

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity is the law of the land. The city of New York is an equal opportunity employer. The city of New York is committed to achieving and maintaining equal employment opportunity for all persons as well as to a policy of non-discrimination in the hiring and promoting of applicant and employees.

It is the policy of the City of New York to afford equal employment opportunity to all persons regardless of SAND V SCARR CAMP

Sex	Sexual Orientation
Alien Status	Color
National Origin	Age
Disability	Race
	Religion
Veteran's status	Creed
	Affectional preference
	Marital status
	Prior Arrest and /or
	Conviction

Federal, State and local EEO laws developed from the Civil Rights movement of the 1960's and continues to expand. EEO laws are designed to protect people from discrimination in employment. There are nine (9) federal Rights Laws, a statement which are enclosed.

Title VII of the Civil Rights Act of 1964 is the broadest federal civil rights law.

Title VII, as amended by the Equal Employment Opportunity Act of 1972 and "Guidelines on Discrimination Because Of Sex" dated November 10, 1980, prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex and sexual harassment on the job. Institutions or agencies with 15 or more employees are covered under the amended act.

What is discrimination?

To discriminate means to acknowledge differences between people, and as a result, to treat them differently. Discrimination on the basis of factors unrelated to skills may be illegal.

Executive Order No.61 of 1981, together with city state and federal anti-discrimination laws relating to employment, states that New York City agencies must:

- 1.) Review all aspects of employment policies and practices as they relate to selection criteria, recruitment, hiring, promotion, transfer, disciplinary procedures, separations, benefits, agency-sponsored training, educational tuition assistance cue and other terms and conditions of employment.

- 2.) Determine whether any of the above policies and practices result in creating adverse impact on covered groups and prevent such groups from entry into, or advancement in, employment in accordance with their skills and abilities
- 3.) Recruit, hire and promote (within the framework of the Civil Service Law) in all job classifications without regard to race, color, creed, religion, sex, age national origin, sexual orientation, affectional preference, disability and marital status.
- 4.) Insure that promotion decisions and other personnel actions (ie compensation benefits, transfers, terminations, agency sponsored training, educational tuition assistance, social and recreation programs, will be administered without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, affectional preference, disability and marital status.
- 5.) Administer all personnel actions without regard to an applicant's or employee's prior conviction record, unless the conviction is directly related to the reliable performance of the job.
- 6.) Provide, pursuant to the Vocational Rehabilitation Act of 1973, equal employment opportunity to qualified disabled individuals.
- 7.) Comply with the provisions of Executive Order No.4 of 1978, barring discrimination in employment because of sexual orientation of affectional preference.
- 8.) Comply with the provisions of the Mayor's Directive No, 80-5 dated December 17, 1980 on sexual harassment in the workplace.

REVIEW

- 1.) According to the Equal Opportunity Law, you cannot discriminate against a person based on
 - a.)race
 - B.)style of hair
 - c.)color of eyes
 - d.)all of the above

EEO DISCRIMINATION COMPLAINT PROCEDURES

The detailed procedure, together with a sample complaint form, is enclosed in the packet as Addendum C.

The purpose of the procedures is for all complaints of discrimination to be handled promptly and in a timely manner by the EEO Office, whose goal is to provide effective relief for those affected by discrimination through counseling, conciliation, or referral, in order to promote a harmonious work environment.

I. When to File a Complaint.

A. Three (3) instances

1. If you feel that you are being discriminated against by a manager, supervisor or another employee because of SAND V SCARR CAMP.
2. If you feel that you have been sexually harassed by a manager, supervisor, or another employee.
3. If you believe that a manager, supervisor or another employee has harassed you or retaliated against you because you filed a discrimination complaint or cooperated in the investigation of a complaint.

II. Where to File a Complaint:

A. Contact your division's EEO Counselor or the agency EEO Office.

B. Contact a specific coordinator for issues related to disability, for ex. when an employee needs an accomodation for a disability.

III. What Happens When a Complaint is Filed?

A. The EEO Officer and the Counselors will treat the complaint in strict confidence, however, only personnel who are necessary to thoroughly investigate the allegations and resolve the complaint will be involved.

B. The EEO Officer will discuss the complainant's options on how to proceed.

C. The EEO Officer will prepare a confidential written report of the investigation to the agency head within 30 days of the date that the discrimination complaint was filed.

1. If the investigation reveals that discrimination took place, then the EEO Officer shall recommend appropriate corrective action.

2. Corrective action may include disciplinary measures such as formal reprimand, transfer, demotion or termination.

IV. Retaliation

Retaliation or harassment against a person who filed an EEO complaint or for cooperating in an investigation of an EEO complaint is unlawful and is cause for disciplinary action.

V. Places Where a Formal Complaint of Discrimination may be Made:

- A. N.Y.C. Commission on Human Rights
- B. N.Y.S. Division of Human Rights
- C. U.S. Equal Employment Opportunity Commission
- D. U.S. Department of Labor - Office of Federal Contract Compliance Programs

VI. Statutory Time Periods for the Timely Filing of Charges of Discrimination

A. The Time Period is Measured from the Occurrence or Date of a Discriminatory Action

- 1. If charges are filed with the N.Y.C. Commission on Human Rights, N.Y.S. Division on Human Rights, or EEO Office of a N.Y.C. Agency, then the Time Period is One (1) Year.

Note: If a civil action is filed first, then an administrative action with the N.Y.S. Division on Human Rights is precluded.

2. If charges are filed with the U.S. Equal Employment Opportunity Commission, then the Time Period is 180 Days. However, if a proceeding involving the same acts is first initiated before the State or N.Y.C., then the EEOC filing time is extended to 300 days. (240 days is recommended due to a 60 day deference to the state or local agency.

3. If charges are filed with the Office of Federal Contract Compliance Programs, the Time Period is 180 days.