa Polanco</u>	<u>Administrative Staff Analyst</u>	<u>50%</u>	rpolanco@trs.nyc.ny.us	<u>212-612-5707</u>
55-a Coordinator	<u>Aneilla Netram</u>	<u>Administrative Retirements Benefits Specialist</u>	<u>40%</u>	anetram@trs.nyc.ny.us	<u>212-612-5762</u>
Career Counselor	<u>Aneilla Netram</u>	<u>Administrative Retirements Benefits Specialist</u>	<u>70%</u>	anetram@trs.nyc.ny.us	<u>212-612-5762</u>
EEO Counselor					
EEO Investigator					
EEO Counselor\ Investigator	<u>Victor Tavarez</u>	<u>Adm Manager Non Managerial</u>	<u>30%</u>	vtavarez@trs.nyc.ny.us	<u>212-612-5521</u>
Investigator/Trainer					
EEO Training Liaison					
Other (specify)					
Other (specify)					

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* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.