



**Department of
Education**

*About
Equal Employment
Opportunity
(EEO):*

KNOW YOUR RIGHTS

JOEL I. KLEIN
CHANCELLOR

MECCA E. SANTANA
DIRECTOR

**OFFICE OF EQUAL OPPORTUNITY
(OEO)**

65 COURT STREET, ROOM 923
BROOKLYN, NY 11201
(718) 935-3320

TOLL FREE 1-(877) ED CIVIL (332-4845)
FAX (718) 935-3775

<http://schools.nyc.gov/oco>

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to **race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction, except as permitted by law, predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.** This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Non-Discrimination in Collective Bargaining Agreements of the Department of Education of the City of New York.

Notes:

About EEO: Know Your Rights

Contents

EEO Introduction	1
The Non-Discrimination Policy	1
The Office of Equal Opportunity	1
The EEO Complaint Process	2-4
What can I do about discrimination?	2
Who can I complain about?	2
What about retaliation?	3
Can I file a complaint without giving my name?	3
How can I file a complaint?	3
How long do I have to file a complaint?	3
What happens during an EEO investigation?	3
What happens after an EEO investigation?	3
Will my privacy be protected?	4
What if I change my mind after I file a complaint?	4
What if I decide to file a complaint outside of the DOE?	4-5
How can I find more information about EEO?	5

EEO stands for Equal Employment Opportunity. Equal Employment Opportunity exists when decisions, practices and procedures relating to the workplace are made in a way that gives everyone a chance to succeed. This means that all decisions and practices relating to the hiring process and work-related activities must be made free of illegal discrimination. This booklet is intended to help you understand the New York City Department of Education's (DOE) Non-Discrimination Policy and to provide information on how you can address EEO issues in the workplace.

Notes:

NYC Department of Education Non-Discrimination Policy

The DOE policy provides equal opportunity for all employees and applicants for employment by ensuring that all locations throughout the DOE are free of illegal discrimination, including harassment based on race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), genetic predisposition (having something in your genes, which increases the risk of your having a disease or disability), sexual orientation or being a victim of domestic violence, sexual offenses or stalking. The policy provides an opportunity for employees and applicants to complain about discrimination and also protects them from retaliation when they make complaints or cooperate in the discrimination investigations of others. All DOE employees have the right to a workplace that is free of unlawful discrimination and harassment.

New York State Division of Human Rights

1 Fordham Plaza, 4th Floor

Bronx, NY 10458

(718) 741-8400

or

163 West 125th Street, 4th Floor

New York, NY 10027

(212) 961-8650 (voice); (212) 961-8999 (TTY)

or

20 Exchange Place, 2nd Floor

New York, NY 10005

(212) 480-2522

or

55 Hanson Place, 3rd Floor

Brooklyn, NY 11217

(718) 722-2856

Web site: www.nysdhr.com

Please Note: There are statutory deadlines for filing complaints with each of these agencies. If you wish to file a complaint with an external administrative agency, you should promptly contact any of the above agencies directly.

How can I find out more about EEO?

If you want more information, please contact the OEO at (718) 935-3320 or visit the OEO website at www.nyc.gov/schools/o eo. You may also download Chancellor's Regulation A-830 from the internet. The web address is: <http://docs.nycenet.edu/docushare/dsweb/Get/Document-45/A-830.pdf>

The EEO Complaint Process

What can I do about discrimination?

The DOE's Chancellor Regulation A-830 contains procedures for reporting and addressing issues of unlawful discrimination and harassment. You should follow these procedures whenever you believe you have an EEO complaint or are aware of a problem involving discrimination or harassment. You are also urged to contact OEO if you believe that discrimination or harassment is occurring. You also have the right to file a complaint with an external enforcement agency.

Who can I complain about?

The DOE's Non-Discrimination Policy applies to all DOE employees. You can also make an EEO complaint about the discriminatory conduct of a person you come in contact with while performing your duties who is not an employee of the agency, such as a consultant or vendor.

What about retaliation?

It is a violation of the DOE's Non-Discrimination Policy to retaliate against or harass any person for filing an EEO complaint, opposing discrimination in the workplace, or cooperating in an EEO investigation. You may not be retaliated against for seeking a reasonable accommodation. You should report any retaliatory behavior to OEO.

Can I file a complaint without giving my name?

Yes, but if you do not reveal your identity, it may be difficult to investigate your complaint.

How can I file a complaint?

You can meet personally with a representative from OEO. You can also file a complaint by calling (718) 935-3320, filing online at <http://schools.nyc.gov/Apps/Forms/OEO/ComplaintForm.aspx> or sending the A-830 complaint form to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201.

How long do I have to file a complaint?

Discrimination complaints must be filed within one year of the incident that you are complaining about.

What happens during an EEO investigation?

During an investigation, OEO will analyze the allegations in the complaint, interview all relevant parties, and review supporting documentation or other available evidence.

What happens after an EEO investigation?

OEO will issue a report summarizing the investigation and rendering a determination as to whether or not there has been a violation of Chancellor's Regulation A-830. If a violation has occurred, appropriate corrective action may be taken by DOE. This could include disciplinary measures, training for the accused and/or training for the specific work area or unit.

Will my privacy be protected?

The need for confidentiality will be balanced against the Department's obligation to cooperate with lawful investigations, to provide due process to the accused, and/or to take necessary action to conciliate, investigate, or resolve the complaint.

What if I change my mind after I file a complaint?

If you change your mind after you file a complaint, OEO may discontinue the investigation. However, OEO may determine that further investigation is required. If so, OEO will continue to address the discriminatory conduct alleged in the complaint and take appropriate action.

What if I decide to file a complaint outside of the DOE?

The following city, state and federal agencies enforce laws against discrimination:

New York City Commission on Human Rights

40 Rector Street, 9th Floor

New York, NY 10006

(212) 306-7450 (voice); (212) 306-7686 (TTY)

Web site: www.nyc.gov/html/cchr/home.html

United States Equal Employment Opportunity Commission

New York District Office

33 Whitehall Street, 5th Floor

New York, NY 10004

(212) 336-3620 (voice); (212) 336-3622 (TTY)

Web site: www.eeoc.gov