



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August 19, 2008

Dear Employees:

It is the policy of the Office of the Brooklyn Borough President, to be an equal opportunity employer. In keeping with this policy, the Office of the Brooklyn Borough President has and will continue to administer all personnel policies, practices and benefits of employment in a non-discriminatory manner.

I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of the Office of the Brooklyn Borough President reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this policy in their areas of responsibility.

Acts of unlawful discrimination or harassment among employees will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination of employment. Community Service Center Director and EEO Officer, Sandra Chapman, who is responsible for coordinating the Office program can be reached at (718) 802-3884. In addition, Planning and Development Deputy Director and EEO Counselor, Richard Bearak, can be contacted at (718) 802-4057 to discuss policies and practices.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. The policy is updated to include additional protected status categories, which are genetic predisposition, military status, and status as a victim of domestic violence, sex offense or stalking. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at [www.nyc.gov/html/dcas/html/resources/eoo.shtml](http://www.nyc.gov/html/dcas/html/resources/eoo.shtml). I encourage all employees and those of the 18 Brooklyn community boards to contact Sandra or Richard to address any issues and complaints of illegal discrimination.

Sincerely,

  
Marty Markowitz


MM/sc

Enclosure: EEO Policy



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

TO: Brooklyn Borough President Office Employees  
Community Boards: 1, 2, 3, 4, 5, 7, 8, 12, 13, 15, 16, 17 and 18

FROM: Marty Markowitz 

SUBJECT: Equal Employment Practices Commission (EEPC)

DATE: May 25, 2007

---

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all of our employees and job applicants. I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of this office reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

In September 2006, the Equal Employment Practices Commission (Commission) began conducting an audit of this agency's Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006. At the conclusion of the audit, the Commission recommended the following actions that this office has included into its program.

**EEO and Reasonable Accommodations for Persons with Disabilities:**

○ **Recommendation:** The Brooklyn Borough President's Office should appoint a Disability Rights Coordinator. **Steps to Comply:** The Brooklyn Borough President sent a memo to staff informing them that Sandra, EEO Officer, is their Disability Rights Coordinator.

**EEO Complaint and Investigation Procedures**

○ **Recommendation:** The head of the Brooklyn Borough President's Office should sign-off on the "Confidential Written Report." **Steps to Comply:** The Agency head will sign all future confidential reports, which contain the agency's findings and recommendations.

### **EEO Training**

○ **Recommendation:** The Brooklyn Borough President Office should develop a plan to train existing and new employees. **Steps to Comply:** Training is scheduled for May 23, June 6, 7, and 8, 2007.

### **EEO Officer Reporting**

○ **Recommendation:** The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should prepare an agenda for or keep notes of meetings with the Chief of Staff. **Steps to Comply:** The Equal Employment Opportunity Officer will begin to prepare agendas prior to meetings and has started to include EEO reports in the agency's biweekly report to the agency head.

### **EEO Officer Responsibilities**

○ **Recommendation:** The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should be involved in developing job recruitment strategies. **Steps to Comply:** The agency's Director of Human Resources was directed by the Brooklyn Borough President to provide the Equal Employment Officer, starting FY 08, with a memo of updates and changes in the agency's selection of recruitment media.

### **Selection and Recruitment**

○ **Recommendation:** The Brooklyn Borough President's Office develop a plan to provide structured interview training to personnel involved in recruitment and hiring process. **Steps to Comply:** The Brooklyn Borough President's Office has received the Department of Citywide Administrative Services' PowerPoint presentation on structured interview training and has scheduled presentations for staff involved in interviewing process.

### **Job Performance/Advancement**

○ **Recommendation:** The Brooklyn Borough President's Office should post its job vacancy notices on bulletin boards or keep a binder in a central location. **Steps to Comply:** The Brooklyn Borough President's Office job positions are already posted on the bulletin board in the Human Resources Department. In addition, the agency's and New York City agency's job postings can be found in a binder in the Human Resources Department. The Brooklyn Borough President's Office started posting its vacancy notices on the agency's website. A memo was recently sent to staff notifying them of the location of the bulletin board and the binder, and that BBPO vacancy postings are posted on agency's website.