



Policy and Operating Guidelines

Title	Equal Employment Opportunity (EEO)
Policy Number	HR-002-POG
Responsible Office	Human Resources Division
Applicability	SCA Employees
Effective Date	01/30/2014
Date Revised	09/05/2018

Policy on Equal Opportunity and Non-Discrimination

The New York City School Construction Authority (“SCA”) is committed to a policy of equal employment. Diversity, inclusion, and an environment free from discrimination and harassment are central to the values of the SCA.

Employment decisions at the SCA will be made on the basis of merit, fitness, and equality of opportunity and without unlawful discrimination on the basis of:

- Actual or perceived race
- Age
- Alienage or citizenship status
- Color
- Disability
- Gender (which includes gender identity, and an individual’s actual or perceived sex)
- Genetic predisposition or carrier status
- Marital status
- Military status
- National origin
- Partnership status
- Pregnancy
- Prior record of arrest or conviction
- Religion or creed
- Sexual orientation
- Status (actual or perceived) as a victim of domestic violence, sexual offenses, or stalking
- Unemployment Status

Anti-discrimination protection applies to all terms and conditions of employment, including, but not limited to:

- Recruitment
- Promotions
- Testing
- Training opportunities
- Hiring
- Transfers
- Work assignments
- Discipline
- Salary and benefits
- Discharge
- Performance evaluations
- Working conditions

It is also SCA’s policy to provide reasonable accommodations when appropriate to individuals with disabilities, observing religious practices, or who are victims of domestic violence, sexual offenses, or stalking. Refer to SCA’s [Disability Discrimination Policy](#) and [Religious Discrimination Policy](#) for more information. Employees in need of an accommodation should contact SCA’s EEO Officer or their Human Resources (HR) Generalist.

The SCA is committed to preventing discrimination and harassment by ensuring that all employees are aware of their rights and obligations under this policy. The SCA shall promote these objectives through regular anti-discrimination and harassment training.



Policy and Operating Guidelines

Policy Against Sexual Harassment

Sexual harassment, a form of sex discrimination, is illegal under federal, state, and city laws, and will not be tolerated by the SCA. Employees who believe they have been sexually harassed are strongly encouraged to report the allegations to SCA's EEO Officer as soon as possible. Refer to SCA's [Sexual Harassment Policy](#) for more information.

Complaint and Investigation Operating Guideline

Any employee or applicant for employment (applicant) who believes that s/he is or has been the subject of unlawful employment discrimination or harassment is urged to contact SCA's EEO Officer or an EEO Counselor as soon as possible. SCA's EEO Officer and EEO Counselors are listed in the Contacts section. The EEO Officer shall investigate allegations of discriminatory practices or harassment in a manner that is prompt, fair, thorough, and confidential as possible.

Managers and supervisors who receive EEO complaints or who otherwise become aware of discrimination, shall notify the EEO Officer or an EEO Counselor immediately.

An employee has the right to meet privately with the EEO Officer or EEO Counselor during work hours; however, the employee shall obtain approval for leaving his/her work assignment. An employee need not disclose to a supervisor the details or the purpose of the meeting with the EEO Officer or EEO Counselor.

The EEO Officer or EEO Counselor shall interview the individual seeking assistance or filing a complaint to determine whether the individual seeks counseling, mediation, or wants to file a: (a) written internal complaint of unlawful discrimination for investigation by the EEO Officer and/or (b) formal complaint with an external administrative agency.

Investigation of Complaints

An individual may initiate an internal SCA formal complaint of unlawful discrimination by filing a written [Complaint of Discrimination form](#) with the EEO Officer.

An investigation shall be conducted by the EEO Officer, an EEO Counselor, or other individual, as appropriate, acting under the direction of the EEO Officer. The EEO Officer shall submit a confidential written report of the investigation to the President & CEO.

The President & CEO or designee shall review the EEO Officer's report and authorize any corrective action that s/he deems appropriate.

The EEO Officer shall advise all parties in writing of the outcome of the complaint.

Discipline and Other Corrective Action

Corrective action may include disciplinary action against any party found to have violated anti-discrimination laws or SCA's EEO Policy.

Corrective action in the form of disciplinary action such as reprimand, fine, suspension, probation, demotion, transfer, or termination shall be taken in accordance with applicable provisions of law, rules and regulations, and collective bargaining agreements.



Policy and Operating Guidelines

Confidentiality

SCA personnel shall respect employee confidentiality. Any information will be discussed only with those who have a need to know and whose input is necessary to resolve the issue.

Anti-Retaliation

This policy prohibits retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting a reasonable accommodation. Any individual who believes that s/he has been subjected to retaliation for having filed a complaint, cooperating in an investigation, or requesting a reasonable accommodation, is urged to file a complaint of retaliation with the EEO Officer or his/her HR Generalist. Any employee who engages in such retaliation shall be subject to disciplinary action, which may include reprimand, fine, suspension, probation, demotion, transfer, or termination.

Filing a Complaint with an External Regulatory Agency

Any individual who believes that s/he has suffered unlawful discrimination has a right to file a formal complaint with city, state, or federal regulatory agencies, some of which are listed below. There are statutory deadlines for filing complaints with each of these external regulatory agencies. The deadline in some instances is as short as 180 days.

Related Policies, Operating Guidelines, and Forms

HR-002a-POG – [Religious Discrimination](#)

HR-002b-POG – [Disability Discrimination](#)

HR-030-POG – [Employee Dating](#)

HR-031-POG – [Sexual Harassment](#)

HR-002-FRM-03 – [Request for Mediation](#)

HR-002-FRM-02 – [Complaint of Discrimination](#)



Policy and Operating Guidelines

Contacts

Title	Department	Phone
President & CEO	Executive Office	718-472-8003
Vice President & General Counsel	Legal Services	718-472-8395
Senior Director, Human Resources Division EEO Officer	Human Resources Division	718-472-8066
EEO Counselor	A/E In-House Design Studio	718-472-8624
EEO Counselor	Administrative Services	718-472-8015
EEO Counselor	Pre-Qualification	718-472-8326
Sr. HR Generalist	Human Resources Division	718-472-8063
Sr. HR Generalist	Human Resources Division	718-472-8061
Sr. HR Generalist	Human Resources Division	718-752-5779
HR Generalist	Human Resources Division	718-752-5225