

MEMORANDUM

Date: January 24, 2018

To: NCPC Staff

From: Marcel Acosta, Executive Director

Subject: NCPC Equal Employment Opportunity Policy and Program

Attached is the updated NCPC Equal Employment Opportunity Policy and Program. NCPC is committed to providing equal opportunity for all of its employees and applicants for employment in every aspect of their employment and working conditions.

To help carry out our EEO responsibilities, the following staff members have been appointed:

Grace Kim, EEO Program Manager

Camille Parks, Special Emphasis Program Manager

If the services of an EEO Counselor are needed, please contact Grace Kim at disabilityprogrammanager@ncpc.gov.

If you need additional information regarding policies and procedures, please contact Ms. Kim.

Attachments



2018

Equal Employment Opportunity Program Policy and Procedures

Policy and Procedures for the Equal Employment Opportunity Program,
Version 2.0

PREPARED BY THE NCPC EEO PROGRAM MANAGER

NATIONAL CAPITAL PLANNING COMMISSION | 401 NINTH STREET, NW SUITE 500 NORTH WASHINGTON, DC

Approval Signature

The *Equal Employment Opportunity Program Policy and Procedures*, version 2 was prepared for the use of the National Capital Planning Commission.

// ORIGINAL SIGNED //

Approved by & Date: _____

Marcel C. Acosta
Executive Director
National Capital Planning Commission

Document Change History

Version Number	Date	Author	Description
1.0	1/26/2010	OA	Initial Release
2.0	12/07/2017	Grace Kim	<ul style="list-style-type: none">• Implemented a new template with the following sections added: Purpose, Authority, and Updates.• Combined EEO roles and responsibilities in its own section, Section VII, Responsibilities.

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Equal Employment Opportunity Program Policy and Procedures

I. Purpose

The purpose of this policy is to provide guidance to carry out NCPC's Equal Employment Opportunity (EEO) responsibilities according to Federal laws, statutes, regulations, and policies to establish and maintain a model EEO Program.

II. Authority

Title VII of the Civil Rights Act of 1964 (Title VII), 42 U.S.C. §2000e et seq., and Section 501 of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended, 29 U.S.C. §791 et seq.

III. Updates

This policy supersedes all preceding NCPC EEO Program Policy. The following changes have been made to this version of the policy:

- Implemented a new template with the following sections added: Purpose, Authority, and Updates; and
- Combined EEO roles and responsibilities in its own section, Section VII, Responsibilities.

IV. EEO Program Policy

It is the policy of the Federal Government to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, disability, genetic information, or retaliation/reprisal and to promote equal employment opportunity through a continuing affirmative action program in each agency.

No person shall be subject to retaliation for opposing any practice made unlawful by federal law. See the list of Federal Equal Employment Opportunity Laws on the US EEOC website: <https://www.eeoc.gov/laws/index.cfm>

V. National Capital Planning Commission Program

NCPC will maintain a continuing affirmative program to promote equal opportunity and to identify and eliminate discriminatory practices and policies. In support of this program, NCPC will:

- (1) Provide sufficient resources to the program to ensure efficient and successful operations;
- (2) Provide for the prompt, fair and impartial processing of complaints in accordance with the law and the instructions contained in the EEOC Management Directives;
- (3) Conduct a continuing campaign to eradicate every form of prejudice or discrimination from NCPC's personnel policies, practices and working conditions;

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- (4) Communicate NCPC's equal employment opportunity policy and program and its employment needs to its sources of job candidates without regard to race, color, religion, sex, national origin, age, disability, or genetic information;
- (5) Review, evaluate and control managerial and supervisory performance in such a manner as to ensure a continuing affirmative application and vigorous enforcement of the policy of equal opportunity, and provide orientation, training and advice to managers and supervisors to ensure their understanding and implementation of the equal employment opportunity policy and program;
- (6) Take appropriate disciplinary action against employees who engage in discriminatory practices;
- (7) Make reasonable accommodation to the religious needs of applicants and employees when those accommodations can be made without undue hardship to the business of the agency;
- (8) Make reasonable accommodation to the known physical or mental limitations of qualified applicants and employees with handicaps unless the accommodation would impose an undue hardship on the business of the agency's program;
- (9) Establish a system for periodically evaluating the effectiveness of the agency's overall equal employment opportunity effort;
- (10) Provide opportunities to employees to enhance their skills through on-the-job training, and other training measures so that they may perform at their highest potential and advance in accordance with their abilities;
- (11) Inform employees of the affirmative equal employment opportunity policy and program and enlist their cooperation; and
- (12) Participate at the community level with other employers, schools and other public and private groups in cooperative action to improve employment opportunities and community conditions that affect employability.

VI. Implementation

In the agency's commitment to maintain a continuing affirmative program that will promote equal opportunity and to identify and eliminate discriminatory practices and policies, the NCPC will do the following:

- (1) Develop the plans, procedures and regulations necessary to carry out NCPC's program;
- (2) Appraise the personnel operations at regular intervals to ensure that we are in conformation with EEOC's directives;
- (3) Designate an EEO Program Manager, and a Special Emphasis Program Manager and provide any administrative support deemed necessary to carry out these functions. The EEO Program Manager will be under the immediate supervision of the agency head.
- (4) Make materials available to all employees and applicants informing them of employment opportunity programs and administrative and judicial remedial

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- procedures available to them and post such written materials throughout the workplace;
- (5) Make available upon request for the services of an EEO Counselor and ensure that agency employees cooperate with the EEO Counselor and agency EEO personnel in the processing and resolution of pre-complaint matters and complaints within NCPC and that full cooperation is provided to the EEOC in the course of appeals, including granting the EEOC routine access to personnel records of the agency when required in connection with an investigation; and,
 - (6) Publicize and post: the names and telephone numbers of the EEO Program Manager and Special Emphasis Program Manager; a notice of the time limits and necessity of contacting a Counselor before filing a complaint.

VII. Responsibilities

a. EEO Program Manager's Responsibility -

- (1) Advise the head of the agency with respect to the preparation of equal employment opportunity plans, procedures, regulations, reports and other matters pertaining to the policy in 29 CFR Sec. 1614 and NCPC policy;
- (2) Evaluate periodically the effectiveness of the total agency program and make recommendations to the head of the agency on any improvements or corrections needed, including remedial or disciplinary action with respect to managerial, supervisory or other employees who have failed in their responsibilities;
- (3) When authorized by the head of the agency, make or recommend changes in programs and procedures designed to eliminate discriminatory practices and to improve the agency's program for equal employment opportunity.
- (4) Provide counseling for aggrieved individuals and for the receipt and processing of individual and class complaints of discrimination; and
- (5) Assure that individual complaints are fairly and thoroughly investigated and that final decisions are issued in a timely manner.

- b. **Special Emphasis Program Manager's Responsibilities** - Identify barriers, devise solutions, advise management, and make recommendations that will help the agency to hire, advance and promote federal employees or applicants for federal employment on the basis of factors not related to job performance.