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"Rummaging in the government's attic"

Description of document: Home page of the Equal Employment Opportunity Commission (EEOC) intranet site (insite.eeoc.gov) including each page connected by one click/link to the INSITE home page, 2017

Requested date: 25-January-2017

Released date: 04-October-2017

Posted date: 23-October-2017

Source of document: FOIA Request
U.S. Equal Employment Opportunity Commission
131 M Street, NE
Washington, DC 20507
Email: FOIA@eeoc.gov
Fax: 202/663-4679

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U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Office of Legal Counsel

131 M St, N. E., Fifth Floor
Washington, D. C. 20507
Toll Free: (877)-895-1802
TTY (202) 663-7026
FAX (202) 653-6034
Website: www.eeoc.gov

October 4, 2017

Re: FOIA No.: 820-2017-002659 (EEOC Insite Home Page)

Your Freedom of Information Act (FOIA) request, received on January 25, 2017 is processed. Our search began on September 25, 2017. All agency records in creation as of September 25, 2017 are within the scope of EEOC's search for responsive records. The paragraph(s) checked below apply.

[X] Your request is granted in part and denied in part. Portions not released are withheld pursuant to the subsections of the FOIA indicated at the end of this letter. An attachment to this letter explains the use of these exemptions in more detail.

[X] You may contact the EEOC FOIA Public Liaison for further assistance or to discuss any aspect of your request. In addition, you may contact the Office of Government Information Services (OGIS) to inquire about the FOIA mediation services they offer.

The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at (202) 741-5770; toll free 1-877-684-6448; or facsimile at (202)741-5769.

The contact information for the FOIA Public Liaison: (see contact information in the above letterhead or under signature line).

[X] If you are not satisfied with the response to this request, you may administratively appeal in writing. Your appeal must be postmarked or electronically transmitted in 90 days from receipt of this letter to the Office of Legal Counsel, FOIA Programs, Equal Employment Opportunity Commission, 131 M Street, NE, 5NW02E, Washington, D.C. 20507, or by fax to (202) 653-6034, or by email to FOIA@eeoc.gov. <https://publicportalfoiapaal.eeoc.gov/palMain.aspx>. Your appeal will be governed by 29 C.F.R. § 1610.11.

Re: FOIA No.: 820-2017-002659

[X] See the attached Comments page for further information.

Sincerely,

/s/ Sdgarner

Stephanie D. Garner
Assistant Legal Counsel
(202) 663-4634
FOIA@eeoc.gov

Applicable Sections of the Freedom of Information Act, 5 U.S.C. § 552(b):

Exemption Codes Used:

(b)(7)(E)

Exemption (b)(7)(E) to the Freedom of Information Act (FOIA), 5 U.S.C. § 552(b)(7)(E) (2016), as amended by the FOIA Improvement Act of 2016, authorizes the Commission to withhold: law enforcement information that “would disclose techniques and procedures for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.”

RECORDS WITHHELD PURSUANT TO THE SEVENTH EXEMPTION TO THE FOIA

1. Business Operations and Strategic Planning page 4, Login and Password were withheld.
2. URL of 134 pages were withheld.

Comments

This is in response to your Freedom of Information Act (FOIA) request. You request a copy of the home page of EEOC's intranet site (insite.eeoc.gov). Each page connected by one click/link to the INSITE home page (i.e. one level down). Your request is granted in part and denied in part.

Attached are 139 pages of the EEOC INSITE home pages for your review.

This response was prepared by Tracy L. Smalls, Government Information Specialist, who may be reached at 202-663-4331.

For a full description of the exemption codes used please find them at the following URL:
<https://publicportalfoiapal.eeoc.gov/palMain.aspx>

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We value your input! Click here to let us know what you think!

What are you looking for?

Entire EEOC Site

Search

Advanced Search
Most Popular Searches

inSite Home > OCLA > 50th Anniversary - Equal Pay for Equal Work

Equal Pay Outreach toolkit

In this tool kit you will find resources for equal pay related outreach associated with Equal Pay Day (April 9, 2013) and the upcoming 50th Anniversary of the Equal Pay Act (June 10, 2013). These resources are intended to streamline your preparation for outreach by collecting equal pay related resources into one place. We will add new materials from time to time as they become available.

Material for General Audiences

2014. Equal Pay Day Statement from Chair Jacqueline A. Berrien
DOL EPA Guide for Employers
DOL EPA Guide for Employees (Women)
EPA 50th Employer Slide Presentation
EPA 50th General Slide Presentation
Equal Pay Act
EPA Anniversary Talking Points
Y@W Fact Sheet - Pay Discrimination
EPARTners: Ideas for allies, resources and audiences for Equal Pay Outreach
Equal Pay Timeline
EPA for Elementary School Students Part 1
EPA for Elementary School Students Part 2
EPA 50th Anniversary Logos
African-American Women and the Wage Gap
Latinas and the Wage Gap
Fact Sheet: The Paycheck Fairness Act
Wage Gap: Maps and Fact Sheets
AAUW's "Fair Pay Headquarters"
Huffington Post editorial on equal pay
More Food for Thought on Equal Pay

Additional Materials for Legal Audiences

Compensation CM section - 2000
EPA 50th Anniversary Legal Audience Presentation
Selected EPA Cases

Federal Sector Specific Materials

EEOC Annual Report Data on Women - Prepared FY 2012
EEOC OPM Equal Pay Memo
Federal Sector EPA Decisions
GAO Report on Gender Pay Gap Federal
White House Memo on Equal Pay in the Federal Sector

Foreign Language Resources

Employee Guides

WB Equal Pay Employee - Chinese
WB Equal Pay Employee - French
WB Equal Pay Employee - Spanish
WB Equal Pay Employee - Vietnamese

Employer Guides

WB Equal Pay Employer - Chinese
WB Equal Pay Employer - French
WB Equal Pay Employer - Spanish
WB Equal Pay Employer - Vietnamese

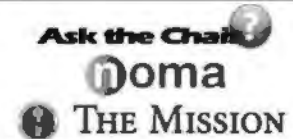
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Areas of Interest

Communications Handbook
Talking Points
(for INTERNAL USE only)
Image Library
(FLICKR Account Coming Soon)
Commission Meetings
Thomas (Library of Congress)
Topic Resources

Blogs



Applications

IMS
Travel E2
Employee Express
Quicktime

ap

10

man a Lesson About Equal Pay

nt of Labor PSA

np4 format)

load, right click over the text DOWNLOAD VIDEO and

]

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inSite Home > About inSite

Managing Content on inSite

inSite is a living site. As such, the information contained therein requires frequent updates. Each EEOC Office is responsible for providing the content of the inSite pages it manages and keeping that content up to date, and has members of its staff designated as its Content Managers and Providers. Content Managers have oversight of all content provided by their respective Offices, will be able to generally manage how that content is arranged on their Offices' inSite pages, within inSite's loose framework. Content providers will be able to add and modify content to their respective Offices' pages. All content managers and providers are encouraged to post as much content as they feel will help expand other inSite users' knowledge of their role in EEOC's mission. A "log in" link at the top of the inSite screen allows managers and providers to access their Offices' pages by providing a unique user ID and password.

Documents Available Through inSite

inSite makes many types of documents available to EEOC users, including standard EEOC Forms, Offices Monthly Reports, Application User Guides, Compliance Manuals and Newsletters, to name just a few. The most common formats for these documents are Microsoft® Word® (DOC), and Adobe® PDF files. The latter files require Adobe® Acrobat Reader® in order to view them. EEOC's desktop computers are already equipped with this program.

Finding Content on inSite

Generally speaking, inSite arranges its content by the EEOC Offices responsible for managing it, but offers EEOC staff a variety of ways to find the information they're looking for:

- By topic and/or subject (Employee Services; Programs).
- By timeliness (Event Calendar; Forum; Highlights; Recent Posts).
- By user driven searches (Google Search; Most Popular Searches; eDirectory).
- By object (Forms; Applications).

Links to Employee Services (e.g., "Benefits", "HQ Health & Fitness Center", etc.), EEOC Programs (e.g., "Statutes & Regulations", "Technology", etc.), Recent Posts to inSite, and Agency "highlights" (e.g., timely memoranda) can all be found right on the inSite Home Page. Clicking these links will call a page or downloadable document provided by the Office that's responsible for managing the content (e.g., "Benefits" links to an Office of Human Resources (OHR) page, "Statutes & Regulations" links to an Office of Legal Counsel (OLC) page, Chair's Memorandum re. RESOLVE links to an Adobe® PDF file, etc.) Additionally, a panel on the right of the Home Page highlights links to timely notifications about EEOC Operating Status and Directives & Orders, offers an Agency wide Event Calendar, and links to online applications which are relevant to EEOC's mission and staff.

Once EEOC staff begin navigating through inSite pages, a Menu Bar provides a constant link back to the Home Page, as well as links to the popular eDirectory (for locating EEOC staff and contact information), individual Office pages, Forms, and the EEOC's web page (www.eeoc.gov), no matter which inSite page is open. A Google powered search engine offers simple and advanced search capability, and the most popular searches run by inSite users are linked under a special section in the right panel of the Home Page.

Feedback & Additional Information

inSite is always looking to improve, comments from EEOC staff about their inSite experience are welcome. Whether it compliments what inSite has done right or suggests ways to make inSite better, staff feedback is an important part of keeping inSite at the top of its game. EEOC staff can click the "Feedback" link in the top of the Home page or footer of any inSite page at any time to leave comments. The "Development Updates" link, which appears beside the "Feedback" link in the footer, is where you can learn about updates which were based on user feedback.

(Note: Feedback should be reserved for comments and suggestions only. To report a problem with inSite, EEOC staff should call or email the Nationwide Help Desk at 1 866 578 3583 or nationwide.helpdesk@eeoc.gov.)

The inSite page footer also contains links to a page providing EEOC Contact information, an "Accessibility Statement" (Section 508), EEOC Web Policies, and a page listing the Content Managers and Providers for each EEOC Office.

Event Calendar

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Applications

- DMS
- AT&T Connect
- EEOSTAT
- Employee Express
- EEOC.GOV
- eOPF
- FOIA Tracking
- FPPS
- IMS
- Oracle Federal Financials
- ServiceNow
- Skillport
- Travel E2
- USA Jobs
- Westlaw Sign-On
- WITS

>>>MORE>>>

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What are you looking for?

[Entire EEOC Site](#)[Advanced Search](#)
[Most Popular Searches](#)[inSite Home](#) > [OCHCO](#) > [Accessibility-Interpreting Services](#)

Business Operations and Strategic Planning

Interpreting Services

Accessibility-Interpreting Services

This page contains instructions and resources pertaining to accessibility and interpreting services.

Accommodation and Testing

Reasonable Accommodation

When directing inquiries/requests via email regarding reasonable accommodation, please submit your email to the Disability Program mailbox at disabilityprogram@eeoc.gov.

Interpreting Services

For information on American Sign-Language and requesting Interpreting Services, please email: Interpreting.services@eeoc.gov.

Section 508 Testing

If you need any information on Section 508 Compliance please visit the [508 homepage](#).

Accessible Copier

OIT has installed an Accessible Xerox Copier located on the 5th floor at 5SE12N (located in the corridor behind the break rooms).

With Xerox Copier Assistant software, EEOC employees have easier access to the copying capabilities of Xerox copiers and multifunction printers. This assistive technology is an alternative to the standard touch screen. Xerox Copier Assistant software helps everyone especially people who are wheelchair users, blind or visually impaired to easily program copy jobs and make copies. To start the program log into the laptop that is on the table next to the printer. The computer will need to be turned on before you can use the Accessible Copier Assistant.

1. Computer Login is: [\(b\)\(7\)\(E\)](#) Password:

[\(b\)\(7\)\(E\)](#)

2. Press Control Alt X to start the Xerox Copier Assistant.

3. Speech is built into the software so no need to run a screen reader.

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New OPM video on retirement eligibility and annuity benefits.

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What are you looking for?

[Entire EEOC Site](#)[Advanced Search](#)
[Most Popular Searches](#)Click [HERE](#) if you would like to give OIT some constructive feedback. To e-mail the Help Desk click [HERE](#).[inSite Home](#) > [OIT](#) > [ACT-Digital](#)**About EEOC's Digital Charge System**

Each year, more than 150,000 individuals contact EEOC with inquiries about discrimination and EEOC receives about 90,000 charges per year, making its charge system the agency's most common interaction with the public. To improve customer service, ease the administrative burden on staff, and reduce the use of paper submissions and files, EEOC is developing a Digital Charge System. EEOC's Digital Charge System is a secure online portal to transmit and receive documents and communications between the parties to a charge and the EEOC.

As of January 1, 2016, all of EEOC's 53 offices have implement-

ed Phase I of the Digital Charge System. While employers could opt-out of the Digital Charge System during the pilot program, this option has been discontinued. If an employer does not have the technological capability to receive or submit information online or via email, however, it may request that EEOC provide paper documents and communications related to the charge of discrimination.

Key Benefits to the Public and to EEOC of a Digital Charge System

- Increases responsiveness to our customers by allowing them to upload and download documents, to communicate online with EEOC, and to provide more detailed info available thru online resources and links to [eeoc.gov](#);
- Streamlines the enforcement system with dates triggering messages, reminders and action steps;
- Saves resources, including staff time, paper and money using digital documents and communications rather than copying, mailing, phone calls;
- Provides improved management of workflow, and increased accountability and coordination;
- Protects integrity, security, and storage of documents in online system.

Phase I of the Digital Charge System

The first phase of this system allows employers against whom a charge of employment discrimination has been filed to interact online with the EEOC thru a Respondent Portal. The application notifies the respondent by email that a charge has been filed, and through a secure portal (EEOC Respondent Portal), allows the respondent to:

- View and download the charge;
- Review an invitation to mediate and respond to it;
- Submit a Position Statement and attachments to EEOC;
- Submit a response to a Request for Information to EEOC; and
- Provide/verify respondent contact information, including the designation of a legal representative.

Eleven EEOC offices piloted the first phase of the Digital Charge System from May through December 2015.

Phase II in 2016

In 2016, EEOC plans to expand the Digital Charge System to add a secure portal for individuals who file a charge of employment discrimination, and to enhance the communications and documents transmitted through the system for both charging parties and respondents.

Digital Charge System Resources

- [About EEOC's Digital Charge System v1.11.16](#)
- [Digital Charge System FAQs v3.19.2016](#)
- [Digital Charge System File User's Guide \(Phase I\)](#)
- [EEOC Respondent Portal User's Guide v1.28.16](#)
- [ACT Digital Progress Summary](#)
- [ACT Digital Press Release](#)

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The People Behind the Machines

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[Telework Technology](#)**Applications**[AT&T Connect](#)
[DMS](#)
[E2 Travel](#)
[ECOMP](#)
[EEOC BI Reporting](#)
[EEOC ServiceNow](#)
[EEOC Videostream](#)
[EEOC.gov](#)
[EEOSTAT3](#)
[Employee Express](#)
[eOPF](#)
[FedSEP](#)
[FOIA Tracking](#)
[FOIA Express](#)
[FPPS](#)
[HQ_Voicemail](#)

Resources

- [IMS Local List Utility - How to create and manage respondent contacts](#)
- [Digital Charge System Updates for You - 02/19/2016](#)
- [Did You Know - Respondent Password Tips - 09/20/2016](#)
- [Did You Know - Respondent Portal via Ims - 08/30/2016](#)
- [Memorandum from OFF, OLC and OCFO on Maintaining Charge Files \(Digital and Paper Documents\) - Records Management Interim Guidance - 03/17/2016](#)
- [Did You Know - Supervisor and IT Specialist Role in IMS](#)
- [Did You Know - Ensuring That Respondents Use The Respondent Portal](#)
- [Charge Assessment \(SEP/DCP/PCHP\) User's Guide](#)
- [Charge Assessment \(SEP/DCP/PCHP\) 2/8/17 Training](#) [PDF file](#) | [Video file](#)
- [Did You Know - Generation of Notice of Charge documents](#)
- [EEOC Scheduling Too via the Pubic Portal - 3/6/2017](#)
- [Did You Know - Logging of Bounced Emails - 5/25/2017](#)
- [Did You Know - Avoid Errors When Generating a Charge of Discrimination- 5/26/2017](#)
- [A Guide To Automated DCS Emails - 9/2/2017](#)

[IMS Virtual Client](#)
[inSite](#)
[iPrint Server List](#)
[Oracle Financials](#)
[Quicktime](#)
[TDCS](#)
[Transit Benefits DOT](#)
[Westlaw](#)
[WTTS](#)

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Advanced Search

	with all of the words	<input type="text"/>	10 results	Google Search
Find results	with the exact phrase	<input type="text"/>		
	with at least one of the words	<input type="text"/>		
	without the words	<input type="text"/>		
Language	Return pages written in	<input type="text" value="any language"/>		
File Format	<input type="text" value="Only"/> return results of the file format	<input type="text" value="any format"/>		
Occurrences	Return results where my terms occur	<input type="text" value="anywhere in the page"/>		
Domain	<input type="text" value="Only"/> return results from the site or domain	<input type="text"/>		
		<i>e.g. google.com, .org</i>		
Sort	<input type="text" value="Sort by relevance"/>			

Page-Specific Search

Links	Find pages that link to the page	<input type="text"/>	Google Search
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The Vision and Mission for the Appellate Review Program

- **Vision** - A Federal Workplace Free of Unlawful Employment Discrimination
- **Mission** - Achieving justice through the adjudication of federal appeals

Useful Information

[Circulation Issues List](#)

[OFO Compliance Guide](#)

[MSPB Regulatory Changes 2012](#)

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OFO Links

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[Section 508 Slide Show](#)

Applications

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Operations Services

Benefits and Resources

Here are resources to help you make informed choices regarding the benefits and financial planning services that are available.

What's New

[Benefits Matter Blog](#)
[For Your Benefits Newsletter Volume 1 Issue 4](#)
[For Your Benefits Newsletter Volume 1 Issue 3](#)
[Federal Benefits Open Season \(2014\)](#)
[Pay and Duty Status Requirement](#)

Information on Programs

FEHB	FSA
FEGLI	LTC
FEDVIP	Social Security
	TSP

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What are you looking for?

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[Most Popular Searches](#)You are here: [inSite Home](#) > [Community](#) > [BEST](#)Improving EEOC as a Model Workplace
(Want to know more? [Click here!](#))

What is BEST?

The BEST Work Group was formed to address employee concerns generated from the:

2016 Federal Employee Viewpoint Survey (FEVS) Headquarters Results

2016 Federal Employee Viewpoint Survey (FEVS) Field Results

Unlock Talent

and the "Best Places to Work" results

In response to the 2016 FEVS results, the FY2017 BEST Work Groups are:

COMMUNICATION	LEADING PEOPLE	TRAINING AND ADVANCEMENT & PERFORMANCE MANAGEMENT
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EEOC FINAL 2017 Federal Employee Viewpoint Survey Response Rates

EEOC'S FINAL 2017 Federal Employee Viewpoint Survey (FEVS) response rate is a record-breaking 70.8%! This is our highest response rate since we began participating in the survey in 2004. Our 2017 response rate is 0.6 percentage points over our 2016 response rate of 70.2 percent and 25.3 percentage points higher than the government-wide average of 45.5 percent. At the individual office level, EEOC response rates for 24 offices increased and half increased by more than 10 percentage points. Response rates declined in 19 offices, 8 by 10 or more percentage points. EEOC response rates are presented below and are posted here.

How do we currently recognize/praise employees for a job well done?

Current methods discussed by the BEST Workgroup:

Keep It Current

Tweets by USEEOC
Final Analysis: 2017 FEVS
Response Rates

Feed Feed Families



What are EEOC Employees are saying about their supervisors?



FEVS, Supervisors, and Performance Feedback

Employees provide feedback on their supervisor's performance during the annual administration of the Federal Employee Viewpoint Survey. Do supervisors support employee development, listen to what employees say, and treat them with respect? Do employees have trust and confidence in their supervisors? Do they think they are doing a good job?

[Click here to see 2016 scores for HQ and District Offices](#)

[Click here to see Top Performers by organizational level](#)

[Click here to learn about Key Drivers and Promising Practices to improve EEI: Supervisors](#)

Ergonomics Program

Chair Honor Awards

Local Awards Committee which decides upon Gold, Silver and Bronze-level awards.
Nominations are received from line staff and others.

Local Award Ceremonies/Luncheons

Tell us how you prefer to be recognized!

CHANGE

**We want to hear your Ideas on New and Better Ways of Doing Things
to positively Improve our Workforce.**

Click the image above to share your thoughts or email us as BEST@eeoc.gov



Training Calendar

Detailed Guidance for Submission
of IDP Training Request



Featured Items

- Healthier Employees
- Interpreting Services
- Surveys
- Telecommuting
- Training
- Prevention and Elimination of
Harassment in the Workplace



We want to hear from you !!!

UNLOCKING FEDERAL TALENT

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What are you looking for?

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[inSite Home](#) > [OEO](#) > [BIG](#)**GOALS AND OBJECTIVES**

1. To be an advocate of equal opportunity for Blacks in government.
2. To eliminate practices of racism and racial discrimination against Blacks in government.
3. To promote professionalism among Blacks in government.
4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.
5. To establish a mechanism for gathering and disseminating information for Blacks in government.
6. To provide a nonpartisan platform on major issues of local, regional and national significance that affect Blacks in government.

BIG PURPOSE: An advocate of equal opportunity and professional development for Black government employees at the Local, State and Federal government levels and others dedicated to justice for all.

BIG VISION: Member focused, world class enterprise, recognized for excellence.

BIG MISSION: Enable all present and future Black employees in Local, State, and Federal governments to have the ability to maximize their career opportunities and provide a mechanism for inclusion, growth and advocacy.

EACH HISTORY MONTH
EMPLOYEE RESOURCES DAY
APRIL 1, 2015
TBA

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Mr. James Harden "Pat" Daugherty one of the five Co-Founders of Blacks In Government died on January 21, 2015

**Office of Equal
eEO
Opportunity**

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BNA's EEOC Compliance Manual

[Home](#)

BNA has produced a web-based interface to its three-volume print version of the EEOC's Compliance Manual. EEOC staff have full access to this resource via the Virtual Library.

From a computer on the EEOC network or when using VPN offsite:

[EEOC Compliance Manual](#)

You must be on an EEOC networked computer because access is via IP recognition. This link will allow you access from a personal PC at home if you are using VPN. For instructions on how to log on **without** VPN, go to: [Off-Site Use of BNA Resources](#)

Customer Service Hotline

The Customer Contact Center hotline for search assistance, general usage questions and training is: 800-372-1033, option 5, submenu option 1. For technical support, select option 3. The Center is available Monday to Friday, 8:00 a.m. to 8:00 p.m. ET (excluding most federal holidays) Users may also fill out a form to request assistance: <http://www.bna.com/training-product-support-cu6636/>

Training

(1) PowerPoint Tutorial

A short tutorial in PowerPoint highlighting how to log on; use the index; browse; and search is available. Click [here](#) to retrieve the PowerPoint slides.

(2) Library-sponsored Webinars

Click [here](#) for information about upcoming BNA webinars sponsored by the EEOC Library, which are scheduled on a semi-annual basis and are conducted by BNA trainer Karen Silber.

(3) On-demand Telephonic training

In addition to training provided on a semi-annual basis by BNA trainer Karen Silber, it is also possible to contact BNA Customer Service to request a session. To request training, please contact BNA Training and Product Support at 1-800-372-1033, select option 5 and then option 1, Monday - Friday, 8:00am - 8:00pm ET (excluding most federal holidays), or click here: <http://go.bna.com/complimentary-training-request-cu6619/>

(4) Questions or concerns about training?

Please contact Research Librarian [Linda Hutchinson](#) if you have questions or need assistance obtaining training on BNA sources.

-- Wednesday April 6, 2016
[Edit](#)

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What are you looking for?

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Uniform Intake Questionnaire English (PDF) date posted 1/26/2010
Uniform Intake Questionnaire Espanol (PDF) date posted 1/26/2010
EEOC Form 5 date posted 1/26/2010
Intake Checklist (DOC) updated 6/25/2010
PCHP Assessment Form (DOC) date posted 1/26/2010
PCHP Manual Training Edition (DOC) date posted 1/26/2010
GINA Interview Questions (DOC) date posted 1/26/2010
Interim Holowecki Guidance with Supplemental Instructions and FAQs (DOC) date posted 1/26/2010
Elements of Proof (DOC) date posted 1/26/2010
ADAAA Questionnaire posted 9/26/2012
ADAAA Models of Proof posted 9/26/2012
ADAAA Cover Memo from OFP posted 9/26/2012
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ADAAA Annotated Questionnaire posted 10/3/2012
Models of Proof updated 2013

ENFORCEMENT TOOLS*Case Management Best Practices Desk Reference for Investigators 2012***About**[Office Directory](#)
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Communications and Outreach Plan

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offices handle education, investigations, mediations, federal Headquarters offices manage field programs, federal programs perform numerous functions critical to the agency's operations.

GOAL 2, Objective 1: Communicate key information in a clear and concise manner among agency offices and between the field and headquarters to a

- Tactic 1: Ensure the Chair's office, General Counsel's offices, and field offices share information regarding significant anticipated developments. This will facilitate coordinating developing issues.
- Tactic 2: Promote information sharing and dialogue—at different offices and work groups to provide staff members with their work and to increase collaboration across offices.
- Tactic 3: Foster greater discussion and information sharing among agency developments to promote engagement and communication.
- Tactic 4: Develop systems for making the knowledge of agency operations and programs available to all employees.
- Tactic 5: Create and publicize an online forum/electronic communication system.

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The Intranet of the EEOC

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Forum Community of Practice Forums

New users should check out the **FAQ** by clicking the the menu link above. To post messages, you will need to **register**. To start viewing messages, select the forum that you want to visit from the selection below.

Forum: Community of Practice Forums

Job announcements, EEOC activities, interest groups, social events and groups

Sub-Forums		Threads / Posts	Last Post
	Federal Employee Viewpoint Survey Workgroup Please contact Hope Osborne for more information.	Threads: 4 Posts: 4	IDP Preparation - Annual... by CMH 10-29-2012, 10:52 AM
	Diversity and Inclusion Exchange - EMPLOYEE DETAILS	Threads: 3 Posts: 4	Example Detail Opportunity- ... by Khalifah Graff 02-01-2017, 11:03 AM
	Investigator Discussions Investigator Discussions	Threads: 2 Posts: 6	Welcome to the Investigator... by Gregorio007 11-25-2011, 08:14 AM
	Public Pride Forum The open Public Pride Forum. Moderated by Melissa Brand.	Threads: 18 Posts: 24	John Berry, head of OPM and... by Mbrand 09-19-2012, 03:30 PM
	Private Pride Members Forum Only Pride Members can access this forum. Moderated by Melissa Brand.	Threads: 5 Posts: 12	Private

Quick Navigation

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All times are GMT -5. The time now is 11:32 AM.

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March 14, 2017 - Tuesday

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The Mission for Compliance and Control

- To provide efficient and timely support of OFO's oversight and adjudicatory responsibilities, maintain the integrity and accuracy of OFO's data systems, and effectively monitor compliance with appellate Orders to ensure justice with regard to the remedial relief awarded federal sector EEO complainants.

Compliance and Control Custom Content

Assignments Compliance posted 6/18/2010

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Compliance Manual

The Commission has begun a new Manual in a different format. Sections will be added as they are issued.

- [Section 2: Threshold Issues](#) *Date issued 5/12/00*

In August 2009, the EEOC issued a revision of the "Threshold Issues" Compliance Manual section to address the time limitations for filing charges alleging compensation discrimination pursuant to the Lilly Ledbetter Fair Pay Act of 2009. The time limitations for filing compensation discrimination charges is addressed in the new subsection § 2-IV C.4, "[Compensation Discrimination](#)."

In July, 2005, EEOC issued a revision of the subsection of the "Threshold Issues" Compliance Manual section concerning time limitations for filing charges, which was originally issued in 2000. The revision conforms the Manual's discussion of the continuing violation doctrine to the Supreme Court's decision in *National Railroad Passenger Corp. v. Morgan*, 536 U.S. 101 (2002). This revision replaces § 2-IV.C, "[When Did the Alleged Violation Take Place?](#)" The new section § 2-IV.C is captioned: "[When Can a Discriminatory Act Be Challenged?](#)"

- See also: [Questions and Answers: Revision to Threshold Issues](#) (July, 2005)
- See also: [Questions and Answers: Threshold Issues](#) (May, 2000)

- [Section 3: Employee Benefits](#) *Date issued 10/3/00*

- See also: [Rescission of Section IV \(B\) of EEOC Compliance Manual Chapter on "Employee Benefits" and deletion of example](#)

- [Section 10: Compensation Discrimination](#) *Date issued 12/5/00*

- See also: [Questions and Answers: Compliance Manual Section on Compensation Discrimination](#)

- [Section 12: Religious Discrimination](#) *Date issued 7/22/08* (also available in [PDF](#))

- See also: [Questions and Answers: Religious Discrimination in the Workplace](#) (also available in [PDF](#))
- See also: [Best Practices for Eradicating Religious Discrimination in the Workplace](#) (also available in [PDF](#))

- [Section 15: Race and Color Discrimination](#) *Date issued 4/19/06* (also available in [PDF](#))

◦ See also: [Questions and Answers About Race and Color Discrimination in Employment](#)

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What are you looking for?

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inSite Home > Development Updates

You shared feedback about the Redesigned inSite with us, and the **inSite Development Team** has listened. Below you'll find a list of development enhancements that address comments and concerns you expressed in your feedback. Check here periodically to see how your feedback continues to help us improve inSite!

Please Note: Content Managers (CMs) and Providers are responsible for the CONTENT that's published on pages managed by their offices, so any feedback about office-specific content will be shared with those individuals. A listing of CMs and Providers for each office [can be found here](#).

As we continue to update and modify inSite, we'll post those changes here, so check back periodically to see what's new!

* * * * *

***NEW* Development Responses (as of 2/21/2012):**

- **Improved Login Behavior.** The login page will now send you back to the page you came from when you logged in.

Development Responses (as of 9/29/2011):

- **eDirectory Title.** We've added the Title column to the eDirectory. Titles, when available, will appear for each entry in the eDirectory.
- **Navigation Menu Shortcuts.** The Navigation Menu now has drop-down shortcuts for the Offices, Employee Services, & Forms groups.
- **New Notifications Listing.** We've linked to a Directives & Orders listing. You'll find the new link in the Notifications block, at the top of the right panel on the inSite Home Page.
- **Highlights on the Home Page.** A new "Highlights" section appears on inSite's Home Page. You'll find quick links to timely memoranda, notifications, and other important information the Agency wishes to highlight in this section. (We've also removed the "Community Forums" section from the Home Page, but you can still access the forums by going to the Forums Home Page & selecting the desired Forum).
- **Event Calendar Improvements.** We've made it easier to identify the current date, and dates with scheduled events. The current date is highlighted with an orange border, and dates with scheduled events are shaded in dark gray.

Development Responses (as of 8/22/2011):

- **Improved subpage navigation.** It's now easier to locate inSite subpages from the top menu navigation bar. Hovering your mouse over the Offices, Employee Services, or Forms link will open a list of additional content links.

Development Responses (as of 6/17/2011):

- **eDirectory E-mail Links.** The Last Name of every staff member in the eDirectory now links to Groupwise. Click a staff member's last name, and Groupwise opens a new message for you, automatically addressed to that staff member's e-mail address.

Development Responses (as of 5/2/2011):

- **Larger Fonts.** We've made page headings, text, links, etc. larger, more uniform, and easier to read across the site. (Some discrepancies may still appear, but we're working to resolve them.)
- **Identified CMs & Providers.** We've added a link to a full list of inSite Content Managers & Providers. The list identifies the CMs & Providers for each office, so users can now quickly find out who manages and provides inSite

Event Calendar

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 - Oracle Federal Financials
 - ServiceNow
 - Skillport
 - Travel E2
 - USA Jobs
 - Westlaw Sign-On
 - WITS
- >>>MORE>>>

be found in the footer of every inSite page.

; & providers can now customize the colors of their office's content pages,
; more suitable for their office's needs.

le've tightened-up the drop-down menus in the page headings, so that users
id the link they're looking for.

- Home
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- Management Bulletins
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Management Bulletin			
TITLE ^	DESCRIPTION	DOCTYPE	DATEADDED
MB-100	EEO-MB-100-1 10/24/2003	pdf	8/2/2011
1 Records Returned			

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-  FPPS
-  IMS
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-  ServiceNow
-  Skillport
-  Travel E2
-  USA Jobs
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Immediate Office of the Chief Human Capital Officer

Diversity and Inclusion

Overview



[Diversity and Inclusion Policy Statement](#)
[Executive Order 13583 \(Aug. 18, 2011\)](#)
[What to Do with Employee Survey Results?](#)
[MSPB Survey Action Plan Guide](#)

[Diversity Council FAQs](#)[EEOC Diversity and Inclusion Strategic Plan](#)[EEOC Mentoring Program](#)
[Frequently Asked Questions](#)[National Council](#)["Inclusion or Illusion"](#)

[EEOC Diversity and Inclusion Council Membership Chart](#)
This is a test

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Newsletters



[April 2017 DIVERSITY MATTERS Newsletter \(Issue 6\)](#)
[January 2017 DIVERSITY MATTERS Newsletter \(Issue 5\)](#)
[October 2016 DIVERSITY MATTERS Newsletter \(Issue 4\)](#)
[July 2016 DIVERSITY MATTERS Newsletter \(Issue 3\)](#)

[Diversity Dialogue Schedule](#)
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Sub-Councils



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Featured Items



New OPM video on retirement
eligibility and annuity benefits.

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Environment (DIG)



National Diversity Council Forum
District Sub-Council Forum
Equal Employment Diversity and Inclusion Exchange

Blog Posts:

Essential DIG Pages
of Practice

[On Conversational Panels: Diversity is Like Sushi \(Sort of\)](#)

Presentations

Voluntary Employee Organizations



Environment

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EEOC Voluntary Employee Organizations

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EEOC Accessibility Statement

Equal Employment Opportunity Commission has made a commitment to support its obligation under Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, to ensure the accessibility of its programs and activities to individuals with disabilities, specifically its obligation to acquire accessible electronic and information technology. To support this effort, this site has been designed and tested for to ensure accessibility. In addition, the site was tested using the agency's existing standard assistive technologies.

We will continue to make this site, as well as all of our information technologies, accessible to all of the Commission's employees. Should you find pages, design elements, or documents that present accessibility problems, please identify them to your inSite Manager or contact us at the EEOC Help Desk: EEOC.HELPDESK@eeoc.gov. If you have questions or comments about Section 508, contact the Section 508 Coordinator Karen Bridgman at 202-663-4450 or Karen.Bridgman@eeoc.gov

We will periodically review inSite for accessibility and report any enhancements we make in this area.

last updated: 4/15/2013

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Section 03	Compliance Manual Vol. I Section 3 - Respondent Notification Procedures
Section 04	Compliance Manual Vol. I Section 4 - Dismissals
Section 05	Compliance Manual Vol. I Section 5 - Coordination With State and Local FEPAs
Section 06	Compliance Manual Vol. I Section 6 - Notice of Right to Sue (Issued on Request)
Section 07	Compliance Manual Vol. I Section 7 - Withdrawals
Section 08	Compliance Manual Vol. I Section 8 - Intake of Commission Initiated Actions
Section 09	Compliance Manual Vol. I Section 9 - Dismissal or Withdrawal of Commissioner Charges
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Section 60	Compliance Manual Vol. I Section 60 - Conciliation Requirements and Provisions for Filing Lawsuits
Section 61	Compliance Manual Vol. I Section 61 - Supervision of Benefits Provided to Aggrieved Persons
Section 62	Compliance Manual Vol. I Section 62 - Preparing for Conciliation
Section 63	Compliance Manual Vol. I Section 63 - Conciliation Agreements Without Charging Party Approval and Signature
Section 64	Compliance Manual Vol. I Section 64 - The Conciliation Conference
Section 65	Compliance Manual Vol. I Section 65 - The Conciliation Agreement
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Section 84	Compliance Manual Vol. I Section 84 - Referral of Cases to the Department of Justice
Section 90	Compliance Manual Vol. I Section 90 - Processing Complaints Transferred or Referred From Federal Fund Granting Agencies
Section 91	Compliance Manual Vol. I Section 91 - Administering the FCC/EEOC Memorandum of Understanding (MOU)
Section 92	Compliance Manual Vol. I Section 92 - Administering the EEOC/OFCCP Memorandum of Understanding (MOU)
Section 94	Compliance Manual Vol. I Section 94 - Administering the EEOC/OSC Memorandum of Understanding (MOU)
Section 95	Compliance Manual Vol. I Section 95 - Disability-Based Charges/Complaints Against Government Contractors or Subcontractors
Section 96	Compliance Manual Vol. I Section 96 - Disability-Based Charges/Complaints Against Public Entities and Recipients of Federal Financial Assistance

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- [New Labor & Employment Content on Westlaw](#)
- [How to Access ReferenceUSAGov and SecureUSA](#)
- [AtoZDatabases, LP Police Last Day of Access: Monday August 14, 2017](#)
- [NBER: The Gender Pay Gap Widens with Age](#)
- [FRB Research: Racial Gaps in Labor Market Outcomes in the Last Four Decades](#)
- [NBER: When Harry Fired Sally: The Double Standard in Punishing Misconduct](#)

[FRBSF Study: Age Discrimination and Hiring of Older Workers](#)

[EEOC Access to Lexis Classic Ends November 30, 2017](#)

[See the Research News Archive for older items](#)

Library News

- [Feedback for the Library](#)
- [Civil Rights DVD Collection](#)

[See the Library News Archive for older items](#)

New Materials

The Boys in the Bunkhouse: Servitude and Salvation in the Heartland by Dan Barry, HarperCollins 2016

Lawyer, Activist, Judge: Fighting for Civil and Voting Rights in Mississippi and Illinois by The Hon. Martha Mills (Ret.), ABA Section on Litigation 2015

Discovery Practice, 8th Ed. by Roger S. Haydock, Wolters Kluwer 2017

Online Reference

[BNA Labor and Employment Law Resource Center](#)

- [Daily Labor Report](#)
- [Employment Discrimination Report](#)
- [BNA EEOC Compliance Manual](#)
- [Employment Discrimination Law Treatise](#)
- [EEO Treatise Collection](#)
- [Employment Discrimination Verdicts and Settlements](#)
- [Discrimination Law - Cases, Manual & Newsletter](#)
- [Disabilities Law - Cases, Manual & Newsletter](#)
- [Site Map of All Resources](#)
- [Help & Off-Site Use & Apps for iPad and iPhone](#)
- [Training](#)

[The Bluebook, 20th Ed.](#)

[Law360 Employment Law](#)

Guides

- [Company Research](#)
- [Criminal Records Research](#)
- [People Tracking Services](#)

Due Process in Adverse and Performance Based Actions: A Handbook for Practitioners and Arbitrators. 2nd Ed. by Renn C. Fowler, Dewey Publications Inc 2017

Discrimination Laundering: The Rise of Organizational Innocence and the Crisis of Equal Opportunity Law by Tristin K. Green, Cambridge University Press 2017

Online Catalog

- [Enter Online Catalog](#)
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[Juris's Employment Discrimination Depositions](#)

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- [InSite](#)

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- eOPF
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- FPPS
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- Oracle Federal Financials
- ServiceNow
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- Westlaw Sign-On
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Pierrette McIntire - (202) 663-4423
Lizette Molina - (202) 663-4446
Terri Youngblood - (202) 663-4794

OHCO (Office of the Chief Human Capital Officer) [former called Human Resources]

Hope Osborne - (202) 663-4328
Tina Young - (202) 663-4318
Sharon Banks - (202) 663-4306
Jeannette Smith - (202) 663-5354
Veta Hurst - (202) 663-4498
Micole Walker - (202) 663-4123

OCFO (Office of the Chief Financial Officer)

Keisha Monroe - (202) 663-4250

OFO (Office of Federal Operations)

Jamie Price - (202) 663-4484
David Grinberg - (202) 663-4921

OGC (Office of General Counsel)

Bridgnette Thomas - 202-663-4740
Jerome Scanlan - (202) 663-4719

OCLA (Office of Communications and Legislative Affairs)

Christine Nazer - (202) 663-4911
James Ryan - (202) 663-4965

RESOLVE

Victor Voloshin - (202) 663-4095

OFP (Office of Field Programs)

Susan Murphy - (202) 663-4687
Sharon Shoemaker - (202) 663-4841

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 EEOSTAT
 Employee Express
 EEOC.GOV
 eOPF
 FOIA Tracking
 FPPS
 IMS
 Oracle Federal Financials
 ServiceNow
 Skillport
 Travel E2
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LEGAL INVOLVEMENT IN CHARGE PROCESS

- Directives & Policies
- Administrative Prerequisites to Suit
- Administrative Subpoenas
- Preliminary Relief
- Objecting to Subpoenas for EEOC Information
- Post Mach Mining Issues

SETTLEMENT

- Drafting Resolution Documents
- Special Provisions in Systemic Resolutions
- Negotiation & Valuation

INITIATING SUIT

- Suit Approval
- Drafting Complaints

TRIALS

- Juries
- Conducting the Trial
- Trial Briefs & Motions
- Trial Calendar

DISCOVERY

- Planning Discovery
- Responding to Discovery Requests
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- Privileges

APPEALS

- Initiating Appeals
- Handling the Appeal
- Decision Summaries

EXPERTS & LITIGATION SUPPORT

- Working with Experts
- Contracting for Litigation Support
- OGC Litigation Support Services

SEP PRIORITIES

- Recruitment & Hiring
- Immigrant/Vulnerable Workers
- Emerging Issues - LGBT & ADA
- Equal Pay
- Access To Legal System
- Harassment

SYSTEMIC & CLASS

- Statistical Analysis
- Pattern or Practice
- Handling Class Claimants
- Disparate Impact

INFORMATION, RESEARCH & TRAINING

- Training & Practice Materials
- Research Tools (Legal and Non-Legal)
- Technological Resources
- Special Topics
- OGC Procedures & Reports

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Welcome to the Office of Legal Counsel

The Office of Legal Counsel (OLC) is the chief legal advisor to the Chair, the Commission, and the Commission Headquarters and Field Offices. OLC serves both as the Commission's legal policy office and as the Commission's in-house counsel. In addition to developing the Commission's legal policy documents, OLC prepares options papers, legal and interpretive memoranda, and technical assistance documents; provides advice to headquarters and field offices; reviews documents from other Commission offices and other federal agencies for policy concerns; and conducts an active public outreach and education program.

OLC also provides legal advice and review for the Commission on a wide range of administrative subjects (including ethics law, contract law, the Privacy and Government in the Sunshine Acts, the Administrative Procedures Act), and defends the Commission against suits brought in judicial and administrative forums by members of the public. Finally, OLC administers the agency's Freedom of Information Act (FOIA) program.

Click the header for each subject below to access related sub-topic information.

Laws Enforced by EEOC

- Laws
- EEOC Regulations, Proposed Regulations, Regulatory Agenda, and Regulatory Plan
- Joint Regulations with Other Federal Agencies

Selected Volume II Compliance Manual Sections

- Multi-Statute
- Title VII
- ADA

Enforcement Guidances, Policy Guidances & Policy Statements

- Multi-Statute Issues (e.g., disparate treatment, contingent workers)
- Title VII and EPA
- ADEA
- ADA
- Federal Employment

Fact Sheets - Q & A Documents

- Multi-Statute
- Title VII and EPA
- ADEA
- ADA
- GINA
- Federal Employment
- Small Business
- OFCCP: Applicant Data
- Other

FOIA/Section 83

- FOIA Regulations, Guidance, FOIA Updates, Order 150.001
- Training & Charts
- FOIA vs. Section 83, Fees/Pay.gov
- Appeals vs. OGIS, FOIA Public Liaison
- Records Retention
- FOIA Reports
- DOJ's FOIA Post
- FOIA E-Library
- FOIA HQ Liaison, FOIA Contacts

Talking Points

These documents are intended to provide EEOC staff with basic information about new developments. They are for internal distribution only.

Informal Discussion Letters

These letters are written by OLC staff and do not constitute official opinions of the Commission.

Selected Developments in Title VII, ADEA, ADA, GINA and EPA Case Law

- Title VII, ADEA, ADA, GINA and EPA Case Law, 2017 Case Edition (full document with new 2016-early 2017 cases and older cases)
- Title VII, ADEA, ADA, GINA and EPA Case Law, 2017 Case Edition (contains only new cases from 2016-early 2017)

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OLC's Field Liaisons

EEO Statutes Liaison Lists

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

[Ethics/Subpoena/External Litigation Liaison List](#)

Every field office has an assigned OLC attorney to assist in answering questions related to ethics, third party subpoenas, and external litigation against the EEOC.

Corporate Bankruptcy Notices

Bankruptcy Reports 2017

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- March
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- December

[July/August](#)
[July/August](#)

	<ul style="list-style-type: none">• Title VII, ADEA, ADA, GINA and EPA: Selected Cases and EEOC Settlements Under SEP Priorities, Jan. 1, 2016 - March 31, 2017• <i>Please note that case summaries are accurate as of date of publication. But, in rare instances decisions may be withdrawn or overturned so it is best to ensure the decision is still accurate before relying on it.</i>
es or coordinate r federal agencies timely and efficient	Ethics and Confidentiality of Enforcement Information <ul style="list-style-type: none">• Ethics Laws and Regulations• Guidance on Ethics Questions• Financial Disclosure Reports• Travel Expenses Paid by Non-Federal Sources• Ethics Training• Ex Parte Communications• Hatch Act and Political Activities of Employees• Accepting Gifts on behalf of EEOC• Confidentiality of Enforcement Information
'ro IC By Outsiders C By EEOC Staff	Public Training: Powerpoint Presentations <p>These presentations were prepared primarily by the Office of Legal Counsel for use in conducting training for various groups. (Slides prepared with other offices are indicated.) They address a wide range of issues:</p> <ul style="list-style-type: none">• Multi-Statute Issues (e.g., remedies)• Title VII/EPA• ADA and ADAAA• GINA• ADEA

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Click here for Chair's Non-Retaliation Statement

RESOLVE is EEOC's internal alternative dispute resolution program. The RESOLVE Program provides a forum for the informal resolution of a variety of workplace disputes. The program offers an alternative to the procedures that employees traditionally use to resolve disputes, such as the EEO complaint process and the negotiated and administrative grievance procedures. RESOLVE covers a variety of common workplace disputes and issues, such as terms and conditions of employment, requests for reasonable accommodation and allegations of employment discrimination.

In most instances, mediation is the type of ADR that will be used to handle disputes submitted to the RESOLVE Program. However, the Chief Mediation Officer may attempt to facilitate a resolution of a dispute before the dispute is referred to mediation.

Mediation is an informal process in which a trained neutral mediator assists the parties in reaching a negotiated resolution of a dispute. The mediator does not decide who is right or wrong and has no authority to impose a settlement on the parties. Instead, the mediator helps the parties jointly explore and reconcile their differences.


Mediation is voluntary for employees. However, Chair Berrien has requested that managers and supervisors in good faith participate in mediation if the employee chooses to mediate a dispute through RESOLVE. The mediation process is confidential and settlement agreements are enforceable.

There are many benefits to mediation. Disputes are resolved more quickly than in the formal complaint or grievance processes. In addition, mediation allows the parties to develop their own resolution to a dispute, and thus often leads to more creative solutions. Because the parties are encouraged to focus on the underlying causes of a dispute, mediation can open the lines of communication and clarify misunderstandings, which can lead to a more harmonious workplace.

The RESOLVE Program uses trained and experienced mediators from a variety of sources. Victor Voloshin is Chief Mediation Officer for the RESOLVE Program. Cheryl B. Few is the Program Analyst. For more information about the RESOLVE Program, please see the RESOLVE Handbook and the Frequently Asked Questions and Answers about the RESOLVE Program, or you may contact the program at 202-663-4545, 202-663-4897 (TTY), or via e-mail at "RESOLVE Program."

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er · go · nom · ics

The study of people's efficiency in their working environment.



© Elemental Ergonomics

Program Information

Ergonomics Program Manager
202-663-4222
ERGONOMICS@EEOC.GOV

Additional Contact Information

[FAQ's](#)[SUBMIT A REQUEST](#)Work Related Musculo-
skeletal Disorders (WRMD)

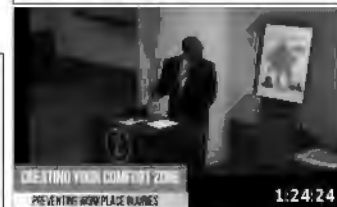
Ergonomics Process & Procedures

[Work Flow Chart](#)[Program Purpose](#)[Program Goals](#)

Featured Items

[Workstation Self Help Checklist](#)[Desk Exercises](#)

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Other Resources

[Introduction](#)[MOUSE & KEYBOARD](#)[MONITOR RISERS / STAND UP DESK](#)[FOOTRESTS](#)

IT ERGONOMIC EQUIPMENT

On the following tabs are a few examples of available IT ergonomic equipment approved for this program. The item list is subject to change.

Tool kits have been sent to each office containing a few ergonomic keyboards and mouse devices to "try".

	Department of Labor
	Mayo Clinic Article
	Mayo Clinic Article
	Computer/ Electronic Accommodations Program
	University of Riverside

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TITLE	DOCTYPE
Emergency Relocation Group(ERG) List 7-5-17	pdf
FY 2017 Annual Safety, Physical Security and Emergency Preparedness Training	pdf
Continuity Operation Plan Appendix 06-2010	pdf
Field Office COOP Development Plan	pdf

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Field Office COOP Plans**SIP - Shelter In Place**

TITLE	DOCTYPE	DATEADDED ^
EEOC SIP Crisis Response Team (CRT) Duties/Responsibilities 5-01-15	pdf	4/16/2013
SIP Procedural Guidance with SIP Station Locations	pdf	4/16/2013

SIP Station Rosters by Office[Go](#)**EEOC HQ OEP**

TITLE	DESCRIPTION	DOCTYPE
[View] Occupant Emergency Plan (OEP) Monitors List 10/26/16	Occupant Emergency Plan (OEP) Monitors List 10/26/16	pdf
[View] O-180.001	EEOC Headquarters Occupant Emergency Plan 6/2014	pdf
[View] EEOC HQ External Staging Area Relocation	EEOC HQ External Staging Area Relocation	pdf

Safety/Security Inspection Review

TITLE	DOCTYPE	DATEADDED ^
Safety/Security Self-Inspection Checklist	pdf	5/21/2013
Field Office Safety-Security Representatives (REVISED) 05-01-2015	pdf	5/12/2011

Fire

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Communications

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Building Management**One NoMa Station OEP**

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[View] One NoMa Station Occupant Emergency Plan	OEP for One NoMa Station building	pdf	11/2/2012
[View] One NoMa Station Occupant Emergency Plan (Change 1)	One NoMa Station New External Staging Areas	pdf	11/2/2012
[View] One NoMa Station OEP Signature Page	One NoMa Station OEP Signature Page	pdf	11/2/2012
[View] Form 634	Telephone Bomb Threat	pdf	11/2/2012
[View] EEOC Bomb Threat Checklist	EEOC Bomb Threat Checklist	pdf	11/2/2012

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[Oracle Federal Financials \(OFF\)](#)
[Travel Procedures](#)
[Transit Benefits and Parking](#)
[EEOC Administrative Manual](#)
[SAG \(Space Allocation Guidelines\)](#)

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on Guide	EEOC Alert Member Portal Registration Guide	pdf	2/29/2016

C Security Team

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Enterprise-wide EEOC Applications

The following list of application systems is a sub set all of applications used at the EEOC.

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AT&T Connect
DMS
E2 Travel
ECOMP
EEOC BI Reporting
EEOC ServiceNow
EEOC Videostream
EEOC.gov
EEOSTAT3
Employee Express
eOPF
FedSEP
FOIA Tracking
FOIA Express
FPPS
HQ_Voicemail
IMS Virtual Client
inSite
JPrint Server List
Oracle Financials
Quicktime
TDCS
Transit Benefits DOT
Westlaw
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[Telework Technology](#)

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[DMS](#)
[E2 Travel](#)
[ECOMP](#)
[EEOC BI Reporting](#)
[EEOC ServiceNow](#)
[EEOC Videostream](#)
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[EEOSTAT3](#)
[Employee Express](#)
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All EEOC officials and employees must conform to standards of ethical conduct. The Legal Counsel is EEOC's Designated Agency Ethics Official (DAEO) and, with the assistance of the Advice & External Litigation Division (AELD) in the Office of Legal Counsel, administers EEOC's ethics program.

ETHICS LAWS AND REGULATIONS

All EEOC employees must comply with:

(1) Criminal statutes prohibiting

- bribery and illegal gratuities (18 U.S.C. § 201)
- representation before the federal government (18 U.S.C. §§ 203 & 205)
- certain postemployment activities (18 U.S.C. § 207)
- financial conflict of interest (18 U.S.C. § 208)
- supplementation of salary (18 U.S.C. § 209)

(2) Executive Order 12731 promulgating principles of ethical conduct for government officers and employees.

(3) The regulations issued by the U.S. Office of Government Ethics at 5 C.F.R. Part 2635 which establish standards of ethical conduct applicable to all employees of the executive branch. The regulation contains rules on:

- gifts from outside sources (5 C.F.R. § 2635.201 et seq.)
- gifts between federal employees (5 C.F.R. § 2635.301 et seq.)
- conflicting financial interest (5 C.F.R. § 2635.401 et seq.)
- impartiality in performing official duties (5 C.F.R. § 2635.501 et seq.)
- seeking other employment (5 C.F.R. § 2635.601 et seq.)
- misuse of position (5 C.F.R. § 2635.701 et seq.)
- outside activities (5 C.F.R. § 2635.801 et seq.)

(4) EEOC's supplemental standards of conduct at 5 C.F.R. Part 7201 concerning outside employment and activities. This regulation prohibits certain types of outside employment and requires prior approval for non-prohibited outside employment.

GUIDANCE ON ETHICS QUESTIONS

Employees may seek ethics guidance from the following sources:

- Deputy Ethics Officials - the District Director is the Deputy Ethics Official for all field employees within his or her District, and HQ office directors (other than the General Counsel) are the Deputy Ethics Officials for employees in their HQ offices. For the HQ employees of the Office of General Counsel, the Deputy General Counsel is the Deputy Ethics Official.
- Alternate Designated Agency Ethics Official - the Assistant Legal Counsel for the Advice & External Litigation Division in the Office of Legal Counsel
- AELD attorneys in the Advice & External Litigation Division of the Office of Legal Counsel can provide informal ethics advice by telephone or e-mail.

FINANCIAL DISCLOSURE REPORTS

Employees in certain positions are required to file public or confidential financial disclosure reports with the Office of Legal Counsel when first occupying covered positions, annually thereafter, monthly for certain covered transactions, and upon leaving certain covered positions. The covered positions are identified in the appendices to EEOC Order 680.001.

Public financial disclosure reports, 5F-278e, must be filed by employees appointed by the President with the consent of the Senate and by members of the Senior Executive Service. The report is filed electronically in the Office of Government Ethics new secure electronic filing system called **Integrity**. Integrity presents filers with a

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OLC's Field Liaisons

EEO Statutes Liaison List

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

Ethics/Subpoena/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics, third party subpoenas, and external litigation against the EEOC.

context-dependent questions to help filers identify all of their reportable interests correctly. Log in to Integrity at <https://integrity.gov>. An icon is found at that webpage. To access Integrity, filers must use their Max.gov (username and password). All EEOC employees are registered Max.gov users. If you do not have your e-mail address as your ID and click on the "forgot, set, or change your password" link, you can create a password. When a filer submits a report in Integrity, it is filed electronically and automatically alerts the OLC reviewing officials that it is available for review.

Form SF-278T, must be filed by employees appointed by the President with the rank of GS-15 or above in the Senior Executive Service in Integrity to report any purchase, sale, or lease of securities, futures, and other securities if the amount of the transaction exceeded \$1000.

Form SF-450, must be filed by General Schedule employees in covered positions. It is available at this link: [https://www.oge.gov/Web/oge.nsf/\(open?&openDocument=1B655/\\$FILE/oge450%20%28June%202015%29%20%28fillable%29.pdf](https://www.oge.gov/Web/oge.nsf/(open?&openDocument=1B655/$FILE/oge450%20%28June%202015%29%20%28fillable%29.pdf).

Reports must be signed electronically but cannot be filed electronically. The report must be signed by the filer and the original signature of the Deputy Ethics Counselor. Confidential financial disclosure reports should provide their signed paper reports to the District Director (or District Office Director) who is the Reviewing Official. The Reviewing Official ensures that the filer files SF-450 forms with the Reviewing Official by the due date. Reviewing Official will conduct a technical review of the reports before signing and mailing them to OLC for review. The Reviewing Official conducts a conflict of interest analysis and certifies each report.

How to file, which can be delegated to the Deputy Director or District Resource Officer, consists of the following steps: 1) ensure that all personal information (top 6 lines) is correct; 2) the filer has responded "yes" or "no" to each of the required statements in the report; 3) the filer has completed the schedule for each statement checked "yes"; 4) the filer has dated the report (no e-signatures permitted); 5) sign the report as the filer (at the bottom of the page) and mail or deliver it to OLC as soon as possible; and 6) the filer and the Reviewing Official appear on the same report. (A filer may e-mail or fax a report as it will not contain the original signature of the filer. The Reviewing Official must e-mail or fax a report to OLC, other than as an information copy.)

Form SF-278, must be filed by May 15.

Form SF-450, must be filed by February 15.

Employees who assume a new position by public or confidential financial disclosure reporting requirements must file a report within 30 days of assuming the new position. This includes employees serving on an acting basis for more than 60 days.

Form SF-278, of persons who terminate employment or otherwise leave a position, must be filed within 30 days of leaving the covered position.

Form SF-278T, must be filed within 30 days of receiving notification of a transaction but not later than the date.

FEDERAL SOURCES

Travel expenses for EEOC employees on official travel in certain circumstances:

A nonfederal source may reimburse EEOC for the travel expenses of an EEOC employee. Reimbursement would not be a conflict of interest.

State and local governments which are either exempt from taxation under section 501(c)(3) of the Internal Revenue Code or are state and local governments may reimburse employees for travel expenses if the reimbursement would not be a conflict of interest.

Reimbursements can be accepted and the procedures for accepting them are set forth in the OGE standards of conduct. An employee may accept, or agree to accept, reimbursement from a nonfederal source if the employee must obtain an ethics clearance from his or her AELD liaison (a link to the AELD liaison is above in the last bullet in "Guidance on Ethics Questions").

For more information, contact your OLC liaison.

Employees:

New employees must provide a copy of the OGE standards of conduct from his or her servicing OLC liaison for orientation. The OGE standards are also available here.

The District Director will ensure that the new employee receives an Individualized Orientation such that the new employee will be able to complete initial ethics training on the employee's entry-on-duty date. New employees will satisfy their orientation requirements by completing the ethics course (which can be accessed on the new employee's laptop computer).

I received access to the Development Center's legal compliance course).

tial ethics orientation, the District Resource Manager/Administrative Officer will
Is a certification of completion to the Office of Legal Counsel
3-4679 (fax) within 30 days of entry on duty.

Incumbent employees:

public or confidential financial disclosure reports are required to receive annual
be notified of the required training when it is available each year.

adjudicative functions must abide by the restrictions on ex parte
r 690.001 in order to maintain fairness for all interested parties.

ACTIVITIES OF FEDERAL EMPLOYEES

activities of employees of the Executive Branch. The type of federal appointment
political activities you may engage in. Click on the following links for summaries
ities for EEOC employees: (1) Presidential appointees, (2) Career Members of
all other employees. The Hatch Act is enforced by the U.S. Office of Special
ulations, and guidance issued by the U.S. Office of Special Counsel can be
l's website. The Office of Special Counsel has issued a guide to the Hatch Act
and provisions. In addition, the Office of Special Counsel has issued FAQs for
h one explaining how the Hatch Act limits federal employees' personal use of
oyees may contact their OLC ethics liaison with questions about the Hatch Act.

EEOC

ty. Order 680.005 contains the procedures for accepting gifts on behalf of
solicitation and acceptance of gifts on behalf of EEOC after a conflict of interest
proval by the Chairman or an office director (if the gift is worth less than
is About Gift Acceptance for further information. If you wish to solicit a gift or
ct your Advice and External Litigation Division liaison for a conflict of interest

CONFIDENTIAL INFORMATION

Confidentiality requirements applicable to enforcement information and provides
reference materials on the HIPPA Privacy Standard and the Privacy Act.

C from making public:

ation
to an investigation of a charge, or
rds required to be kept or reports required to be filed, such as EEO survey
t proceedings based on the charge. The laws also provide that nothing said or
ion may be made public or used as evidence without the written consent of the

VII make it a criminal offense for any employee of the Commission "to make
uch information prior to litigation. The statute provides for a fine of up to
year.

ulations are at 29 C.F.R. §§ 1601.22 and 1601.26.

respondent are permitted where deemed necessary for seeking appropriate

1626.4) prohibit EEOC employees from disclosing the identity of confidential
r persons on whose behalf a charge has been filed without prior written
roceeding.

the EEOC from disclosing any record in any EEOC system of records (such as
mployee personnel files) without the prior written consent of the individual to
losure is specifically permitted by the act.

maintained under all of the statutes enforced by EEOC.

hics) prohibit government employees from disclosing or using any non-public
e interests or that of another person.

EEOC's Access to Medical Information

the Portability and Accountability Act of 1996 (HIPAA), to ensure the privacy and protection of Health and Human Services subsequently issued a rule, "Standards for Privacy of Health Information" (Privacy Standard), to implement HIPAA's privacy

access to Medical Information, explains how and when the Privacy Standard applies to parties', potential charging parties', and other individuals' medical information.

oversight agency provides model language for finding that the EEOC is entitled to request during an investigation.

retain controls over what personal information is collected by the federal government provides:

- oneself, subject to the act's exemptions;
- s inaccurate, irrelevant, untimely or incomplete;
- t for violations of the statute, including unauthorized disclosure of records from any system permitted by the act.

disclosure of records pertaining to an individual from EEOC systems of records, files, and personnel files. For more information, see:

§52a)

C.F.R. Part 1611)

act of 1974

is of Records

C information should be directed to the Assistant Legal Counsel/FOIA Programs, or to the Office of Legal Counsel's Advice and External Litigation Division's list of AELD liaisons can be found above in the last bullet in "Guidance on Ethics

ena seeking EEOC documents, the procedure in 29 C.F.R. §§ 1610.30 - 36 must be followed s) unless the EEOC is a plaintiff in the lawsuit. If the EEOC is a plaintiff, the Regional Attorney.

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March 21, 2017 - Tuesday

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Federal Sector Programs

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- [Agency Oversight Division](#)

The Vision and Mission for Federal Sector Programs

- **Vision** - The Federal Government is the Leader in Creating an Inclusive, Barrier-Free Workplace that Empowers Employees to Achieve Superior Results in Service to Our Country
- **Mission** - To promote a diverse and inclusive federal workforce that is free of discrimination and barriers for all applicants and employees through training, outreach, and the review and evaluation of federal agencies' EEO programs and activities

Federal Sector Programs Custom Content

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Federal ID (fedID)

EEOC is issuing new identity credentials for all employees and contractors located at Headquarters and in the Washington Field Office. These new credentials will be used for building and internal access at One NoMa Station. Issuance of credentials for staff in other field offices is planned to commence in January, 2009.

The new Federal Identity credentials (FedID) comply with a government wide initiative mandated by Homeland Security Presidential Directive 12. HSPD-12 established a mandatory, commonly recognized and reliable form of identifying Federal employees and contractors. It defines the need for a card strongly resistant to fraud and counterfeiting. In addition, it requires a process that insures issuance only to authenticated employees and contractors, who are properly vetted.

EEOC has established an interagency agreement with the General Services Administration for card issuance services that meet the strict requirements of HSPD-12. The process for issuing the new FedID cards will require employees to make two trips to a shared credentialing center: once to enroll and once to activate the card after it has been printed.

To insure legitimate issuance of a FedID card, an individual must be sponsored. The Office of Human Resources (OHR) will manage the flow of employees and contractors through the sponsorship process and will work with coordinators designated by each Headquarters Office Director.

Field Offices

The Chief Human Capital Officer's Memorandum (HTML)
[Getting a New ID \(HTML\)](#)

Additional Information

[USAccess Web Site \(EEOC's FedID card services provider\)](#)
[Homeland Presidential Directive 12 \(HTML\)](#) [\(PDF\)](#)
(Policy for a Common Identification Standard for Federal Employees and Contractors)
[The Card \(PDF\)](#) (What it looks like. What's on it.)
[Caring and Feeding Your FedID Card \(HTML\)](#) [Privacy Act Statement](#)
[See the USAccess Privacy Act Statement on theUSAccess Training Page](#)
Additional information is contained in the [USAccess Privacy Sign on the USAccess Deployment Page](#)
[EEOC Reporting Adjudicated Actions](#)

Critical Enrollment Information

[Acceptable Forms of ID for Enrollment \(HTML\)](#)
[PDF First and Last Names must match FPPS \(HTML\)](#) [\(PDF\)](#)

[e-Quip Initiation Request Form \(PDF\)](#)

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Featured Items



New OPM video on retirement eligibility and annuity benefits.

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[640 Form IDP](#)

[QuickTime](#)

[Request to Donate Annual Leave to the Voluntary Leave Transfer Program](#)

[Training Request Form \(SF-182\)](#)

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[Access and Print IBC Payroll Calendars for 2006 - 2025](#)

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FEDS FIGHTING HUNGER

A Little Goes a Long Way When Feds Unite Against Hunger!

When we work together, everyone achieves more. Commonly known as the TEAM mantra, this concept applies to the EEOC Feds Feed Families (FFF) Campaign kick-off. With a small food donation from each person, it will really go a long way to ensure that the agency will beat its best. As an agency, we are shooting to collect 700,000 pounds of food in 2017. While that sounds very overwhelming individually, the goal, if broken down into smaller pieces, is very much achievable.

Here's how together we can get there...

700,000 pounds of food is divided by approximately 2,100 EEOC staff. Over the course of the campaign, that is about 333 pounds per employee, or 111 pounds each month. We know, this still sounds like a lot, but take a look at the break-down per week:

Feds Feed Families runs a total of 13 weeks. During this time, an individual donation averages approximately 8.5 pounds of food per week. But here's the best news - every dollar donated to a food bank is worth 3 pounds, so when you look at it, it boils down to a little less than \$3.00 a week, at least the base cost of a latte at Starbucks!

If each office works together, the EEOC can make our goal a reality.

In the coming days, members of the First Line Leaders Group (1LLG) will be reaching out to your offices and providing you with the information on how to track your donations, how to participate in the gleaning efforts and help to identify food pantries in your local areas. From the example provided above, it's easy to see how when we work as a TEAM, a little goes a long way to ensure that Feds Unite Against Hunger!

Your 2017 Feds Feed Families Champions:

[Click below to view the 2017](#)[USDA FEDS FEED FAMILIES KICK-OFF](#)

Related Links

Partnerships

[Capital Area Food Bank](#)[Feeding America](#)[Ample Harvest](#)[Mid-Atlantic Gleaning Network](#)[Society of St. Andrews](#)

FFF is a federal food drive organized by USDA in partnership with the CHCO Council.

[Number of Pounds Collected](#)[As of July 31, 2017](#)



Traci DiMartini (DOH&D)
Agency Chair



Lisa Broadway
St. Louis, Chicago, San Francisco
and Washington Field Office



Kimberly Smith-Brown
Charlotte, Miami, Los Angeles
and Headquarters Offices



Stephanie Garner
Indianapolis, Dallas, Memphis
and Headquarters Offices



Khalifeh Graff
Atlanta, Birmingham,
and Houston



Vanessa Guest
New York, Philadelphia,
and Phoenix

Goal
700,000



167,391
Raised

0

Provided by
CoolFundraisingIdeas.net

Office Fundraising Events



Indianapolis DO



Phoenix DO Warehouse



Hou

Champion's Toolbox

- 2017 Flyer
- Sample Volunteer Reporting Form
- Virtual Donation Flyer
- Most Wanted Items
- Regional Area Food Banks
- Gleaning Toolkit
- Gleaning App
- Weight to Volume Converter
- Gleaning Videos
- Hall of Fame Reporting

Statistics

Donations by Office



2 FAMILIES!

collect can goods and dry foods.
\$50 coupon off food bank item



Office

El Paso Area Office's Kick- Off

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Freedom of Information Act (FOIA) 5 U.S.C. § 552, as amended by the OPEN Government Act of 2007.

The FOIA is a federal statute which provides that:

- 1) Any person may request access to federal agency records or information.
 - 2) Federal agencies are required to disclose records upon receiving a written request for them unless the records are protected from disclosure by one or more of the nine exemptions or three exclusions from the FOIA.
- more >>

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FOIA vs. Section 83
Fees/Pay.gov



Appeals vs. OGIS
FOIA Public Liaison



FOIA Regulations,
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Order 150.001



Records Retention



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DOJ's FOIA Post



FOIA HQ Liaison,
FOIA Contacts



FOIA E-Library

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- DMS
 - AT&T Connect
 - EEOSTAT
 - Employee Express
 - EEOC.GOV
 - eOPF
 - FOIA Tracking
 - FPPS
 - IMS
 - Oracle Federal Financials
 - ServiceNow
 - Skillport
 - Travel E2
 - USA Jobs
 - Westlaw Sign-On
 - WTTTS
- >>>MORE >>>

NAME ▼	DATEADDED	DOCTYPE
HQ Monthly Report 2012 - (11) November	12/20/2012	doc
HQ Monthly Report 2012 - (10) October	11/16/2012	doc
HQ Monthly Report 2012 - (09) September	10/10/2012	doc
HQ Monthly Report 2012 - (08) August	09/14/2012	doc
HQ Monthly Report 2012 - (07) July	08/13/2012	doc
HQ Monthly Report 2012 - (06) June	07/13/2012	doc
HQ Monthly Report 2012 - (05) May	07/12/2012	doc
HQ Monthly Report 2012 - (04) April	07/12/2012	doc
HQ Monthly Report 2012 - (03) March	07/12/2012	doc
HQ Monthly Report 2012 - (02) February	07/12/2012	doc
HQ Monthly Report 2012 - (01) January	07/12/2012	doc
HQ Monthly Report 2011 - (12) December	07/12/2012	doc
HQ Monthly Report 2011 - (11) November	01/06/2012	doc
HQ Monthly Report 2011 - (10) October	11/25/2011	doc
HQ Monthly Report 2011 - (09) September	10/21/2011	doc
HQ Monthly Report 2011 - (07) July	08/02/2011	doc
HQ Monthly Report 2011 - (04) April	07/07/2011	doc
HQ Monthly Report 2011 - (03) March	07/07/2011	doc
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HQ Monthly Report 2011 - (01) January	07/07/2011	doc
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HQ Monthly Report 2010 - (10) October	07/07/2011	doc
HQ Monthly Report 2010 - (09) September	07/07/2011	doc
HQ Monthly Report 2010 - (08) August	07/07/2011	doc
HQ Monthly Report 2010 - (07) July	07/07/2011	doc
HQ Monthly Report 2010 - (06) June	07/07/2011	doc
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HQ Monthly Report 2010 - (04) April	07/07/2011	doc
HQ Monthly Report 2010 - (03) March	07/07/2011	doc
HQ Monthly Report 2010 - (02) February	07/07/2011	doc
HQ Monthly Report 2010 - (01) January	07/07/2011	doc

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Important

For Conference Room set-up, the max classroom style is 30 persons. Also, facilities needs a week advance notice on Form 554 for all conference room set-ups; especially for any recording or visual demonstration needs. For assistance, contact the Audio and Video staff at 202-663-4390.

[hq conferencerooms](#)

[public service announcements](#)

[white noise system](#)

NAME	DATEADDED ^	DOCTYPE
1st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
4st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
5st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
6st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
Large Video Teleconference (VTC) Room Manual	06/28/2011	pdf
Large Video Teleconference (VTC) Room Tip Sheet (Hard Copy in Each Room)	06/28/2011	pdf
Small Video Teleconference (VTC) Room Manual	06/28/2011	pdf
Small Video Teleconference (VTC) Room Tip Sheet (Hard Copy in Each Room)	06/28/2011	pdf
Conference Rooms Details 1st Floor	06/28/2011	pdf
Conference Rooms Details Spreadsheet	06/28/2011	xls
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Conference Rooms Coordinator and Proxy Access Roles and Information (PDF)	06/28/2011	pdf
Business Rules for Reserving and Using Conference Rooms at 131 M Street (PDF)	06/28/2011	pdf
Business Rules for Reserving and Using Conference Rooms at 131 M Street	06/28/2011	doc
How to Reserve Conference Rooms Using GroupWise (User Guide)	06/28/2011	doc
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Guidance for Requesting Video Teleconference (VTC) Equipment and Services	06/28/2011	doc
travel 	07/21/2011	0

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HEALTH UNIT

Location:

Headquarters - 1st floor

Room: 1SE075

Hours:

Mon., Tues., Wed., Fri., 8:00AM-4:30PM

Thursdays 8:00AM-12:00PM

Staff:

Nurse Coordinator Manijeh Vedadi RN, MSN

phone: (202) 663-4101

FITNESS CENTER

Location:

Headquarters/Basement

Equipments:

Free weights, balance balls, medicine balls, elliptical machines, weight machines, treadmills, stationary bikes.

Amenities:

Showers and changing rooms

Lockers

Towels

Televisions

To access and use the fitness center, employee must complete and submit the Fitness Center Informed Consent and Waiver and Release of Liability form to building management.

Event Calendar

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When bad weather or emergency conditions occur that affect operations at the EEOC Headquarters building or any of the 53 Field Offices, that information is recorded on the EEOC Operating Status Line at (855) 230-8186 and here at inSite. The Status Line and Web site are the best places to check for information about how an emergency event has impacted operations. Information is continually updated, both during and after duty hours, to report measures the Agency may take as a result of winter weather storms or other emergencies.

Please note that when events are significant, updating the Status Line or website may be delayed due to phone lines and internet being inundated with traffic. In some events, it may be a few hours or longer after the emergency before the EEOC's status is updated.

It is important to know how to get the Agency's Operating Status more directly. In addition to your Office Director, the Status Line and Web site, you can also get information that may be of use to you in an emergency from [www.opm.gov](#) under Operating Status.

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EEOC HELPDESK

Location: EEOC HQ - 4th Floor, Room 4NE25N
Telephone: (202) 663-4767
Telefax: (202) 663_4451
TTY: (202) 663-7193
email: EEOC.HelpDesk@eeoc.gov

Hours of Operation

Normal Hours of Operation are 7:00 AM to 6:00 PM EST, Monday through Friday
Closed Weekends and all Federal holidays.

For more information and service related forms.

NOMA BUILDING**BUILDING SECURITY**

Federal Protective Service (Mega Center) 202-708-1111

NOMA Business Improvement District (BID) Ambassador Escorts, (202) 997-5750

The NoMa BID offers Ambassador Escort Service to escort you to and from the Metro if you are traveling late etc. Upon request, the NoMa BID Ambassadors will escort people to their vehicle or transit stop within NoMa BID boundaries. The program is offered seven days a week from 4 p.m. to 9 p.m. To request an escort, please call at least 15 minutes prior to departure.

Federal Protective Security Officers:

Main Lobby: (202)663-7066
Rear Lobby: (202)663-7065
Loading Dock: (202)663-4151

Building Management Guards

Allied Barton: (202)682-9421

Agency Security Specialists

Jill Lewis: (202)663-4268
James Tillman: (202)663-4572
Andre' Gallmon, (202) 663-4031

Supervisory Security Specialist

Emmett "Jamie" Whitten, (202) 663-4201.

Event Calendar

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 EEOSTAT
 Employee Express
 EEOC.GOV
 eOPF
 FOIA Tracking
 FPPS
 IMS
 Oracle Federal Financials
 ServiceNow
 Skillport
 Travel E2
 USA Jobs
 Westlaw Sign-On
 WITS
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202-663-4600

ommission

at the Inspector General may not, after receipt of a complaint or information
y of the employee without the employee's consent, unless the Inspector
re is unavoidable during the course of the investigation. Further, the statute
agers to threaten or take action against an employee as a reprisal for making a
the Inspector General.

Leave & Earnings Statements at the National Business Center.

, applicant for employment, or anyone with an employment relationship who
ninated against because of:

- color
- sex
- retaliation
- disability
- sexual orientation

ns of discrimination

t process, allegations MUST be raised with an EEO Counselor with 45 days of

dent;
riminatory personnel action; or
ory action.

-7002

out Harassment Order 560.005, or report hostile or abusive conduct to the
e by emailing harassment_prevention@eeoc.gov or calling (voice)
t.

out Procedures for Providing Reasonable Accommodation for Individuals with
or request an accommodation through Dr. Donna R. Walton, the Disability
yprogram@eeoc.gov or calling (voice) 202-663-4339, (TTY) 202-663-4399.



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Informal Discussion Letters

The following letters are written by staff in the Office of Legal Counsel. They do not constitute official opinions of the Commission. This collection contains both informal discussion letters that respond to inquiries from members of the public and letters that respond to other federal agencies' and departments' requests for public comment. This collection will be updated monthly.

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- [ADA and GINA: Applicability of Incentive Limits for Employer Wellness Programs](#) 8/31/16
- [ADA and GINA: Calculating Incentive Limits for Employer Wellness Programs](#) 7/1/16
- [Title VII/Conviction Policy/Comments on Similar Proposed State Regulations](#) 4/7/16
- [Title VII/Conviction Policy/Prison Inmate/Religion/Work Program](#) 3/26/16
- [Title VII/EPA: Proposed Revision to EEO-1 Report](#) 2/18/16
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- [ADA: Disability-Related Inquiries and Medical Examinations](#) 10/1/15
- [Rehabilitation Act: Affirmative Action](#) 09/17/15
- [Title VII and Other EEOC Enforced Laws: Harassment/Striking Employees/NLRA](#) 09/11/15
- [Rehabilitation Act: Qualification Standards](#) 09/4/15
- [ADA/Rehab Act: Revised Definitions under the ADA Amendments Act of 2008](#) 08/21/15
- [State and Local Government Employer Pay Discrimination: Title VII, Equal Pay Act, ADEA](#) 8/10/15
- [Title VII/ADEA/GINA: Know Your Rights Pamphlet](#) 7/6/15

- [ADA/Rehab Act: Revised Definitions under the ADA Amendments Act of 2008 6/29/15](#)
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- [Title VII/Background Checks/ Applicant Filing EEO Lawsuit 6/11/15](#)
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- [Rehabilitation Act & GINA: The Use and Disclosure of Health-Related Information 12/04/13](#)
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Government Briefs

EEOC APPELLATE AND DISTRICT COURT BRIEFS

This link takes you to the EEOC page of LexisNexis, where you can search EEOC District Court briefs, Appellate briefs, or both.

Appellate Court Briefs: Appellate Services' Commission and amicus briefs from October 1990 to the present.

Decision summaries are also available on DMS.

District Court Briefs: LMS' compilation of pleadings and briefs from more than 1000 EEOC cases from the 1990s to the present.

DEPARTMENT OF JUSTICE (DOJ) BRIEFS

Office of the Solicitor General Briefs: All briefs from July 1998 to the present, and selected briefs from 1982-1996

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tory

urrent legislative materials, and feature searchable databases for the areas

istorical material and may be less comprehensive than some of the sites listed
Is beginning legislative history research with **HeinOnline**. HeinOnline is more

on HeinOnline

(GPO)

ore extensive than Westlaw or Lexis) (from the 1st Congress)

r of Congress **THOMAS** (very good for current legislative history; links to all

Online

ct 1995 forward; information 1973 forward)

95 forward) (more comprehensive than Westlaw or Lexis)

le databases for the areas listed below, but may be more limited in historical
ed below.

.F.R.

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ed rules, and notices of federal agencies)

ember 1 of preceding year)

I Resources

ensive law journal library that goes further back than Westlaw or Lexis. Also
will display graphs and charts that do not appear in the Westlaw/Lexis

SMAN, **EMPLOYMENT DISCRIMINATION LAW** (RICHARD J. GONZALEZ,
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PLOYMENT OPPORTUNITY COMMISSION (OGC- Updated Mar. 2014)

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IT HelpDesk
202-663-4767



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inSite Feedback Questionnaire

Tell us what you think about inSite by answering the following questions.

Please note that "inSite Feedback" is an open opinion forum for inSite users. If you have encountered a critical problem or system error in inSite that needs immediate resolution, please report it to the EEOC Help Desk at EEOC.HelpDesk@eeoc.gov, (202) 663-4767 or TTY (202) 663-7193.

1. About how often do you visit inSite? (Choose one)

- ☐ Very Frequently
- ☐ Frequently
- ☐ Neither Frequently nor Infrequently
- ☐ Infrequently
- ☐ Very Infrequently

2. How easy is it to navigate inSite and find information? (Choose one)

- ☐ Very Easy
- ☐ Fairly Easy
- ☐ Neither Easy nor Difficult
- ☐ Fairly Difficult
- ☐ Very Difficult

3. What do you look for most on inSite? (Select up to four)

- ☐ Documentation (*directives, manuals, policy, etc.*)
- ☐ eDirectory
- ☐ Forms
- ☐ Information about EEOC Functions (*Enforcement, Litigation, etc.*)
- ☐ Information about EEOC Offices & Organization
- ☐ Interactive Features (*blogs, forums*)
- ☐ News & Events
- ☐ Other (*please specify*):

4. How accurate is the information that you find on inSite? (Choose one)

- ☐ Very Accurate
- ☐ Fairly Accurate
- ☐ Neither Accurate nor Inaccurate
- ☐ Fairly Inaccurate
- ☐ Very Inaccurate

5. If there was something you would change about inSite, what would you suggest?

6. What's the name of your Office? (Please select from the list of Office Names)

Your Office:

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PURPOSE:

The Clinger-Cohen Act of 1996 requires that agencies use a disciplined Capital Planning and Investment Control process for maximizing the value and managing the risk of information technology (IT) acquisitions. EEOC follows the Government Accountability Office (GAO) IT Investment Management (ITIM) Framework to meet this requirement and ensure that IT resources align with business needs and priorities. ITIM requires that an Enterprise-wide IT investment board composed of senior executives from IT and business units is responsible for defining and implementing the agency's IT investment governance process. These responsibilities include:

- Evaluating, prioritizing and approving the funding for IT project proposals submitted by Executive Sponsors, through the use of pre-defined selection criteria;
- Reviewing the progress and implementation of approved proposals against stated expectations and costs; and
- Periodically evaluating the alignment of EEOC's IT projects and systems with the agency's strategic goals and objectives to recommend corrective action when misalignment occurs.

ESTABLISHMENT OF BOARD:

The EEOC IT Investment Review Board (ITIRB) is hereby established to fulfill the above Purpose and provide executive oversight for the EEOC ITIM process.

MEMBERSHIP:

The ITIRB membership will include:

- ITIRB Chair – Chief Information Officer
- Chief Operating Officer (COO)
- General Counsel or Deputy General Counsel
- Director, Office of Field Programs
- Director, Office of Federal Operations
- Chief Financial Officer
- District Director Representatives (2)
- Regional Attorney Representative

Decisions of the ITIRB will be consensus-based. In the event of a lack of consensus among ITIRB members, the COO will have the authority to issue final decisions.

RESPONSIBILITIES/AUTHORITY:

The ITIRB will have the following responsibilities and authority:

- Review and rank IT project proposals submitted by Executive Sponsors;
- Plan and prioritize new IT initiatives for mid-term funding activities and out-year budget submissions;
- Review the status of approved projects, including post-implementation reports;
- Review and approve revision or termination of existing IT initiatives, based on recommendations from the CIO or other ITIRB members; and

Forward IT funding recommendations to the EEOC Chair for final consideration and approval.

MEETINGS AND COMMUNICATION:

The ITIRB will meet quarterly. Special meetings may be called to coincide with budget planning cycles. Additional meetings may be called as needed. CIO staff will provide operational support to the Board, including communications and development of agendas, meeting handouts and meeting minutes.

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HHS OCR and EEOC have partly overlapping jurisdiction over discrimination in employee health benefits. This MOU clarifies how HHS OCR and EEOC will coordinate complaints over which both agencies have jurisdiction and sets out procedures by which they expect to share information and expertise, as well as coordinate investigations.

2015 Memorandum of Understanding Between DOJ's Civil Rights Division and the EEOC

Sets out provisions for coordination of the investigation of charges of discrimination against state and local governments on the basis of any characteristic protected by Title VII. Also includes provisions for sharing information as appropriate and to the extent allowable under law.

2014 Memorandum of Understanding Between U.S. Office of Special Counsel and the EEOC

Promotes interagency coordination in the enforcement of anti-discrimination laws and provides for sharing information as appropriate and to the extent allowable under law.

2011 Revised Memorandum of Understanding Between DOL's Office of Federal Contract Compliance Programs (OFCCP) and the EEOC

Sets out procedures for OFCCP and EEOC to coordinate investigation of Title VII and E.O. 11246 complaints. Includes procedures for information-sharing and confidentiality, and requires regular interagency coordination meetings. This MOU supersedes the 1999 MO between EEOC and OFCCP.

1999 Memorandum of Understanding Between the Department of Labor's Employment Standards Administration (ESA) and the EEOC About Compensation Discrimination.

ESA and the EEOC seek enhanced enforcement of compensation discrimination laws through a training program for Wage and Hour enforcement staff, charge referrals, and information exchanges between ESA and the EEOC.

1998 Memorandum of Understanding Between DOJ's Office of Special Counsel for Immigration Related Unfair Employment Practices, Department of Justice, and EEOC

Prevents overlap in charge filing for national origin discrimination under Title VII and for violations of section 274B of the Immigration and Nationality Act by implementing procedures for referring charges or aspects of charges to the other agency when they fall outside of one agency's jurisdiction.

1997 Memorandum of Understanding Between the National Association of Attorney's General and the EEOC

Sets forth mechanisms for information sharing, participation in joint enforcement initiatives, and cooperation in training, to enhance affirmative enforcement of employment discrimination laws between participating state attorney general offices and the EEOC.

1993 Memorandum of Understanding Between the General Counsel of the National Labor Relations Board and the EEOC

Provides procedures for processing charges pending before either the NLRB or the EEOC involving discrimination by either an employer or a union, where the issues involved may require one agency's interpretation of a statute enforced by the other agency.

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Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

Ethics/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics issues and external litigation against the EEOC.

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Welcome to the EEOC's Virtual Newsroom, which offers a wide range of information and materials on the Commission's history, functions, procedures, programs, actions and staff, on the statutes we enforce, and on related research, data and statistics. We encourage everyone to browse and search through our continually updated Press Kit, which provides extensive background and context for virtually any question.

To contact The Office of Communications, please phone 202-663-4191 or send an e-mail to newsroom@eeoc.gov. Please note, this e-mailbox is intended for reporters, news producers, those writing for news publication and broadcasts, and other people working on news programs or stories.

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[Sleneem Enterprises, LLC To Pay \\$22,500 To Settle EEOC Religious Accommodation Suit - 9/18/2017](#)

[Massimo Zanetti Sued by EEOC For Sexual Harassment and Retaliation - 9/18/2017](#)

[EEOC Issues New Guide to Assist Federal Agencies to Provide Personal Assistance Services \(PAS\) - 9/18/2017](#)

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BUILDING A DIGITAL WORKPLACE

EEOC's Information Technology efforts are organized around three primary objectives:

- Transform the way the EEOC serves the public by making its charge, complaint, and appeal processes transparent and providing information to its constituents online and on demand.
- Streamline processes to improve customer service for constituents, including individuals, state and local partners, Federal agencies, businesses and other organizations.
- Improve productivity by providing Agency employees ready access to the tools, data and documents they require from anywhere, at any time.

ACT DIGITAL

The Action Council for Transformation to Digital Services (Act-Digital) is leading the transformation and change to digital files and services.



RECENTLY COMPLETED

- **Digital Charge - Respondent Portal:** Allows Respondents to receive an Electronic Notice of the Charge to view online, submit documents, select options to mediate, and designate representatives. Launched January, 2016. See Press Release.
- **Online Charge Status:** Allows Charging Parties and Respondents to check the status of their Charge, possible next steps, and staff contact information online. Launched March, 2016. See Press Release.
- **Federal Sector EEO Portal (FedSEP):** Continued the build-out of FedSEP, including digitizing hearings and appellate processes within FedSEP. As of the end of FY 2016, FedSEP includes 712,756 documents in its digital repository.

Click [HERE](#) for a more complete list of Act-Digital Initiatives.

INFRASTRUCTURE MODERNIZATION

For digital projects to achieve the goals of increased efficiency and improved service, EEOC must invest in the infrastructure necessary to support a digital environment.

RECENTLY COMPLETED

- **Telecommunications Expansion:** Quadrupled the bandwidth capacity of all EEOC field offices and more than doubled EEOC's Internet capacity (completed)

COMING SOON

- **Digital Charge - Public Portal:** Includes Pre-Charge Intake, an interview scheduling tool, and capabilities for the CP to upload and download documents. (Pilot March-June 2017, Full Deployment starts late June, 2017).
- **Private Sector Core Digital Charge File:** Will allow the Agency to process charges in a majority digital format, integrated with IMS, removing the paper charge file. (Target June, 2017).
- **Federal Sector Complainant Portal:** Will provide federal complainants with similar capabilities as offered through the Public Portal - online status and the ability to upload and download documents electronically. (Target 4Q 2017)

COMING SOON

- **Replace Novell with Active Directory:** Will provide increased security and infrastructure flexibility, allow for single sign-in capabilities and

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January, 2016). This telecommunications expansion laid the foundation for infrastructure modernization initiatives. Extended EEOC's network to MS Office 365 and Azure services.

- **Acquisition of Microsoft Office 365 Licensing:**

Modified EEOC's existing Microsoft contract to migrate from "device based" (per workstation) to "user based" (per individual) licensing, to include 2,700 Office 365 licenses. With this model, EEOC will have access to updated tools and will no longer be paying licenses for devices that are in storage, repair, in shared areas, or assigned for COOP purposes.

- **Upgraded Video Teleconferencing:** Deployed updated video teleconferencing / audio-visual systems to 49 field offices during FY 2016.

- **Enterprise Wireless:** Developed plans to equip all EEOC offices with managed wireless access to provide the infrastructure that a collaborative digital workplace requires. Initial efforts involve field offices that are moving or are undergoing renovation, by incorporating enterprise wireless requirements into the GSA Statements of Work.

- **Enterprise Laptop Acquisition:** Acquired 60 new high-end laptops to meet advanced analytics and accessibility needs. In addition, at the end of FY 2016, EEOC awarded a five-year blanket purchase agreement to acquire new enterprise laptops, funding 2,000 new laptops for deployment during FY 2017.

support required two-factor authentication (in progress, target completion June 2017).

- **Replace GroupWise with Exchange Online/Outlook:** Will provide 50GB cloud-based email storage, support legal compliance and e-Discovery requirements and allow integration with Digital Charge Files (GroupWise Live email in progress, target live completion June 2017. Archive email thru FY 17).

- **Deployment of new Laptops:** Will provide increased workstation performance and lighter mobile use, to support increased digital processing. **New laptops will include the full suite of Office 365 (MS Office 2016) tools.** (targeting completion post GroupWise archive migration, FY 2017).

- **Enterprise Scanning:** During the end of FY 2016, EEOC acquired 94 scanners to meet the increasing needs for file digitalization. These scanners will be provided to offices during the 2Q 2017. In addition, EEOC acquired Enterprise scan management software to better automate scan processing and provide consistent scan results (3Q).

- **One-Drive/Sharepoint:** Will provide backup for current D:\myfiles documents and more secure and configurable storage for shared folders (S:) files. Will allow document access from workstations and mobile devices. (targeted to begin after Outlook migration - selective Sharepoint services in 2017, one-drive/network shares in 2018).

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OIT Tactical Plan

FY 2017 OIT Tactical Plan (as of 02/09/17)

FY 2016 OIT Tactical Plan - EOY Status (as of 09/30/16)

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Click [HERE](#) if you would like to give OIT some constructive feedback. To e-mail the Help Desk click [HERE](#).**Getting Technical Support****EEOC Help Desk**

Physical Location: EEOC HQ - 4th Floor, Room 4NE25N
 Telephone: (202) 663-4767
 Telefax: (202) 663-4451
 email: EEOC.HelpDesk@eeoc.gov

**Hours of Operation**

Normal Hours of Operation are 7:30 AM to 7:30 PM EST, Monday through Friday
 Closed Weekends and all Federal holidays.

Help Desk Manager: Wesam (Sam) Musa, *Branch Chief, IT Services Branch***Meet the Staff**This page is under
construction.**IT Specialists in EEOC Offices in the Field**

Contact Info for IT Specialists in the Field

Getting IT Services from OIT

The old Information Services Request form (ISR f. 553) has been retired. You no longer need to fill out a paper form, sign it, scan it, and email or fax it to the EEOC Help Desk. All employees can now request IT services and support directly thru ServiceNow at: <https://eeoc.service-now.com/>.

[IT Services Guide \(complete guide\) v 3.1](#) (posted 12/09/2010)[IT Services Summary \(Cliff notes version\) 10/01/2010](#) (posted 12/09/2010)[IT Service Levels 10/01/2010](#) (posted 12/09/2010)[Need IT Training or Refresher? 10/01/2010](#) (Needs to be updated 5/2/2014)[Leaving EEOC? Complete this Form](#) (posted 12/09/2010)[How to Get Novell Password Resets](#) (Needs to be updated 5/2/2014)

EEOC Ergonomics Program

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*All the dry stuff you never wanted to
know about; but need to comply
with anyhow.*

Internal OIT Guidance

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eMail

Policy on the Utilization of EEOC's Electronic Mail Systems
 Required Printing and Filing of eMails as Official Agency Records: eMail Non-Deletion Requirements
 Access Quarantined Email
 Using Advanced Search to Filter and Locate Quarantined Messages
 View Details About a Specific Quarantined Email
 Release a Quarantined Email and Report it as "Not Junk"
 Disallowed Attachment File Types
 Handling Spam and Phishing Email Delivered to Your Mailbox

Internet Use

EEOC Order 240.006 EEOC Internet Policies and Procedures

Systems Development & Operations Division - National HelpDesk Ticket Resolution Process

The following Workflow is the guideline for the process used to manage and resolve defects or failure of the EEOC supported systems within the System and Operations Division (SDOD). For tracking and timely resolution, all EEOC users are encouraged to contact the Nationwide Helpdesk to report defects or failure of any EEOC supported systems.

Systems Development and Operations Division (SDOD) Defect Resolution Flowchart

06/30/2011 pdf

1 Records Returned

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What is happening in OIT? Click the picture above then click PLAY Recording.

Welcome to KnowIT - Your Source for IT Training Materials at EEOC

EEOC's IT Knowledge Base is Moving to ServiceNow!!!

We are moving EEOC's IT Knowledge Base to ServiceNow. We look forward to providing IT Services and Information to you thru ServiceNow.

What this means for you is that you'll be able to find KnowIT articles easier and faster, and without having to sit in an EEOC office physically or go thru VPN to get to that information. It also means you won't need to fill out a paper ISR and send it thru lengthy paper-intensive processing to get help. Keep checking back for news as we roll out ServiceNow.

OCHCO is EEOC's Office of Primary Responsibility for Training in general. To go to OCHCO's main Training page, click [HERE](#). In general, an Individual Development Plan (IDP) is required to obtain training. In particular, IT Specialists with significant security responsibilities, must complete an **IDP form** annually in order to access the agency's on-line source for training and for specialized IT Security training, called the Employee Development Center (EDC).

Go to [Field IT Specialist Reference Library](#).

Browse By Topic

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[BYOD Bring Your Own Device](#)

[IMS / Brio / DMS](#)

[-Systemic Watch List Users Guide - IMSNXG Jan 2013](#)

[Password Help and Reset Information \(for various applications and systems\)](#)

[Printers, Copiers, Faxes, Scanners, and Multi-Function Devices \(MFD's\)](#)

[Telephone Quick Tip Sheets](#)

[Mobile Conference Connection User Guide Android \(April 2013\)](#)

[Mobile Conference Connection User Guide Apple iPhone \(April 2013\)](#)

[Mobile Conference Connection User Guide Blackberry \(April 2013\)](#)

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EEOC Regulations - Code of Federal Regulations, Title 29--Labor, Subtitle B--Regulations Pertaining to Labor, Chapter XIV--Equal Employment Opportunity Commission

Enforcement Guidances, Policy Guidances, & Policy Statements

All of the documents on this page represent official Commission policy.

Multi-Statute (i.e., issues addressed in these documents are not specific to one particular statute)

- Amended Enforcement Guidance on Recent Developments in Disparate Treatment Theory (2009)
Discusses the analysis of disparate treatment claims based on either circumstantial or direct evidence of discrimination, and limitations on remedies in cases involving mixed-motives. [note: updated materials - two new pages were added to the end of the guidance]
- Enforcement Guidance: Unlawful Disparate Treatment of Workers with Caregiving Responsibilities (2007)
Explains how to determine whether discrimination against persons with caregiving responsibilities constitutes unlawful disparate treatment under federal EEO law.
- Enforcement Rescission of Enforcement Guidance on Remedies Available to Undocumented Workers under Federal Employment Discrimination Laws (2002)
Explains the Commission's rescission in light of the Supreme Court's decision in Hoffman Plastic Compounds, Inc. v. NLRB, which found that illegal immigrants were not entitled to backpay under the National Labor Relations Act, but otherwise expresses the Commission's continued commitment to protect the rights of all workers without regard to immigration status.
- Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999)
Updates 1990 Guidance as it pertains to employer liability for harassment by supervisors and makes clear that the same principles apply to only to sexual harassment but also to unlawful harassment on any of bases protected under the federal employment discrimination statutes. Discusses application of Supreme Court cases in Burlington Indus. Inc. v. Ellerth and Faragher v. City of Boca Raton.
- Enforcement Guidance: Application of EEO Laws to Contingent Workers Placed by Temporary Employment Agencies and Other Staffing Firms (1997)
Explains that staffing firms and their clients both are obligated not to discriminate against temporary or other contingent workers with regard to their hiring, firing, or other terms, conditions, or privileges of employment.
- Policy Statement on Mandatory Binding Arbitration of Employment Discrimination Disputes as a Condition of Employment (1997)
Sets forth the Commission's opposition to mandatory binding arbitration and explains the basis for its objections.
- EEOC Enforcement Guidance on Non-Waivable Employee Rights under EEOC Enforced Statutes (1997)
Explains that, in order to discharge its responsibilities to enforce the federal employment discrimination laws, the Commission must be able to investigate all allegations of discrimination and that, therefore, an employee has the right to file a charge with the EEOC even if the employee has signed a waiver of such right.
- Enforcement Guidance: Whether "Testers" Can File Charges and Litigate Claims of Employment Discrimination (1996)
Explains that persons who apply for employment for the purpose of testing discriminatory hiring practices, but who do not intend to accept such employment, may challenge any discrimination to which they were subjected while conducting the tests.
- Enforcement Guidance on After-Acquired Evidence and McKennon v. Nashville Banner Publishing Co. (1995)
Discusses the effect of after-acquired evidence on the analysis of a discrimination claim, including the availability of remedies. This issue arises where the investigation includes evidence of a nondiscriminatory reason for a challenged employment decision, but the employer did not acquire the evidence until after the challenged employment decision was made.
- Enforcement Guidance on the Application of Title VII and the Americans with Disabilities Act to Conduct Overseas and to Foreign Employers Discriminating in the United States (1993)

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EEO Statutes Liaison List

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

Ethics/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics issues and external litigation against the EEOC.

American or American-controlled employers can be liable for discriminating
led employers can be liable for discriminating within the United States. It
g when an employer is controlled by an American entity and for evaluating when
. With regard to foreign employers who discriminate within the United States,
which treaty protections can limit the applicability of Title VII and/or the ADA.

ory and Punitive Damages Available under section 102 of the Civil Rights Act of
ount of compensatory and punitive damages under § 102 of the Civil Rights Act

e deduction of pension payments from back pay awards (1990)
duct from back pay awards pension payments that were made by an employer
ed retirement of an employee.

Origin Discrimination (2016)
pliance Manual Section 13 on this topic, and reflects significant legal
i.

y Discrimination and Related Issues (2015)
of the previous Guidance issued in July 2014. The changes reflect the
P.S. Specifically, changes were made to Sections I.B.1 (Disparate Treatment)
I.A.5 from the 2014 version was deleted. Since the Young decision did not
sections remain the same. The Guidance sets forth the fundamental
nination Act and discusses how the ADA may cover pregnancy-related
of "disability."

deration of Arrest and Conviction Records in Employment Decisions Under Title
amended (2012)
as the Commission's Guidance documents on employer use of arrest and
yment discrimination based on race and national origin.

if Prescription Contraceptives from Health Insurance Plans (2000)

imination in the Compensation of Sports Coaches in Educational Institutions
d Title VII to the issue of sex discrimination in the compensation of sports

Forklift Sys., Inc. (1994)
need not suffer psychological harm to make out a claim of unlawful

if Sexual Harassment (1990)
ful harassment. For current information on employer liability, refer to 1999
mployer Liability for Unlawful Harassment by Supervisors" (see Multi-Statute,

y under Title VII for Sexual Favoritism (1990)
when an employment opportunity or benefit denied to one employee and given
employee who submits to sexual advances or requests.

ence Under Title VII (1990)
ograms adversely affect the employment opportunities of women; that Title VII
is Preference programs from Title VII challenge, but that employer-created
ily protected and are presumptively unlawful.

Age Discrimination in Employment Act of 1967 (ADEA) and the Equal Pay Act of
ias, Their Overseas Subsidiaries, and Foreign Firms (1989)

ational Security Exception Contained in section 703(g) of Title VII of the Civil
ablish to show that a position is subject to national security requirements.

ie of Retroactive Relief for Sex-Based Discrimination in Employee Retirement
s to use sex-based actuarial tables in calculating employee pension benefits or
d circumstances in which retroactive relief for such violation might be limited.
y.

oyer with which an Employment Agency or Union Deals Must Have Fifteen or

ncy or Union to be Covered by Title VII (1988)

ice (1988)

*the Indian preference provision in Title VII, which permits businesses on or
to prefer to hire Native Americans.*

ing to Bring a Charge of Discrimination Against a Labor Organization (1987)

d Parties Over the Employment Relationship Between an Individual and His/Her

nviction Records under Title VII of the Civil Rights Act of 1964, as amended

act: Responsibilities of the Department of Justice and the EEOC for Immigration-

*tion Reform and Control Act (IRCA) and its purpose; namely to control
ited States. Explains the respective jurisdictions of the EEOC and the Office of
Related Unfair Employment Practices (OSEC), Department of Justice (DOJ), for
the basis of national origin and citizenship. Supplements the Policy Statement
Civil Rights Act of the Immigration Reform and Control Act, issued on February*

& 703(h) of Title VII to Unilaterally Created Seniority Systems (1987)

*employers to apply different standards of compensation or privileges of
seniority or merit system, applies not only to collectively bargained agreements
ally established by employers and to referral systems based on length of
ted by unions, so long as the system is bona fide.*

e VII, the ADEA, and EPA to International Organizations (1986)

v. Consolidated Coin Caterers Corp. (1996)

*tion holding that to establish a prima facie case of age discriminatory discharge,
acement be outside the protected age group, i.e., under the age of forty.*

. 4(f)(1) 'foreign laws' defense of the Age Discrimination in Employment Act of

Age Discrimination in Employment Act of 1967 (ADEA) and the Equal Pay Act of
ias, Their Overseas Subsidiaries, and Foreign Firms (1989)

arging parties who have been disqualified by bona fide occupational
tory provisions and not given the same options afforded employees disqualified

*d from a position because of an age-based BFOQ must be afforded the same
qualified for non-age-related reasons.*

e VII, the ADEA, and EPA to International Organizations (1986)

the appropriateness of front pay as a remedy under the Age Discrimination in

e the circumstances under which an award of front pay may be necessary and

y Discrimination and Related Issues (2015)

r a summary of this Guidance and a link to the Guidance.

asonable Accommodation and Undue Hardship Under the Americans with

*cerning an employer's obligation to provide reasonable accommodations for
including requests for reasonable accommodation and the interactive process,
r applicants and employees, and undue hardship. Also includes a resource
enforcement guidance with the same name dated 3/1/99.*

of the ADA to Contingent Workers Placed by Temporary Agencies and Other

*Guidance on Application of EEO Laws to Contingent Workers" by explaining that
ADA apply to staffing firms and their clients. The guidance focuses on the
mmodation; rules concerning the disability-related questions and medical
dards, employment tests and other selection criteria.*

-Related Inquiries and Medical Examinations of Employees Under the Americans

employers to make disability-related inquiries and require medical examinations of

Americans with Disabilities Act and Psychiatric Disabilities (1997)

of disability, standards on disclosing disabilities and assessing direct threat, and accommodation are applied in the context of psychiatric disabilities. It also issues.

Effect of Representations Made in Applications for Benefits on the

a "Qualified Individual with a Disability" Under the Americans with Disabilities

in connection with an application for disability benefits (e.g., social security pension) should not be an automatic bar to an ADA claim.

ers' Compensation and the ADA (1996)

title I of the ADA and state workers' compensation laws. Explains how the meaning of a disability within the meaning of the ADA differ from the standards for compensation benefits. Reasonable accommodations, including light duty and non-occupational injuries are discussed.

Employment Disability-Related Questions and Medical Examinations (1995)

disability related inquiries and medical examinations at the pre and post offer

Application of the Americans with Disabilities Act of 1990 to Disability-Based Health Insurance (1993)

employer-provided health insurance plans that may violate the ADA. The "disability-based" distinctions in health insurance plans and gives examples of plans that may violate the ADA. Also discusses how an employer might demonstrate a "subterfuge" to evade the purposes of the ADA.

13164: Establishing Procedures to Facilitate the Provision of Reasonable

13145: To Prohibit Discrimination in Federal Employment Based on Genetic

13145, federal departments are prohibited, with limited exceptions, to collect, use, or disseminate the results of an individual's or family member's genetic tests or the individual's

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These documents do NOT represent official Commission policy. However, they may offer assistance in understanding particular issues.

Multi-Statute

- [Background Checks: What Employers Need to Know \(2014\)](#) (published jointly by EEOC and Federal Trade Commission)
- [Background Checks: What Job Applicants and Employees Should Know \(2014\)](#) (published jointly by EEOC and Federal Trade Commission)
- [Employer Best Practices for Workers with Caregiving Responsibilities](#)
- [Employment Tests and Selection Procedures \(2007\)](#)
- [Facts About Retaliation \(General Information\)](#)
- [Enforcement Guidance on Retaliation \(2016\)](#)
- [Facts About Equal Pay/Compensation Discrimination](#)
- [Prohibited Employment Policies/Practices](#)
- [Facts About the Family and Medical Leave Act, the ADA, and Title VII \(1995\)](#)

Title VII and EPA

- [Q&A about EEOC's Enforcement Guidance on National Origin Discrimination \(2016\)](#)
- [Q&A about EEOC's Enforcement Guidance on Pregnancy Discrimination and Related Issues \(2015\)](#)
- [Religious Garb and Grooming in the Workplace: Rights and Responsibilities \(2014\)](#)
- [Fact Sheet on Religious Garb and Grooming in the Workplace: Rights and Responsibilities \(2014\)](#)
- [Q&A About the EEOC's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII \(2012\)](#)
- [Facts About Race/Color Discrimination](#)
- [Facts About Religious Discrimination](#)
- [Best Practices for Eradicating Religious Discrimination in the Workplace](#)
- [Facts About National Origin Discrimination](#)
- [Employment Discrimination Based on Religion, Ethnicity, or Country of Origin \(2001\)](#)
- [Q&A About Employer Responsibilities Concerning the Employment of Muslims, Arabs, South Asians, and Sikhs](#)
- [Q&A About the Workplace Rights of Muslims, Arabs, South Asians, and Sikhs Under the Equal Employment Opportunity Laws](#)
- [Sex-Based Discrimination](#)
- [Adoption of Questions and Answers To Clarify and Provide a Common Interpretation of the Uniform Guidelines on Employee Selection Procedures \(1979\)](#)
- [Facts About Pregnancy Discrimination](#)
- [Facts About Sexual Harassment](#)

ADEA

- [Q&A: Final Rule on Disparate Impact and the Reasonable Factors Other than Age Defense Under the ADEA](#)
- [Facts About Age Discrimination](#)
- [Q&A: Understanding Waivers of Discrimination Claims in Employee Severance Agreements](#)

ADA and ADAAA

- [Q&A about EEOC's Final Rule on Employer Wellness Programs and Title I of the ADA \(2016\)](#)
- [Fact Sheet for Small Businesses: EEOC's Final Rule on Employer Wellness Programs and Title I of the ADA \(2016\)](#)
- [Q&A about EEOC's Enforcement Guidance on Pregnancy Discrimination and Related Issues \(2015\): see "Title VII and EPA" subheading, above, for link to this Q&A. The Guidance addresses pregnancy discrimination under both Title VII \(PDA\) and the ADA when there is a pregnancy-related disability.](#)
- [Facts about the Americans with Disabilities Act](#)
- [Q&As on the Final Rule Implementing the ADAAA \(2011\)](#)
- [Q&As for Small Businesses: The Final Rule Implementing the ADAAA \(2011\)](#)
- [Fact Sheet on the EEOC's Final Regulations Implementing the ADAAA \(2011\)](#)
- [Pandemic Preparedness in the Workplace and the ADA \(2009\)](#)
- [Veterans and the Americans with Disabilities Act \(ADA\): A Guide for Employers \(2012\)](#)
- [Understanding Your Employment Rights Under the Americans with Disabilities Act \(ADA\): A Guide for Veterans \(2012\)](#)
- [The ADA: Applying Performance and Conduct Standards to Employees with Disabilities \(2008\)](#)
- [Q&A: Health Care Workers and the ADA \(2007\)](#)
- [Q&A: Deafness and Hearing Impairments in the Workplace & the ADA \(2014\)](#)

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Ethics/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics issues and external litigation against the EEOC.

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[plementing Reasonable Accommodation Procedures Under Executive Order](#)

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[ividuals with Disabilities in the Federal Workforce \(2008\)](#)

[on for People with Disabilities in Federal Employment \(2017\)](#)

**ificantly written for small businesses on certain topics also may be found
 e, fact sheets for small businesses addressing the final wellness rules
 "GINA" headings above.)**

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Pay Schedules

You can access and print the 2006 through 2025 schedules at the Interior Business Center at the U.S. Department of the Interior.

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New OPM video on retirement eligibility and annuity benefits.

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An employee group for LGBT employees, allies, and friends


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Program Research & Surveys Division

Mission: The Program Research and Surveys Division of the Office of Research, Information and Planning (ORIP) fulfills the following functions: it administers the Equal Employment Opportunity Survey (EEO-1 through EEO-6) program; it disseminates data collected in these workforce surveys (described below) to Commission officials at headquarters and in the field, to Congress, to FEPA agencies, and to the public; it provides analytic support for investigations, which involves assisting investigators in obtaining computerized personnel files, constructing large analytic databases, and developing statistical evidence; it conducts research and studies; and it serves as a statistical research source for other areas of the Commission.

THE 2017 EEO DATANET CONFERENCE AGENDA

DATANET PHOTO

CHUCK MCGHEE RECIPIENT OF THE 2017 CHAIR'S HONOR AWARD

Articles of Possible Interest

Systemic Analysis

We offer analytic support for investigations, including RFI language, data base construction, modeling, development of statistical evidence, class identification, estimates of liability, review of validity documentation, and also training. OFP and OGC personnel should feel free to discuss their investigations and training needs with the ORIP analyst in their district, or ORIP management at headquarters, to determine the type of assistance that we can offer for the particular situation. In instances where investigative assistance is likely to take more than eight hours of an analysts' time, please put together the materials described in the 'Checklist' (see below) and email those materials to Ron Edwards (ronald.edwards@eeoc.gov) and Kelly Trindel (kelly.trindel@eeoc.gov) for review and assignment. While investigative assistance will often be assigned to the analyst in your district, this is not always the case due to workload, areas of expertise, and the fact that not every district has an in-house analyst. After an analyst has been assigned to your case this will be your main point of contact for continuing assistance, however we ask that you please copy Ron Edwards and Kelly Trindel on your ongoing email correspondence with the analyst. This allows us to keep up with the status of the case and provide additional help as needed. Throughout the course of your investigation, if you ever have any questions about the status of ORIP's work, please feel free to contact Ron Edwards and Kelly Trindel. See the links below for more detail about the categories of assistance we offer.

- Class Identification/EEO1-Analytics
- Data Requests
- Managing Respondent Data
- Statistical Evidence
- Estimates for Back Pay and Other Relief
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Employee Selection Procedures

ns

t

analytic support for investigators, in the form of constructing databases,
 %, and serving as a statistical research source.

es

order to collect workforce data from employees. This data includes employee
 b categories. There are five different types of surveys, which include the
 and the EEO-6.

2014)

1 Puerto Rico

Ethnicity Report to EEOC
 uerto Rico, Briefing Paper

15

mic issues related to discrimination in the workplace, and compile reports on
 conducts studies that are not available to the public, in order to assist
 ticular industries at the firm level or particular employees.

DC

ssic and oft cited research report, *Black Experience Versus American*
 A major purpose of this study is to measure the penetration and occupational
 1 universe since 1969 and determine how the relative status of status of Blacks
 e years". To celebrate the 50th anniversary of EEOC, we are re-releasing this
 supplemental look at employment changes over the past fifty years, in
American Expectations. The data tell an interesting story about how our
 ingly more diverse over the past 50 years.



US

**AMERICAN EXPERIENCES
 VERSUS AMERICAN
 EXPECTATIONS**

ference, *Building an Interdisciplinary Equal Employment Opportunity Capacity*, May 14-15, University of Massachusetts, Amherst and the Equal Mission.

ference in Washington DC was part of an NSF-funded EEO Data and Research project research on equal employment using both EEOC data and other sources, and ideas for future research using EEOC data (EEO-1, EEO-4, EEO-5, lawsuits, etc.). The conference brought together EEOC, Department of Labor and Department of Education scholars. This year included, among our various sessions, a panel celebrating the Civil Rights Act of 1964 which discussed various research efforts relevant to the field and the 50 years since the EEOC was founded.

Anniversary of the Civil Rights Act of 1964

University of Massachusetts)

Legacy of Title VII of the Civil Rights Act of 1964 and Historical Overview of

Employer Survey: What Have They Taught Us About

"")

Connecticut) (Black-White Wage Evolution in the aftermath of CRA1964)

University) "Using EEO-1 data to Document Desegregation since the Civil Rights

American Expectations

How can the academic community advance equal employment opportunity

REFERENCE.docx

DC(MAY 2014)_ALLEN LEWIS.pptx

Net meeting.ppt

14_AABans_05_02_2013_SOLE_Kurtulus.pptx

iew-2014-109-35.pdf

Bruyere.pptx

Pay and segregation panel.pptx

Hard session.pptx

Y

t Sheets

Employment by Job

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plement investigations. This data can be found on the U.S. Census bureau

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What are you looking for?

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EEOC's Strategic Enforcement Plan establishes national priorities to focus and coordinate the agency's work to have a sustainable impact in reducing and deterring discriminatory practices in the workplace. The Commission updated its SEP for Fiscal Years 2017-2021 on September 30, 2016 and provided a webinar training to staff on October 19, 2016. The Commission's first SEP covered Fiscal Years 2013-2016. The pages linked below provide resource materials related to each SEP priority.)

**Eliminating
Barriers in
Recruitment
& Hiring****Protecting
Vulnerable
Workers****Selected
Emerging &
Developing
Issues****Ensuring
Equal Pay
for All
Workers****Preserving
Access to
the Legal
System****Preventing
Systemic
Harassment**

Effective strategies for our private and federal sector programs at both the national and local level are critical for the priorities to have a significant impact on workplace practices. District offices developed District Complement Plans (DCPs) to identify local priorities and strategies for private and public sector enforcement and outreach. Similarly, the Federal Sector Complement Plan (FCP) sets forth how the agency's federal sector programs will carry out the SEP and identifies priorities specific to federal employment.

The Research and Data Plan identifies research needs for Strategic Enforcement Plan priorities and promotes an integrated approach to the work of all offices within the Commission. The Communications and Outreach Plan represents renewed attention on what EEOC communicates, to whom, and how-internally as well as externally.



If you have a suggestion or question about implementation of the SEP, contact Cathy Ventrell-Monsees in the Office of the Chair.

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COMMENTS, QUESTIONS,
SUGGESTIONS, OR FEEDBACK?
Complete this form (comments can be
made anonymously).

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[50th Anniversary of the Civil Rights Act
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Left: President Johnson signing Title VII of the Civil Rights Act of 1964 with Dr. Martin Luther King, Jr., and other members of Congress looking on.

Right: President Obama signing the Lilly Ledbetter Fair Pay Act of 2009 with Mrs. Ledbetter (standing to the right of President Obama) and other members of Congress looking on.

The EEOC approved its Strategic Plan for Fiscal Years 2012 - 2016 on February 22, 2012. The Strategic Plan establishes a framework for achieving the EEOC's mission to stop and remedy unlawful employment discrimination, so that the nation might soon realize the Commission's vision of justice and equality in the workplace. Implementation of the new Strategic Plan begins in March 2012. Throughout the implementation process, the Commission will seek regular input from the EEOC's internal and external stakeholders, beginning with you, the agency's workforce.

The Quality Control Plan (QCP) Work Group was established in December 2012. QCP will establish criteria to measure the quality of investigations and conciliations. As modified in the Strategic Enforcement Plan, the Commission is scheduled to vote on the QCP by April 30, 2013.

See below for more details.

The Strategic Enforcement Plan (SEP) Work Group was established in March 2012. SEP will establish EEOC enforcement priorities based upon research, charge data, and internal and external stakeholder input. The SEP will also further an integrated, holistic approach to enforcement by: 1) ensuring collaboration through all stages of enforcement (i.e. intake through litigation); 2) incorporating the EEOC's oversight and adjudicatory work in the federal sector; and 3) more effectively integrating the agency's research, policy development, education and outreach activities with its enforcement efforts. The SEP will also address whether a more detailed federal sector SEP and/or local SEPs are needed.

Contact the SEP Workgroup at strategic.plan@eeoc.gov by using the [comment form](#) (comments can be made anonymously).

gan in Summer 2011 with two workgroups. The responsible for developing a strategic plan for FY agency's mission, and the Performance Measurement mendations to SPW on what measures should be ice.

nce Materials (9.17.14)

is of the Quality Control Plan for Investigations and Conciliations (5.10.13)

rol Plan (5.10.13)

EEOC Investigations Focus of Commission Meeting (3.21.13)

Development of the Quality Control Plan for Investigations and Conciliations

ess of the Strategic Plan for FY 2012-2016 (2.20.13)

Quality Control Plan for Investigations and Conciliations (2.12.13)

Group and Planning Process (1.11.13)

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s for Membership on the Quality Control Plan Work Group (8.22.12)

: into the Strategic Enforcement Plan (7.18.12)

rategic Enforcement Plan (6.6.12)

pdf)

Strategic Enforcement Planning Process (4.5.12) (.pdf)

l Years 2012 - 2016 (.pdf)

Strategic Plan for Fiscal Years 2012 - 2016 (2.22.12)

ship List

an for Fiscal Years 2012 - 2016 (1.18.12) (.pdf) -- Comments were requested
lvisory for more details.

n Vision and Mission Themes (.pdf)

nning Process (.pdf)



an be found in the **RELATED DOCUMENTS** section in the right navigation

CTIONS, OR FEEDBACK?

or SEP Workgroup at **strategic.plan@eeoc.gov** OR complete this
ously).

systemic

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  Systemic Manual

© 2015 Enter your company name

Systemic Manual

The EEOC is committed to combating systemic discrimination through a strong, coordinated, nationwide program.

Systemic cases are "pattern or practice, policy and/or class cases where the alleged discrimination has a broad impact on an industry, profession, company, or geographic location." Effectively identifying, investigating and litigating systemic cases is critical to the EEOC's mission of eradicating discrimination in American workplaces.

Analyzing Systemic Cases: A Legal Overview

Identifying Systemic Discrimination

Investigating Systemic Charges

Obtaining and Analyzing Data in Systemic Investigations

Litigating Systemic Cases

Systemic Policy Documents

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Talking Points
for internal use only

PLEASE NOTE: These documents are intended to provide EEOC staff with basic information about new developments. **They are for internal distribution only.** Although these documents may not be shared outside EEOC, information in them may be helpful to EEOC staff in preparing presentations.

Most of the Talking Points below provide information on Supreme Court decisions involving the laws enforced by EEOC (or related laws that could have an impact on the EEO laws), and are usually posted within 24-48 hours after a decision is issued. (If the Talking Points document does not specify a court then it is a Supreme Court case.)

Some Talking Points provide information on relevant statutes or EEOC regulations, special EEOC initiatives, or Commission actions (e.g., a significant conciliation agreement). Talking Points may also address controversies involving EEOC actions, helping staff to explain the Commission's actions.

ADA

- EEOC's Final Rule on Employer Wellness Programs and Title I of the Americans with Disabilities Act (2016): *Discusses the final rule, published May 17, 2016, which amends the ADA and its accompanying Interpretive Guidance (also known as the Appendix). The final rule states that employers may provide limited financial and other incentives in exchange for an employee answering disability-related questions or taking medical examinations as part of a wellness program, whether or not the program is part of a health plan.*
- EEOC Notice of Proposed Rulemaking on Employer Wellness Programs (2015): *Discusses NPRM published 4/20/15, with 60-day comment period, which provides guidance on the extent to which the ADA permits employers to offer incentives to promote participation in wellness programs that require employees to respond to disability-related inquiries or undergo a medical examination.*
- EEOC Enforcement Guidance on Pregnancy Discrimination and Related Issues (2015): *Please refer to the "Title VII, EPA, and PDA" subheading below for a summary of these Talking Points and a link.*
- ADA/Hiring applicant without a high school diploma (2012): *Responds to public/media concern about a technical assistance letter that addressed an employer's ability to use a high school diploma as a job requirement and how the employer, under the ADA, must respond if an applicant informs the employer that she lacks a diploma because of a disability.*
- Final Regulations To Implement The ADA Amendments Act of 2008 (2011): *Explanation of the final regulations, including contrasting the final rule with the proposed regulation.*
- Raytheon Co. v. Hernandez (2003): *Under a disparate treatment analysis, a neutral no-rehire policy is a legitimate, non-discriminatory reason for refusing to rehire an employee who had a record of drug addiction.*
- Chevron U.S.A., Inc. v. Echazabal (2002): *Upholds ADA regulation on direct threat to self.*
- Toyota v. Williams (2002): *Supreme Court decision effectively overturned by the ADA Amendments Act of 2008 (see entry).*
- US Airways, Inc. v. Barnett (2002): *An employer's showing that a requested reassignment conflicts with seniority rules is ordinarily sufficient to demonstrate, as a matter of law, that this accommodation is not "reasonable." However, an employee may present evidence of "special circumstances" that warrant an exception to a seniority rule in a particular case.*

ADEA

- Final Rule on Disparate Impact and the Reasonable Factors Other Than Age Defense Under the ADEA (2012): *Discussion of revisions to the ADEA regulations to conform to Supreme Court rulings and to explain the meaning of*

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an age (RFOA) defense.

09): Reviews a number of issues, including an increase in ADEA complaints, decisions limiting the scope of the ADEA, and recent Commission in employment.

2009): A "mixed motives" jury instruction is never proper under the ADEA. It was the "but for" cause of discrimination in all circumstances.

b (2008): An employer defending an ADEA disparate impact claim bears both den of persuasion on the "reasonable factors other than age" defense.

tion 633a of the ADEA prohibits retaliation against federal employees who

OC (2008): Disability retirement plan that discriminates on the basis of pension even though pension eligibility is based on age, because the employer was not

endelsohn (2008)

rd Circuit upholds EEOC's authority under the ADEA to promulgate a narrow ers to coordinate retiree health care benefits with age-based eligibility for sored retiree health benefits program without satisfying the ADEA's

(2005): The ADEA authorizes recovery in disparate impact cases but ADEA in scope than those under Title VII.

ic. v. Cline (2004): The ADEA does not prohibit employers from favoring older the protected age group.

on for People with Disabilities in Federal Employment (2017): On January 3, amend the regulations at 29 C.F.R. section 1614.203 implementing Section 501 Rule explains what federal agencies must do to satisfy their Section 501 tion in employment for individuals with disabilities. The Rule does not affect the federal agency has engaged in disability discrimination. Also, the Rule has no and local governments.

: Supreme Court holds that while student body diversity continues to be a a university, the Fifth Circuit failed to conduct a sufficiently searching inquiry to ice-conscious admissions program was "narrowly tailored" to satisfy the strict challenges to governmental racial classifications.

: Supreme Court holds in a 4-3 decision that the University of Texas at ogram was lawful under the Equal Protection Clause of the U.S. Constitution ejected. The Supreme Court in 2013 had vacated the Fifth Circuit's ruling in e for the appeals court to determine whether the University had made a ssions plan was narrowly tailored to achieve educational benefits that flow from d that the admission plan was constitutional and in this decision the Supreme

ors Restaurant (2013): Supreme Court holds that an arbitration agreement that titrust case from bringing a class arbitration is enforceable under the Federal in show that costs related to the proof of their claim would make it economically claims.

1, No. 09-497 (2010): Where an arbitration agreement delegates the authority rator, challenges to that delegation are for the courts to decide, but challenges ole are for the arbitrator.

A collectively bargained mandatory arbitration agreement that includes claims ceable even though a conflict of interest may exist between the union's vigorous enforcement of antidiscrimination rights.

ement to arbitrate between an employee and an employer does im-

re who files a timely charge of discrimination. Relief may include backpay, reins.

11): *Plaintiffs seeking injunctive and declaratory relief and backpay on behalf of the employees could not pursue a class action under Federal Rules of Civil Procedure 23(a) because the "commonality" requirement of Rule 23(a) is not satisfied.*

May Data from Certain Employers: The Office of Management and Budget (OMB) **may data collection aspects of the EEO-1 form** as revised on September 29, 2016. Chair Victoria A. Lipnic on EEOC's website and discard the Talking Points on October 2016.

Subject to a Commission Vote (2016):

Not part of a process for receiving public input on proposed enforcement guidances, statements of policy that are subject to a Commission vote and are intended for use in rulemaking. These documents will not cover issuance of technical assistance documents that are not subject to public notice and comment, informal discussion letters, and questions and answers. Nor does this process require a public notice and comment period under the Administrative Procedures Act or public comment as required under OMB's Final Bulletin for Agency Good Government Order 12067.

Am. Ent. & Mgmt. Ass'n, et al. v. AT&T Intell. Prop. Proprietary, et al. (2011): Corporations do not have "personal" Fourth Amendment protection. The Freedom of Information Act exemption at 5 U.S.C. section 552(b)(7)(C) for law enforcement records, could reasonably be expected to constitute an unwarranted invasion of privacy.

9): *New Section 83 supersedes earlier versions and applies to all statutes that require that any request for charge file disclosure that references FOIA be granted if the requestor agrees it can be handled under section 83.*

Wellness Programs and the Genetic Information Nondiscrimination Act (2016): *Final rule published May 17, 2016, that amends the regulations implementing the Genetic Information Nondiscrimination Act (GINA). The final rule states that employers may not require or induce employees (also called incentives) in exchange for an employee's spouse or dependent's current or past health status as part of a wellness program, whether or not the program is a wellness plan.*

GINA Implications of Employer Incentives For Spouses to Provide Current or Future Health Status Information (2015): *Discusses NPRM published October 30, 2015, for 60-day comment period, under which an employer may offer an employee an incentive for the employee to complete a health risk assessment under the employer's group health plan, to complete a health risk assessment. It addresses what is meant by an HRA, the maximum incentive that may be provided, and how the incentive may be apportioned between the employee and the spouse or dependent.*

Genetic Information Nondiscrimination Act of 2008 (2009): *Final Regulation to Implement the Genetic Information Nondiscrimination Act of 2008.*

Notes

Use scroll down to "Title VII" to find a link to the Talking Points for United States v. Windsor. This is the Supreme Court's 4-4 decision which results in affirming the Fifth Circuit's decision on the implementation of elements of the Obama Administration's policy. This outcome leaves unresolved the distinction between legislative rules with the force of law, rules promulgated through notice-and-comment rulemaking, and interpretive rules which need not be promulgated through notice-and-comment rulemaking.

IOU)

Department of Health and Human Services' Office for Civil Rights (2017): *The EEOC and HHS have jurisdiction over discrimination in employee health benefits. This MOU clarifies the division of labor between the two agencies, sets out how they will share information and expertise, as well as coordinate investigations.*

MSPB)

When an employee "mixed-case" appeals from the MSPB involving both employment and discrimination issues, the MSPB has jurisdiction over the employment issues.

m Act claims are appealable to the federal district court instead of the Federal Circuit. The court decided the case only on procedural grounds.

Under one statute -- e.g., Title VII or ADEA -- the holding would apply to the entire statutory text. Similarly, the subject addressed raises issues under two or more statutes. For example, see the Talking Points on Ebola, issued in 2014, which discuss Title VII.

Harassment (2017): This proposed Enforcement Guidance was released on 12/14/17 to provide the Commission with input. This public input period will close on 1/15/18. The Commission will review the comments and make changes accordingly.

Retaliation and Related Issues (2016): This Enforcement Guidance replaces the guidance issued in 1998. Since that time, the Supreme Court has issued seven decisions interpreting the statutes enforced by the Commission. The new guidance provides a legal analysis and an explanation of retaliation issues that the Commission has addressed in previous guidance.

Final Judgment (2017): Supreme Court held in a unanimous opinion that a Title VII defendant may not avoid liability by claiming that the plaintiff's claim for retaliation is barred by the "court's final judgment rejects the plaintiff's claim for

discrimination. In City of Houston v. Inclusive Communities Project (2015): Relying on its decisions under Title VII and the ADEA, the Supreme Court held in a 5-4 decision that the Fair Housing Act is enforceable under the Fair Housing Act.

The Supreme Court held in a unanimous opinion that a court may review whether the employer attempted conciliation before filing a lawsuit, but the scope of that review is limited to whether the EEOC informed the employer about the specific allegation and whether the EEOC provided a form of discussion.

Managing Workplace Concerns Involving the Ebola Virus (2014): These Talking Points are to help employers about how to manage workplace concerns involving the Ebola virus under Title VII.

Liability (2017): Supreme Court holds that an employer may be vicariously liable for a discrimination claim when the employer has empowered that person to take tangible employment

actions. In Church and School v. EEOC (2012): A "ministerial exception" based on the Establishment Clause bars employment discrimination claims by ministers. A claim by a minister within the meaning of this exception.

Review of the new law regarding determining whether a claim is timely. The 180/300 day filing period begins to run with each paycheck that covers a discriminatory decision or other discriminatory practice affecting the discriminatory decision or practice initially occurred more than 180/300 days before the claim is filed. The new law overturns Ledbetter v. Goodyear Tire & Rubber Co. (see below).

Writing (2008): A filing with the EEOC constitutes an ADEA charge if it meets the requirements of 29 U.S.C. section 1626.6, i.e., it is in writing, it includes an allegation of discrimination, it is filed within 180 days of the discriminatory act, and it is reasonably construed as a request for the EEOC to take remedial action or otherwise settle a dispute between the employer and the employee.

Lilly Ledbetter Fair Pay Act (2007): Supreme Court decision overturned by the Lilly Ledbetter Fair

Pay Act (2009): A plaintiff alleging constructive discharge in response to supervisory harassment in a hostile work environment was so intolerable that his/her resignation was a "fitting response." The Faragher/Ellerth affirmative defense where a constructive discharge arises from a hostile work environment but the defense is not available where an official act underlies the discharge.

Common Law Definition of "Employee" (2003): Determination of whether a particular individual is an employee under common law definition of "employee," focusing on the extent to which the employer exercises control.

Direct Evidence (2015): Direct evidence is not required for a plaintiff to receive a mixed-motive ruling under Title VII, which provides that "an unlawful employment practice is established where the plaintiff proves that race, color, religion, sex, or national origin was a motivating factor for the employment practice, even if other factors also motivated the practice."

NLRB (2002): *The Immigration Reform and Control Act of 1986 (IRCA)* is Board from making a backpay award to an undocumented alien who had : in the United States.

rgan (2002): An employer may be held liable for all acts constituting a hostile ibuting to that environment occurred within the applicable 180/300 day filing recover for discrete acts of discrimination or retaliation that fall outside the ? doctrines may limit or toll the time period.

ct

nce Programs (OFCCP)

ew U.S. Dept. of Labor Regulations Do Not Violate the ADA (2014): *New Rehabilitation Act, published by OFCCP, require federal contractors to use a If-identification of disability by applicants and employees. EEOC has determined the ADA's rules on disability-related inquiries.*

ment of Labor's Office of Federal Contract Compliance Programs (OFCCP) Rules of Understanding (2011)

me Court unanimously held that a district court's decision as to whether to reviewed by the court of appeals for abuse of discretion.

e Court, in applying the "standard rule" of construction for analyzing limitations when a plaintiff has a "complete and present cause of action" on which she or olds that the limitations period in a constructive discharge case starts when an

Court holds that recess appointments to the NLRB were not valid because they only three days long and therefore did not fall within the scope of the Recess ould have a future impact on a presidential recess appointment of a

edical Center v. Nassar (2013): *Supreme Court holds that the "but for" l's anti-retaliation provisions.*

ess, L.P. (2011): *Title VI provides a cause of action to an employee who was his fiancée's protected activity.*

e Plastics Corp. (2011): The anti-retaliatory provision of the Fair Labor written complaints.

nt of Nashville and Davidson County, Tennessee (2009): *The opposition clause protects individuals who provide information as part of an employer's*

ailway Co. v. White (2006): *Title VII's anti-retaliation provision (section 704(a)) s affecting a term, condition, or privilege of employment and therefore it is rimination provision (section 703(a)). The anti-retaliation provision protects an at a reasonable person would find "materially adverse," which in the retaliation ave deterred a reasonable person from opposing discrimination or participating*

Origin Discrimination (2016): *The Commission approved this Enforcement places Compliance Manual Section 13 which was issued in 2002. There have r the intervening years including, among other things, the definition of "national ge access. The Guidance also addresses topics that are new or were not fully section, including human trafficking and job segregation.*

? Talking Points discuss the Supreme Court's 4-4 tie in this case, resulting in the tgment upholding a preliminary injunction on the implementation of the Obama igration policy. This result does not affect EEOC's substantive legal powers or Title VII's prohibition on national origin discrimination applies to citizen and ie laws enforced by the EEOC apply to covered employees regardless of

Inc. (2015): *The Talking Points discuss the Supreme Court's 8-1 decision in Abercrombie & Fitch, holding that Title VII's disparate treatment provision does not require an employer to avoid accommodating a religious practice, whether or not the employer has a bona fide occupational qualification for the position.*

5): *The Talking Points discuss the Supreme Court's 6-3 decision reversing the Ninth Circuit's decision in McDonnell Douglas, holding that a pregnant worker wishing to show disparate treatment through the application of the McDonnell Douglas framework.*

Pregnancy Discrimination and Related Issues (2015): *These Talking Points review the Commission's new Guidance on pregnancy discrimination that supersedes the 2014 version. The 2014 version as a result of the Supreme Court's decision in Young v. UPS. Sections I.B.1 (Disparate Treatment) and I.C.1 (Light Duty) to reflect the Young decision. Since most of the Guidance was not impacted by the Young decision, no further revisions were made. The Talking Points explain the background that led the Commission to issue a new Guidance, the PDA, the ADA and how pregnancy-related impairments may meet the requirements of the Young decision and the revisions made to the current version of the Guidance to review questions that may arise concerning the Guidance and offer answers.*

(2014): *These Talking Points review the Supreme Court's 5-4 decision that the Affordable Care Act regulation requiring employer-provided health insurance to cover contraceptive services violated the Religious Freedom Restoration Act rights of closely held for-profit corporations to covering four of those contraceptives because they operate after the EEOC laws, but may prompt questions about the EEOC's enforcement of Title VII as applied to employer health coverage of contraception for women.*

Religious Garb and Grooming in the Workplace: Rights and Responsibilities (2014): *These Talking Points consist of a Q&A and a Fact Sheet on Religious Garb and Grooming in the Workplace. They are written in user-friendly terms and give many real-life examples. They do not announce any new legal principles. The Talking Points explain, among other things, why EEOC issued the two new Guidance documents and where more information may be obtained.*

Religious Garb and Grooming (2014): *This is a list of cases addressing religious garb and grooming. Each Talking Point above explaining the Q&A and Fact Sheets on this topic. Each case is a link to the case. As with all Talking Points, this list is for Internal Use only and may not be distributed outside the Commission.*

CVS (2014): *These Talking Points discuss EEOC's lawsuit against CVS that alleges that CVS employees sign a Severance Agreement that contains numerous provisions that restrict employees from filing charges and communicating with the EEOC, thus violating Title VII's prohibition on employment discrimination or who participate in the Commission's processes.*

LGBT (2012): *These Talking Points review how Title VII may cover LGBT employees and the EEOC's enforcement actions.*

Equal No. 0120120821 (2012): *This unanimous Commission decision finds that the Commission's decision in Transgender status, also referred to as claims of discrimination based on gender identity, is not a sex discrimination prohibition and therefore may be processed under EEOC's Title VII sex discrimination prohibition.*

Use of Criminal Records in Employment Decisions (2012): *This Guidance document supersedes the Commission's 1987 and 1990 policy statements on this issue and is included in Section VI.B.2 of the Race & Color Discrimination Compliance Manual.*

Arrest and Conviction Records in Hiring (2012): *Hiring decisions made on the basis of arrest and conviction records may violate Title VII because their neutral use can have a disparate impact on certain groups. The Commission found in the Pepsi case that 300 African-Americans were adversely affected by a policy that excluded black applicants at a much higher ratio than non-blacks.*

Reversing the Seventh Circuit's restrictive "cat's paw" analysis, an employer can be liable for the discriminatory animus of a supervisor who did not make the

employee who does not challenge the adoption of an allegedly discriminatory employment practice claim in a timely charge challenging the employer's application of that

Work Force

Employer does not violate the Pregnancy Discrimination Act by paying pension benefits under a pension plan that provided less service credit for pregnancy leave taken before the employee's return from short-term disability leave.

prohibits an employer from discarding the results of a promotion test that has employer can demonstrate a strong basis in evidence to believe that relying on or to disparate impact liability.

2): Upholds validity of EEOC's relation-back rule, interpreting section 706 of use timely filed charge could be verified after the expiration of the filing period.

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- **Attorney Outreach Presentations Folder (DMS).** *Note: You may navigate to documents of interest or use the DMS search tool to refine your search. To return to inSite, hit the back button.*
- Presentations created by EEOC HQ and field attorneys for outreach events.
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iClass Systemic Training PowerPoint presentations for EEOC attorneys, paralegals and/or investigators nationwide.

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Presentation on the EEOC's final Regulations under the ADA Amendments Act of 2008. [July 2011]
April 2011]

- **Reasonable Accommodation Cases (Training for Investigators and Attorneys)**
Presentation on investigating and developing cases involving ADA reasonable accommodation claims. [Oct. 2011]

EQUAL PAY ACT & WAGE DISCRIMINATION

- **Investigating Wage Violations (Training for Investigators and Attorneys)**
Presentation on investigating and developing wage discrimination claims, with special emphasis on the Equal Pay Act. [May 2010]
- **Advanced Wage Discrimination Issues (Training for Attorneys)**
Presentation on how to investigate and litigate equal pay violations, on wage determinations and the measurement of wage differentials, and the Equal Pay Act's catch-all defense of "any factor other than sex." [April 2011]

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"OSC's comprehensive response to my whistleblower claim reassured scientists here that we can come forward with public health concerns because retaliation will not be tolerated. In the end scientific integrity wins!"

- Dr. Robert Lanciotti



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Federal Whistleblower Rights and Protections

An explanation of the rights of federal government employees who have blown the whistle on government wrongdoing, explained by the U.S. Office of Special Counsel.

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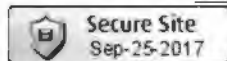
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Everything you never wanted to know about telephones, A/V, and VTC @ EEOC; including Audio-Video services that we offer.

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Telephone User Guides

[Forwarding your Voice Mail to GroupWise Mail Box also known as Call Pilot](#) (posted 05/19/2011)

Telephones at HQ

FEATURES:

Corporate Directory and Express Directory:

The Corporate Directory provides an alphabetical list of HQ and Washington Field Office employees. Express Directory provides an alphabetical list of all EEOC employees, including HQ, WFO, and Field Office employees. They both enable you to find any employee's phone number from your office telephone. Send requests for updates via ServiceNow.

- Instructions for Using Corporate Directory:

1. Press Directory Button (Corporate Directory will appear).
2. Press the button under **Select** (far right).
3. Type in the last name of the person you're calling, using the telephone's keypad
 - a. For the second or third letters on the digit-button, press the button 2 or 3 times until the letter you want appears on the display panel.
4. Then press the button under **Search**.
5. Press the button under **Dial** to call the person.
6. Press the Directory button to end search.

- Instructions for Using Express Directory:

1. Press the blue Expand Button.
2. "Express Directory" will appear, press the button under **Select**
3. Type in the last name of the person you're calling, using the telephone's keypad.
 - a. For the second or third letters on the digit-button, press the button 2 or 3 times until the letter you want appears on the display panel.
4. Use arrow directional key to select the desired user.
5. Press the button under Return (far right) then press the button under exit.

Voice Call:

The Voice Call feature allows staff to talk through the speaker of a Nortel telephone from another telephone. It's like having an intercom right at your desk. If you would like this feature, please submit a request via ServiceNow.

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- Instructions for Using Voice Call

1. Press the "Voice Call" button (Assigned by a Telecomm Administrator).

Note: The called party does not have to lift the handset to hear or conduct a two-way conversation. The called party must lift the handset to de-activate "Handsfree". If the called telephone is busy on another Directory Number (DN), the caller hears continuous ringing. The called party hears a single beep and the Voice Call DN key flashes. If the telephone is busy on the Voice Call DN, the caller hears a busy tone.

TMS Virtual Client
inSite
iPrint Server List
Oracle Financials
Quicktime
TDCS
Transit Benefits DOT
Westlaw
WTTS

Mobile X:

With Mobile X, when a person is calling your office phone and you do not answer the phone after a certain number of rings, an alternate phone will simultaneously ring. This phone will ring on either the Government issued Blackberry device or your personal cell phone when your office phone receives a call. This will allow you to answer your office calls from any location. If you would like this feature, please submit a request via ServiceNow.

Soft Phone:

Soft Phone is a virtual telephone that will allow HQ staff to remotely use your office phone from your EEOC issued laptop. It requires special software loaded on your EEOC laptop and will require you to submit a request via ServiceNow if you want this feature. After submitting your request, you will be scheduled to bring in your laptop and have the soft-ware installed.

For questions regarding these features or to receive training, please contact the EEOC Help Desk.

[User Guide for Telephones at HQ \(posted 12/10/2010\)](#)

Telephones Related Policies/Forms

[Order 350.002 EEOC Telephone Service 08/15/2002 \(posted 12/10/2010\)](#)

- [Exhibit 1 - ISR Form 553, Information Services Request \(posted 12/10/2010\)](#)
- [Exhibit 2 - Form 123, Requisition for Supplies, Equipment, Services, Furniture \(posted 12/10/2010\)](#)
- [Exhibit 3 - GSA SF 145, Telephone Service Request \(posted 12/10/2010\)](#)



EEOC Administrative Manual

Office of the Chief Financial Officer

Approved by: Germaine P. Roseboro
Germaine P. Roseboro, Chief Financial Officer

9/16/2016
Date



COMMUNICATIONS HANDBOOK

A Guide to Media Relations

*Office of Communications & Legislative Affairs
Sept. 2007*

**INVENTORY MANAGEMENT
BEST PRACTICES HANDBOOK**
for Senior Level Managers



2012

REGIONAL ATTORNEYS' MANUAL



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APRIL 2005

CASE MANAGEMENT BEST PRACTICES
Desk Reference for Investigators
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