

Torres Rojas, Genara

TJR #13271

From:
Sent: Wednesday, June 20, 2012 3:41 PM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Jeffrey
Last Name: Caubet
Company:
Mailing Address 1:
Mailing Address 2:
City:
State:
Zip Code:
Email Address:
Phone:
Required copies of the records: Yes

List of specific record(s):

Dear Mr. Duffy, I am requesting copies of the following Equal Opportunity Employer policies. Executive Directors Office Memoranda dated June 20, 1968 5-68, August 31, 1983 10-83, March 27, 1987 8-87 and January 11, 2005 05-02.

THE PORT AUTHORITY OF NY & NJ

Daniel D. Duffy
FOI Administrator

July 10, 2012

Mr. Jeffrey Caubet

Re: Freedom of Information Reference No. 13271

Dear Mr. Caubet:

This is a response to your June 20, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for copies of the Equal Opportunity Employer Policies dated 6/20/1968 5-68, 8/31/1983 10-83, 3/27/1987 8-87 and 1/11/05 05-20.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13271-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy
FOI Administrator

THE PORT OF NEW YORK ³³⁸ AUTHORITY
Office of Executive Director

OFFICE MEMORANDUM 5-68

June 20, 1968

EQUAL OPPORTUNITY IN THE PORT AUTHORITY

The Port Authority has a vital stake in the current struggles of the minority groups in our community to achieve equality in employment, housing and education, and to gain community acceptance. Our continuing concern for the success of these efforts is based not only on considerations of human justice and the basic rights of all citizens, but also on the fact that our governmental responsibilities in the improvement of transportation and the promotion of trade in the Port District are in a very direct way conditioned by the successful resolution of these problems.

In a recent Weekly Report, I had the pleasure of reporting to the Commissioners on the progress of some programs and projects which are now being conducted by the Port Authority in cooperation with such outside agencies as the National Alliance of Businessmen, The New York Coalition and the Neighborhood Youth Corps., and on our efforts to assure adequate minority representation among the workers hired by our contractors. These undertakings follow several years of conducting training programs for disadvantaged persons on behalf of the City of New York in its anti-poverty program. I believe that all of these are critically important activities and that our participation is in keeping with the Port Authority's leadership role in the Port District. Every member of staff should be aware of them and, therefore, I am attaching a reprint of the Weekly Report article which I mentioned at the beginning of this paragraph.

In my memorandum of March 4, 1968, on this year's Management Objectives, I called to the attention of Department Directors the need for them to develop specific proposals which would be responsive to providing equal opportunities for all of our fellow citizens, regardless of the circumstances of their birth, color and economic, cultural or educational backgrounds.

Toward the same end, the Personnel Director has established an Advisory Committee on Equal Employment Opportunity consisting of members of management, clerical, operations and maintenance personnel. The purpose of this group is to advise the Personnel Director and the staff of his department on matters affecting the hiring and promotion of minority group members.

The work of this committee should help provide a better understanding of the problems faced by minority group members in employment.

The major part of the job, however, falls to individual managers and Department Directors throughout the Port Authority. I urge each of you, in addition to cooperating with the members of the Advisory Committee, to translate this effort to your own areas of responsibility. Employees from disadvantaged backgrounds should be encouraged to participate in Port Authority training programs and in the Education Refund Program. There should be an awareness that newly hired employees whose previous work experience has been in a different setting may find our environment strange and unfamiliar. They should be supported, encouraged, and given individual help.

Over many years, the Port Authority had developed and enforced a policy prohibiting discrimination in the hiring and promotion of individuals on the basis of race, religion or ethnic background. Our adherence to this policy is reflected in the representation in the Port Authority of members of all groups.

Nevertheless, in this period of great crisis in our cities and in the Port community, we must intensify our efforts in implementing this policy. Equal opportunity cannot be willed by the wave of a wand; it becomes a reality only as a result of the joint efforts of all members of staff to assure that minority groups learn of job opportunities, are given help in competing for entrance level and promotional tests, and are welcomed to the work environment with open hearts and open minds. Some stresses and strains will undoubtedly develop in the process. The full and sympathetic cooperation of all supervisors at all levels is needed. I especially ask Department Directors and Facility Managers to assume personal responsibility for extending all possible help. I have also asked the Director of Personnel to keep me informed of developments and to report to me on a regular basis on the progress that is being made.



Austin J. Tobin
Executive Director

Attachment

In addition to our cooperation with NAB, we have reached an understanding with the Neighborhood Youth Corps to place 20 young men and women between the ages of 16 and 22 in semi-skilled positions throughout the organization. After final arrangements have been completed the Port Authority will employ the 20 youths for a maximum of six months beginning some time this summer. Three other groups will be added during the two-year term of the agreement.

Salaries Provided By Youth Corps

Those attending school will work a maximum of a 10-hour week, those not in school a maximum 30-hour week. Their salaries will be provided by the Youth Corps. The Port Authority will provide the jobs and the training. Some will learn how to operate duplicating and collating machines, some the operation of the Mail Room. Others will work in the Photo Lab, the cafeterias at our facilities, or in clerical jobs.

Another program at the Bus Terminal involves the employment of 14 taxi attendants, age 15 to 17 (please see Weekly Report of April 29, 1968). The teenagers, who must be attending school, open taxi doors, help with luggage, summon redcaps and supply information. Each works about 15 hours a week at \$1.60 an hour. These attendants have shown enthusiasm for their jobs and the patrons have shown enthusiasm for their service. It is working out well from every point of view.

Assuring adequate minority group representation in the construction of large public projects has been a matter of concern to all public agencies in this area -- federal, state and local as well as the Port Authority. In connection with the World Trade Center project, additional efforts are being made to increase the likelihood of an appropriate representation of minority group workers hired by our contractors. Each contractor has been required to submit a statement describing what will be done to assure that qualified minority group members are hired. The World Trade Department has been utilizing the services of RESTORE, a community agency in Bedford-Stuyvesant, to refer workers to our contractors. We have been interviewing candidates for the job of "Contract Compliance Officer." It will be this Officer's job to audit the representation of minority group members on the staffs of Trade Center contractors.

I have also had the privilege of conducting a luncheon on behalf of the Urban Coalition and the Urban League. The Urban League reports that it was the most successful such event that they have participated in. This meeting, attended by some of the leaders in the fields of transportation and construction, was designed to interest businessmen in supporting the "Street Academies," a program sponsored by the Urban League. Through these Academies, more than 700 teenage "unemployables" have or are receiving special education. More than 100 graduates of the program are now enrolled in college.

JOSEPH DELLABARCA

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THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
Office of Executive Director

OFFICE MEMORANDUM - 10-83

August 31, 1983

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of The Port Authority of New York and New Jersey that equal opportunity be assured in its personnel system in accordance with Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and affirmative action be provided in its administration.

The Port Authority is committed to ensure equal opportunity for all persons on the basis of merit and fitness and without discrimination because of race, color, creed, national origin or ancestry, marital or military status, age, sex, political or religious affiliation, or a disability that does not interfere with the ability to do the work required. Equal Opportunity is an integral part of every aspect of personnel policy and practices in the recruitment, employment, advancement and treatment of employees and applicants for employment to the maximum extent possible.

The Port Authority recognizes that Equal Employment Opportunity requires more than passive non-discrimination. Consistent with our goal of excellence in all of our endeavors, we seek a diverse, talented and dedicated staff that is broadly reflective of the population of the region we serve. Toward this end, we have established an affirmative action program which is designed to be active, on-going, and results-oriented in achieving full and equal opportunity goals through the recruitment and appropriate representation of minorities, women and the handicapped in all occupational categories and at all organizational levels. Affirmative action is a tool to eliminate any artificial barriers that may adversely impact upon minorities, women, and the handicapped; to provide a climate that ensures the development of their potential to the fullest extent possible; and to provide more opportunities for their employment and advancement to increased levels of responsibility and pay.

An Equal Opportunity Council advises the Executive Director and the Personnel Director in the formulation, coordination and effective implementation of plans, policies and programs relating to affirmative action in all departments. The Council is presently chaired by Louis J. Gambaccini, Assistant Executive Director/Director of Administration, and is currently comprised of eleven other members including: Paul Blanco, Assistant Manager, Accounting Division; Michael Bucciero, Assistant Director, Public Affairs Department; Ernesto Butcher, Manager, George Washington Bridge; Katy MacKay, Executive Assistant to the Executive

Director; Albert Moncure, Director, General Services Department; Rino Monti, Chief Engineer; Thomas O'Kane, Assistant Personnel Director (Affirmative Action Administrator); Edward O'Malley, Personnel Director; Joseph Vanacore, Director, Tunnels, Bridges & Terminals Department; Sandra Vandewalle, Chief, Contracts Division, Law Department; and Marvin Weiss, Director, Office of Minority Business Development. The Equal Opportunity Council meets monthly to monitor the current status of affirmative action programs and to suggest changes and/or new approaches, as needed, to assure that equal employment opportunity objectives are met.

The Personnel Department conducts periodic studies of the composition of the work force by sex and minority identity for all occupational groups and organizational levels; and develops, implements and administers recruitment, training and promotion programs designed to eliminate underrepresentation and underutilization of minorities, women and handicapped individuals. The Personnel Director issues annual reports to each Department Director identifying areas in which minorities and women are underrepresented and/or underutilized, and establishes guidelines for the preparation of annual affirmative action plans by each department to remedy such deficiencies that may exist. The Personnel Director also designates an Affirmative Action Administrator to oversee the development of plans; to monitor results achieved; and to report periodically to the Equal Opportunity Council on problems identified and progress achieved in addressing them.

It is the responsibility of each Department Director, in close cooperation with staff of the Personnel Department, to develop an annual written affirmative action plan for addressing occupational areas and organizational levels where underrepresentation of women and minorities have been identified.

Department Directors also are responsible for informing their staff of their commitment to affirmative action plans and for effecting them. Further, Department Directors are strongly urged to communicate available job vacancies and training opportunities to their employees through the issuance of Promotion Opportunity Bulletins and the dissemination of information on training programs, and to ensure that maximum efforts are made to identify qualified minority, women and handicapped candidates for consideration.

A copy of this policy statement is to be posted on all department and facility bulletin boards and is to be made available, upon request, to all employees, union representatives, Port Authority employees, applicants for employment and all recruiting sources.



Peter C. Goldmark, Jr.
Executive Director

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
Office of the Executive Director

OFFICE MEMORANDUM - 8-87

March 27, 1987

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Equal Employment Opportunity and Affirmative Action are integrally linked to fulfilling the mission and goals of the Port Authority. We need to sustain and increase our efforts in this area since it is vital to our agency that opportunities be provided for women, minorities and the disabled to share more fully in the projected job and business growth for this region.

The Executive Director's August 1983 Office Memorandum (10-83) affirms the Port Authority's dedication and commitment to equal employment opportunity for all persons. This continues to be our guiding policy as required by the Constitution and Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972. The Port Authority has an ongoing commitment to equal employment opportunity in all personnel matters including recruitment, hiring, compensation, promotion, and all other conditions of employment. To achieve our goal of excellence in all of our endeavors, we seek a talented, dedicated and diverse staff that is broadly reflective of the labor pool of the region which we serve. It is also the Port Authority's policy as a major public employer to tap into and develop those human resources that are underutilized in our region. Consistent with this policy is our Affirmative Action Program designed to achieve full and equal employment opportunity through the appropriate representation of women, minorities and disabled persons throughout the organization.

The Port Authority is faced with the challenge of meeting increased demands for its services at a time when our agency may experience increased loss of highly experienced staff due to retirement. I have asked Katy MacKay and Ed O'Malley to meet with each Department Director regarding the development of specific succession plans and the identification of women and minority group members who possess the ability and qualifications to serve in middle and executive level positions as part of those plans. Effective utilization of personnel resources such as Succession Planning, Executive Development, Supervisory Academy and Influx, will continue to provide opportunities to recruit and develop well-qualified individuals whose new ideas and creative approaches will help solve the complex issues facing our agency.

During the past ten years, there has been a marked improvement in the representation and advancement of women and minorities in managerial positions. We have, however, a continuing goal to encourage their increased representation in the middle and executive level ranks. Good human resource management strategies should enable us to meet this objective while also providing promotional opportunities, based on merit, for all deserving and talented staff.

In addition, we must accelerate our staff replacement efforts in facility operations, police, and maintenance areas. High turnover resulting from retirements, together with escalating demands for facility services, requires us to strengthen our current recruitment and development efforts. With additional focus from line department management and the support of the Personnel Department, every effort will be made to improve opportunities for the employment and advancement of women, minorities and disabled individuals in our facility work force.

As these programs continue in the future, I would expect to see women, minorities and disabled persons appropriately represented in all occupational categories and all organizational levels. Our commitment to equal employment opportunity and affirmative action principles is strong, serious and ongoing.


Stephen Berger
Executive Director

Hofrichter, Lawrence

From: PA Broadcast
Sent: Friday, January 14, 2005 11:52 AM
Subject: Office of the Executive Director Announcement: Equal Employment Opportunity Policy (PA Employees)

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

Office of the Executive Director

Office Memorandum #05-02

January 11, 2005

Equal Employment Opportunity Policy

The Port Authority has maintained a long-standing commitment to equal employment opportunity for all employees and applicants for employment. This commitment is reflected in the Executive Director's Office Memoranda dated June 20, 1968 (#5-68), August 31, 1983 (#10-83), and March 27, 1987 (#8-87). Though subsequent statements of policy have evolved from these prior Memoranda in accordance with applicable law, their consistent theme—a firm dedication to equal employment opportunity—shall remain.

The Port Authority of New York and New Jersey once again reaffirms its long-standing commitment to providing equal opportunity in all employment matters, including, but not limited to, recruitment, selection, promotions, compensation and training. It also has been, and shall remain, the policy of the Port Authority to promote fair and equitable treatment of all employees and applicants for employment and to comply with the applicable laws and regulations governing equal employment opportunity. In keeping with this policy, the Port Authority will recruit, hire, train, and promote qualified persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, or any other federally protected category.

As we continue to achieve excellence in all of our public service endeavors, we seek a talented, dedicated and diverse workforce that is broadly reflective of the working population of the region which we serve. It is also the Port Authority's policy as a major public employer to develop and draw from those human resources that reside in the communities of our region. Consistent with this policy, the agency's employment efforts will continue to advance full and equal employment opportunity through the appropriate representation of women, minorities and individuals with disabilities throughout the organization. As recently acknowledged by the United States Supreme Court, "...major American businesses have made clear that the skills needed in today's increasingly global marketplace can only be developed through exposure to widely diverse people, cultures, ideas and viewpoints."

Today, the Port Authority is faced with the challenge of meeting increased demands for its services at a time when our agency has experienced loss of long-tenured, highly skilled staff. To address this concern, human resources professionals will meet with their client department directors regarding the development of succession plans that support a diverse workforce in all occupational categories and organizational levels. Effective

utilization of human resources programs including the Port Authority's Center for Learning and Achievement; the Field Supervisory Development Program; Maintenance/Technical Skills Programs; Executive, Management and Supervisory Development Programs and our various trainee programs will continue to provide opportunities to recruit and develop well-qualified individuals whose ideas and creative approaches will help solve the complex issues facing our agency.

The Port Authority will also continue to provide each employee with an equal opportunity to work in an environment free from harassment where they can contribute and remain productive. Harassment by supervisors or co-workers on the basis of race, color, religion, sex, national origin, age, disability, or any other federally protected category is an unlawful employment practice prohibited by the Port Authority. Harassment is defined as verbal or physical conduct interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Harassment based on race, color, or national origin includes ethnic or racial slurs and other verbal or physical conduct related to a person's race, color, or national origin. Sexual Harassment, which is specifically covered in the Executive Director's Office Memorandum dated January 16, 2003 (#03-01), includes unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. Harassment on basis of sexual orientation is similarly prohibited by the Port Authority. Employees should also refer to the General Rules and Regulations for All Port Authority Employees regarding relations with fellow employees and the long-standing policy that employees can be disciplined with penalties up to and including termination from employment for engaging in conduct found to violate the General Rules.

All employees are reminded that, if you believe you have been denied an equal employment opportunity or have been discriminated against or harassed based on your race, color, religion, sex, national origin, age, disability, or any other federally protected category, you should contact the Port Authority's Office of Equal Opportunity in the Human Resources Department (225 Park Avenue South, 10th Floor, New York, NY 10003, (212) 435-2845). Further each Department has designated a Department and/or Facility Employee Complaint Representative to provide an additional resource for employees to pursue concerning these highly sensitive issues. A list of the Employee Complaint Representatives is maintained on the Port Authority's e-Net on the web page of the Human Resources Department's Office of Equal Opportunity. Alternatively, you may choose to discuss your concerns with your supervisor or manager or you may bypass your supervisor or manager and go directly to the next higher level(s) of authority within your department. Each complaint will be reviewed and, if necessary, a prompt, thorough, and objective investigation will take place. Your complaint will be kept confidential to the extent possible. If, after investigation, the Port Authority believes that there has been a violation of its policy against discrimination and harassment, disciplinary action may be taken against the offender, up to and including termination of employment. Employees have the right to refer complaints, and to participate in the complaint process concerning violations of this policy, without being subjected to either intimidation or retaliation of any form.

Managers and supervisors at all levels are also responsible for ensuring the effectiveness of this policy throughout the Port Authority. Thus, managers and supervisors need to understand both the purpose and application of this policy in order to enforce the policy objectives and to work with the Human Resources Department's Office of Equal Opportunity to maintain an environment free from discrimination and harassment.

A copy of this policy statement is to be posted on the Port Authority's e-Net and facility bulletin boards and be made available upon request to all employees, employee representatives, applicants for employment, and recruiting sources.

Original signed by/

Kenneth J. Ringler, Jr.
Executive Director

