

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #99/03-214: Preliminary Determination Pursuant to the Audit of the Office of Labor Relations and its compliance with the City Charter-mandated Affirmative Employment Plan from April 1, 1994 to September 30, 1996.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, the Equal Employment Practices Commission audited the Office of Labor Relations' compliance with the Affirmative Employment Plan; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the audit of the Office of Labor Relations and its compliance with the City Charter-mandated Affirmative Employment Plan (AEP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Although OLR maintained that the AEP was available in large print, there was no documentation to verify this assertion; nor was the AEP available on audio tape.
2. There was no documentation indicating that EEO Policies were distributed annually.
3. The AEP was not specifically discussed at orientation sessions for new clerical employees, nor could OLR verify that supervisors discussed the AEP with other new employees.
4. 84% of employee survey respondents are not aware of the AEP.
5. Supervisors/managers did not uniformly conduct meetings with their staffs to discuss the AEP.
6. The AEP was not uniformly available to all supervisors and 72% of employee survey respondents did not know how to obtain the AEP. The EEO Officer did not uniformly meet with supervisors to discuss their rights and responsibilities under the AEP.

7. Supervisors were not uniformly familiar with the AEP, nor did they discuss it with their staff. Fifty-two percent of employee survey respondents do not have copies of the discrimination complaint procedures.
8. OLR representatives were not aware of that the agency was required to make the AEP available to the public.
9. OLR's reasonable accommodation policy was not distributed during the audit period.
10. The Assistant Commissioner for Research and Administration did not communicate with the EEO Officer on issues impacted by EEO regulations, such as the development of recruitment strategies.
11. Selection, evaluation and promotion devices/criteria were not reviewed to determine if they have a disparate impact on protected group members.
12. OLR has not analyzed whether minority and women job applicants are rejected at a higher rate as compared Caucasian and male applicants.
13. OLR did not track ethnic and gender data of applicants interviewed for vacancies. Other applicant data was not maintained in an easily accessible manner.
14. Few employees involved in interviewing took the to structured interviewing.
15. The EEO Officer does not spend 100% of her time on EEO issues.
16. Supervisors were not uniformly informed that EEO performance would be part of their overall evaluation and were not evaluated on their EEO performance.

Approved unanimously on April 22, 1999

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner

Jeanette Diaz, Esq.
Commissioner

Frank Nicolazzi
Commissioner



Charles Hughes
Chairman

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #00/01-214C. Determination of implementation by the Office of Labor Relations of recommended corrective actions made by the EEPC pursuant to its audit of the New York City Office of Labor Relations Affirmative Employment Plan from April 1, 1994 to June 30, 1996.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to its audit of the New York City Office of Labor Relations, the Equal Employment Practices Commission issued a preliminary determination letter, dated May 12, 1999 setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC monitored the New York City Office of Labor Relations for six months, from September 1999 through February 2000, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, seventeen of seventeen of the aforementioned recommended corrective actions are required by the City's Equal Employment Opportunity Policy which replaced the former Affirmative Employment Plan (AEP). Now, Therefore,

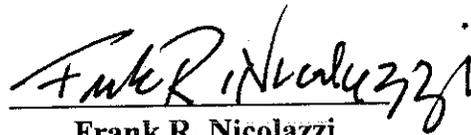
Be It Resolved,
that the New York City Office of Labor Relations has fully implemented seventeen of seventeen recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the New York City Office of Labor Relations, James F. Hanley, formally informing him that the agency has implemented seventeen of seventeen recommended corrective actions to the Commission's satisfaction.

Approved unanimously on April 6, 2000.

Manuel Mendez
Commissioner

Angela Cabrera
Commissioner

A handwritten signature in black ink, reading "Frank R. Nicolazzi". The signature is written in a cursive style with a horizontal line underneath the name.

Frank R. Nicolazzi
Vice-Chair



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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M E M O R A N D U M

TO: Office of Labor Relations Compliance File

FROM: Kimberly S. O'Neil, Compliance Coordinator *KSO'Neil*

SUBJECT: Compliance Initiation Meeting on August 25, 1999

DATE: August 26, 1999

Attendees:

EEPC: Abraham May, Jr., Executive Director
Liane Daniels, Deputy Director
Kimberly S. O'Neil, Compliance Coordinator

OLR: Jean North Brewer, Deputy Commissioner
Andrea Beach, EEO Officer

Purpose:

The purpose of the meeting was to discuss the audit compliance process with the staff of the Office of Labor Relations (OLR) and to determine the compliance monitoring period.

Summary:

Liane Daniels discussed the compliance reporting process and reviewed OLR's responses to EEPC's letter of preliminary determination.

Abraham May, Jr. reviewed the terms of the six month compliance reporting period. The reporting period can be terminated before six months if all required actions are satisfied earlier. The monthly compliance report is due by the 7th business day of each month. The final compliance report must be signed off by Commissioner James Hanley.

It was determined that the compliance reporting period commences September 1, 1999 and ends February 1, 2000. The first compliance report is due by October 11, 1999.