



**Court Services and Offender Supervision Agency
for the District of Columbia**

**POLICY
MEMORANDUM**

Policy Memorandum 2011-11

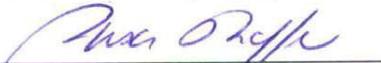
Policy Area: EEO

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Approved:


Adrienne Poteat, Deputy Director


Susan W. Shaffer, PSA Director

**EQUAL EMPLOYMENT OPPORTUNITY AND
DIVERSITY POLICY MEMORANDUM**

I. COVERAGE

This Policy Memorandum is being re-issued and applies to all employees of the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA), the Pretrial Services Agency for the District of Columbia (PSA) (or collectively the “Agency”) and all qualified applicants for employment with the Agency. It reaffirms our commitment to ensuring equal employment opportunity (EEO) and promoting workforce diversity.

II. POLICY

The Agency was established to provide community supervision to pretrial defendants and offenders on parole, probation and supervised release in the District of Columbia. It is unique in being the only Federal Agency with a local mission, that is, to increase public safety, prevent crime and reduce recidivism, and support the fair administration of justice in close collaboration with the community in the District of Columbia. Our mission requires a fully diverse workforce that is committed to excellence.

The Agency will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, gender, age, disability, genetics, or sexual orientation. The Agency supports every employee’s right to exercise the protections guaranteed under the nation’s civil rights statutes and will not tolerate reprisal or retaliation against any employee who engages in protected EEO activity including, opposing discriminatory practices or participating in EEO complaint proceedings.

EEO means that employment-related decisions are made on the basis of merit, ability and potential. The Agency will ensure that employment opportunities are open to all qualified candidates. This policy applies to all personnel and employment programs and, management practices and decisions including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. In addition, the Agency will provide reasonable accommodation to qualified individuals with disabilities and for religious practices, as required by all applicable law and policy.

As Directors of CSOSA and PSA, we will continue to develop and implement essential elements of a model EEO program, as defined by the Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715). Our personal commitment to EEO, however, goes well beyond meeting the legal requirements and directives of the EEOC. We believe in the individual uniqueness of each employee and recognize that our success as an Agency lies in our ability to utilize the individual talents of qualified applicants and our employees. We will continually strive to identify and remove all undue barriers to employment opportunity at every level within CSOSA and PSA and ensure that our workplace is free from all forms of discrimination and harassment.

As Directors of CSOSA and PSA, we are committed to a strong EEO program. Agency employees have our commitment to carrying out the goals and objectives of this Policy Memorandum. Likewise, we hold each manager and supervisor, and all other employees responsible for ensuring a nondiscriminatory work environment. Our goal of excellence in our work requires zero tolerance of any form of discrimination or harassment. By holding those we supervise and others with whom we work accountable for their conduct and by being responsible to each other for our own, we can reap the benefits of full equal employment opportunity as we work together to accomplish our missions.

Any Agency employee or applicant for employment who believes he/she has been discriminated against should contact the Director of EEO.

III. AUTHORITIES, SUPERSEDESURES, AND REFERENCES

A. Authorities

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) (Pub. L. 110-233, 122 Stat. 881)
Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000 *et seq.*)
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967 (ADEA) (29 U.S.C. §§ 621 *et seq.*)
The Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12101 *et seq.*), as amended by the ADA Amendments Act (ADAAA) of 2008, Pub. L. 110-325
EEOC Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as Amended, Final Rule, 76 Fed. Reg. 16978 (3/25/11)
Section 501 and 505 of the Rehabilitation Act of 1973
Civil Rights Act of 1991
Code of Federal Regulations, Title 29, Part 1614
Equal Employment Opportunity Commission Management Directive 715
Equal Employment Opportunity Commission Management Directive 110
The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (The No FEAR Act of 2002)

B. Policy Supersedure

PS EEO Policy Memorandum 2010-09