

Evaluation and Plan for Employment of Veterans and Individuals with Disabilities

2025-2026

HOSTOS COMMUNITY COLLEGE

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Please contact the person listed above if you need assistance with reading this document due to a disability.

This plan is available for review at: [Affirmative Action Plans - Hostos Community College \(cuny.edu\)](#).
It is also available for review in Room A-336 at 475 Grand Concourse.



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INTRODUCTION

This report is an annual evaluation of employment programs for Veterans and Individuals with Disabilities.

This evaluation is consistent with federal guidelines, specifically Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974. Governor Hochul's Executive Order 31 (New York State as a Model Employer for Individuals with Disabilities) also informs activities related to employees with disabilities. It is also consistent with CUNY Trustee resolutions and CUNY policies.

The reporting year was June 1, 2024 – May 31, 2025, and the census date is June 1, 2025. The program year for this plan is September 1, 2025 – August 31, 2026.

This plan is available for public review.

College Overview

Eugenio María de Hostos Community College ("Hostos") is a comprehensive two-year public institution specifically established for those who have traditionally been excluded from higher education. Hostos was opened in the South Bronx and remains steadfast in its dedication to provide higher education and redress the historical pattern of linguistic and national origin discrimination. Hostos also continues to improve the quality of life in the South Bronx and the neighboring communities.

At its core, Hostos' mission has always been about social justice and success for students who often get left behind. The elements of Hostos' social justice and equity approach to higher education were distilled and refined a decade ago. Today Hostos' six mission pillars remain strong:

- Provide access to higher education
- Develop linguistic, mathematical, technological, and critical-thinking proficiencies
- Foster intellectual growth and lifelong learning
- Facilitate socio-economic mobility
- Celebrate difference backgrounds, identities and multiculturalism
- Serve as a community resource

Mission

Consistent with the mission of CUNY to provide access to higher education for all who seek it, the mission of Hostos is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs.

Hostos takes pride in its historical role in educating students from diverse ethnic, racial, cultural, and linguistic backgrounds. An integral part of fulfilling its mission is to provide transitional language instruction for all students learning English as a second language along with offerings to foster a multi-cultural environment for all students. The College is determined to be a resource to the South Bronx and the other communities served by the College by providing continuing education and cultural events for the further development of the communities it serves.

Policies

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Our policy resources are available on the web at:

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>.

Collecting Employee Data

We invite employees to self-identify as Veterans or Individuals with Disabilities when they apply for a job and when hired. Employees may update this information in our employee self-service system at any time. We periodically remind employees of the opportunity to self-identify. As of the Census Date, 1% of employees chose to provide a Veteran status, and 3.6% of employees chose to provide a disability status.

We extracted data on active employees from our HR information system as of June 1, 2025. We included employees on most paid leaves, including medical and sabbatical leaves. We excluded personnel on retirement leave, student workers (including Graduate Assistants) and people employed separately by CUNY's Research Foundation.

Job Group Assignments

We create groups of job titles with similar duties and qualifications and further organize the job groups into major categories based on federal EEO-1 coding. CUNY updates job groups and categories periodically.

Every employee assignment (or “appointment”) is associated with a job title. Employees may hold multiple appointments, either multiple part-time appointments or a combination of one full-time and one or more part-time appointments, each with a separate job title.

We apply business rules to count active appointments. We count all active full-time appointments excluding some leave types, such as leave to take a different title. If an employee has an additional job at another campus, we count both appointments, one at each campus. If an employee has multiple jobs at the same campus, we count one appointment in each department (i.e., excluding multiple appointments in the same department). As a result, we count some employees in more than one campus and/or job group.

The Appendix lists and describes the current CUNY job groups. Not all colleges have employees in each group.

Census of Employees by Job Group

Exhibit I provides a listing of employees self-identifying as Veterans.

Exhibit II provides a list of employees who identify as Individuals with Disabilities.

Exhibit I: Utilization of Veterans by Job Group

2025-2026

Hostos CC

There is no external guideline for representation of veterans in the workforce.

Total Appointments 1,277 Total Veterans: 14 Percent of total appointments: 1.1%

Category:	Executive/Administrative/Managerial	Appointments	Veterans	Rate
	Admin 1: Executive	16	0	0.0%
	Admin 2: Managerial	67	0	0.0%
	Admin 2: Managerial Adjunct	85	0	0.0%
	Managerial: Facilities	2	0	0.0%
	Managerial: Info Tech	1	0	0.0%
	Managerial: Security	3	0	0.0%
Category:	Professional Faculty	Appointments	Veterans	Rate
	Faculty: Professoriate	132	0	0.0%
	Faculty: Librarian	8	0	0.0%
	Faculty: Lecturer	29	0	0.0%
	Faculty: Lecturer Adjunct	166	1	0.6%
	Faculty: Professoriate Adjunct	131	2	1.5%
	Faculty: Developmental	15	0	0.0%
	Faculty: Developmental Adjunct	4	1	25.0%
	Faculty: Continuing Education	46	2	4.3%
Category:	Professional Non-Faculty	Appointments	Veterans	Rate
	Admin 3: Professional	121	1	0.8%
	Disability Accommodation Specl Adjunct	6	0	0.0%
	Info Tech: Professional	16	0	0.0%
	Info Tech: Professional Adjunct	2	0	0.0%
	Nurse	1	0	0.0%
Category:	Administrative Support Workers	Appointments	Veterans	Rate
	Administrative Assistant	6	0	0.0%
	Office Assistant	42	0	0.0%
	Office Assistant Adjunct	250	4	1.6%
	Mail Services Worker	3	0	0.0%
Category:	Technicians	Appointments	Veterans	Rate
	Admin 4: College Lab Technician	13	0	0.0%
	Admin 4: College Lab Technician Adjunct	7	0	0.0%
	Broadcast-Media Adjunct	19	0	0.0%
	Info Tech: Technician	2	0	0.0%
	Info Tech: Technician Adjunct	2	0	0.0%
	Print Media Technician	2	0	0.0%
Category:	Craft Workers	Appointments	Veterans	Rate
	Skilled Trades: Supervisory	2	0	0.0%
	Skilled Trades: Not Supervisory	11	0	0.0%
	Laborers and Helpers	7	2	28.6%
	Basic Crafts-Buildings and Grounds	5	0	0.0%
Category:	Service Workers	Appointments	Veterans	Rate
	Campus Public Safety Sergeant	7	1	14.3%
	Campus Peace Officer	10	0	0.0%
	Campus Security Assistant	6	0	0.0%
	Custodial: Supervisory	5	0	0.0%
	Custodial: Assistant	27	0	0.0%

Exhibit II: Utilization of Individuals with Disabilities by Job Group

2025-2026

Hostos CC

The federal guideline for representation is 7% for each job group.

Total Appointments: 1,277 Total Individual(s) with Disabilities: 46 Percent of total appointments: 3.6%

Category:	Executive/Administrative/Managerial	Appointments	Indiv. with Disabilities	Rate
	Admin 1: Executive	16	0	0.0%
	Admin 2: Managerial	67	2	3.0%
	Admin 2: Managerial Adjunct	85	3	3.5%
	Managerial: Facilities	2	0	0.0%
	Managerial: Info Tech	1	0	0.0%
	Managerial: Security	3	0	0.0%
Category:	Professional Faculty	Appointments	Indiv. with Disabilities	Rate
	Faculty: Professoriate	132	8	6.1%
	Faculty: Librarian	8	3	37.5%
	Faculty: Lecturer	29	0	0.0%
	Faculty: Lecturer Adjunct	166	3	1.8%
	Faculty: Professoriate Adjunct	131	5	3.8%
	Faculty: Developmental	15	0	0.0%
	Faculty: Developmental Adjunct	4	0	0.0%
	Faculty: Continuing Education	46	1	2.2%
Category:	Professional Non-Faculty	Appointments	Indiv. with Disabilities	Rate
	Admin 3: Professional	121	13	10.7%
	Disability Accommodation Specl Adjunct	6	0	0.0%
	Info Tech: Professional	16	1	6.3%
	Info Tech: Professional Adjunct	2	0	0.0%
	Nurse	1	0	0.0%
Category:	Administrative Support Workers	Appointments	Indiv. with Disabilities	Rate
	Administrative Assistant	6	0	0.0%
	Office Assistant	42	1	2.4%
	Office Assistant Adjunct	250	2	0.8%
	Mail Services Worker	3	0	0.0%
Category:	Technicians	Appointments	Indiv. with Disabilities	Rate
	Admin 4: College Lab Technician	13	2	15.4%
	Admin 4: College Lab Technician Adjunct	7	0	0.0%
	Broadcast-Media Adjunct	19	0	0.0%
	Info Tech: Technician	2	0	0.0%
	Info Tech: Technician Adjunct	2	0	0.0%
	Print Media Technician	2	0	0.0%
Category:	Craft Workers	Appointments	Indiv. with Disabilities	Rate
	Skilled Trades: Supervisory	2	0	0.0%
	Skilled Trades: Not Supervisory	11	0	0.0%
	Laborers and Helpers	7	0	0.0%
	Basic Crafts-Buildings and Grounds	5	0	0.0%
Category:	Service Workers	Appointments	Indiv. with Disabilities	Rate
	Campus Public Safety Sergeant	7	1	14.3%
	Campus Peace Officer	10	0	0.0%
	Campus Security Assistant	6	1	16.7%
	Custodial: Supervisory	5	0	0.0%
	Custodial: Assistant	27	0	0.0%

PLAN FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES

Sections

- Review of Personnel Processes
- Review of Physical and Mental Qualifications
- Disability Accommodations
- Harassment Prevention
- External Policy Dissemination
- Outreach and Positive Recruiting
- Internal Policy Dissemination
- Implementation Responsibility
- Training
- Audit and Reporting System
- Benchmark Comparisons

Review of Personnel Practices

We ensure personnel processes support equal employment opportunity for employees and applicants who are individuals with disabilities and/or protected veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype individuals with disabilities or protected veterans or otherwise limit access to employment. We include individuals with disabilities and veterans in media such as our publications and websites.

Consistent with New York State Governor Hochul’s Executive Order 31, CUNY developed a Strategic Plan for its advancement as a Model Employer for individuals with disabilities. The Strategic Plan covers topics including physical accessibility, document and web accessibility, management and employee training, feedback from individuals with disabilities, and customized employment programs. We report progress annually to the State.

Review of Physical and Mental Qualifications

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion. The Chief Diversity Officer reviews position requirements before listing a job vacancy. They review any new job qualifications or conditions to ensure these would not exclude qualified individuals with disabilities or protected veterans. CUNY’s Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions.

Disability Accommodations

We provide accommodations to individuals with disabilities (including disabled veterans). According to our Policy on Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors respond to accommodation requests made by job candidates, employees, contractors, and visitors.

The contact for accommodation requests is:

Name: Christine Dias-Singh, Esq.
Title: Director of Human Resources
Phone: (718) 518-6654
Email: cdias-singh@hostos.cuny.edu

We post Procedures for Implementing Reasonable Accommodation and Academic Adjustments online at:

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/>

We provide information on accommodation for job candidates on the Employment Page of the CUNY website and [Reasonable Accommodation - Hostos Community College \(cuny.edu\)](https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/). There is a link on our job board (<https://cuny.jobs>) directing candidates to our accessibility page. Candidates may contact University Human Resources at jobs@cuny.edu for assistance in applying for jobs on our applicant tracking system. They may contact our Human Resources department with accommodation requests for interviews and campus visits.

We offer reasonable accommodations based on disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense, or stalking. Employees and managers may resolve requests through cooperative, interactive dialogue, or employees may request accommodation by contacting the Human Resources department.

In this unit, there were 13 employee accommodation requests in the last reporting period, successfully concluded 13 times and appealed 0 times. As of June 1, there were no outstanding appeals. We responded to 0 job applicant accommodation requests and provided accommodations 0 times.

Additionally, we addressed other aspects of accessibility for students with disabilities through the Accessibility Resource Center (ARC), which continues to fulfill its mission of providing equal access to higher education for students with disabilities by focusing on the goal to increase accessibility trainings for faculty. They aim to integrate accessibility concepts and training in the technology PD's

offered (in collaboration with EdTech) as follows:

- Providing workshops to faculty/staff and students to teach them the functionality of AT software/hardware and how it can serve as a resource in both the classroom/workplace.
- Collaborating with EdTech on Digital Accessibility workshops for faculty in the CTE programs.
- Educating the campus community in various academic technologies that enhance accessibility and become conversant about CUNY and Hostos policies regarding students with disabilities.
- Provided Accessibility/Accommodation training virtually and created a database of video instructions for faculty/staff to access to learn about digital content accessibility to achieve ADA course compliance.
- Assisted in developing a curriculum that would have provided step-by-step instructions on how Faculty, Staff, and Students can interface and make course content accessible without the burden placed on faculty or the Disability Service Office.
- Perkins funding allowed us to purchase more equipment with the latest assistive technology during FY 2024/25 by supplementing Tech fee funds. Equipment such as Smartpens, laptops, and iPads are loaned to students to provide appropriate assistive technology accommodations and equal access to all programs and services the college offers. ARC purchased additional Assistive Technology to provide accommodations. The equipment purchased is as follows:

- 1) Humanware Magnifier explorē 8
- 2) Freedom Scientific Magnifier RUBY® 10 Speech
- 3) Sony ICD-PX470 - Voice Recorder
- 4) Humanware Magnifier Connect 12
- 5) Phonak Roger Wireless Microphones Roger On V2
- 6) Phonak Hearing Aid Receiver Necklace Roger Neckloop
- 7) Phonak Roger Wireless Microphones Roger Table Mic II
- 8) C-pen READER 2
- 9) Texas Instruments Calculator Ti-84 Plus CE
- 10) Braille Label Maker
- 11) Braille Label Maker Tape 6 roll
- 12) Large Print Keyboard- Yellow Keys- Black Print- Wired
- 13) Ultimaker S5 Pro Bundle 3D Printer
- 14) Freedom scientific Focus 80 Blue 5th Gen
- 15) Vuzix Blade 2 Smart Glasses
- 16) Optelec ClearView C Speech

Harassment Prevention

CUNY has anti-harassment policies and procedures concerning individuals with disabilities and protected veterans. Our 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for individuals with disabilities. The Chief Diversity Officer reviews practices for veterans.

External Policy Dissemination

CUNY posts its Non-Discrimination Policy on its employment website and provides a summary on job postings. CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. As needed, provide notice to subcontractors, vendors, and suppliers.

Outreach and Positive Recruiting

Exhibit III: Veterans and Individuals with Disabilities, Summary of Efforts from the 2024-2025 Plan

This past year, we made the following outreach efforts to veterans and individuals with disabilities:

- Veterans and individuals with disabilities were targeted through job distribution networks for CUNY jobs. Below is a sampling of some of the sites where the College's job postings were distributed:

VETERANS:

Usmilitarypipeline.com <https://usmilitarypipeline.com/>

ArmedServicesJobs.com <http://www.armedservicesjobs.com>

Military Spouse Employment Program (MSEP) <https://myseco.militaryonesource.mil>

Military Spouse <https://militaryspouse.dejobs.org/>

Military Spouse Connections <https://militaryspouseconnection.dejobs.org/>

Military Spouse Corporate Career Network (MSCCN) <https://www.msccn.org/hot-jobs.html>

My Next Move for Veterans –U.S. DOL/ETA <http://www.mynextmove.org/vets>

Save Our Veterans <http://www.saveourveterans.org/>

Student Veterans of America <http://studentveteransofamerica.jobs> (Note: CUNY has several chapters)

The HER Foundation Inc. <https://honorher.works/>

USA Cares <https://careers.usacares.org/>

National Labor Exchange Veterans' site <https://veterans.usnlx.com>

Veteran's Enterprise <https://veteransenterprise.com/career-search-engine/>

Veterans Job Bank <https://www.vets.gov/employment/job-seekers/search-jobs>

VeteranJobSite.com <http://www.veteranjobsite.com>

VetJobs <http://www.vetjobs.com>

VetCentral /Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives (LVERS & DVOP's) Jobs are emailed to local offices according to the Zip Code of the College.

INDIVIDUALS WITH DISABILITIES:

Allsup Employment Services <https://disability.dejobs.org/allsup-disability-partner/>

DirectEmployers Disability <https://disability.dejobs.org>

Disabled Veterans <https://disabledveterans.dejobs.org/>

Easter Seals <https://www.easterseals.com/who-we-are/careers/>

Enable America <http://enableamerica.jobs>

Land A Job <https://www.landajob.org/find-job>

National Multiple Sclerosis Society <https://www.nationalmssociety.org/About-the-Society/Careers>

Our Ability <http://www.ourability.com/>

The Career Index Plus https://www.thecareerindex.com/dsp_intro.cfm

United Spinal Association <https://spinalcord.dejobs.org/>

Additional activities included:

- Blueprint for Financial Success
 - November 7, 2024 2:00 PM – 3:00 PM
 - Financial Literacy Workshop Sponsored By HOVA. Workshop in partnership with NY Life Insurance Group. Program focused on financial security, wealth building, personal and retirement investments and financial risk for veteran community.
- Veterans Club US Marine Corps Birthday Party/Military Celebration
 - November 8, 2024 at 2:00 PM
 - Ceremony held at Hostos Community College
- The Bronx Veterans Day Parade
 - November 10, 2024
 - Parade located in Throggs Neck section of the Bronx
- NYC Mayor’s Veterans Day breakfast / NYC Veterans Day Parade
 - November 11, 2024
 - Breakfast served and Parade launched at 10:00 AM
- Hostos Library and HOVA Book Reading Event
 - November 11, 1:00 PM
 - Special Book Reading of “The American Shield” by author Aquilino Gonell, a US Army Combat Veteran
- The Van Nest Veterans Day Memorial Service
 - November 11, 2024 – 11:00 AM
 - Event to honor all military service members.
- Veterans Homebuyers Workshop
 - November 14, 2024
 - The Online Workshop shared critical home purchasing information for first time Veteran Homebuyers and key steps to aid them through the daunting process.
- Botanical Gardens Day Trip
 - November 17 and November 21, 2024 at 11:00 AM-6:00 PM
 - Promoting wellness and health for veterans.

Exhibit IV: Veterans and Individuals with Disabilities, Planned Efforts, 2025-2026

We plan to pursue the following next year:

- Veteran’s Orientation continues to be a success with the effort to bring resources and a sense of belonging at Hostos for both our student and employee veterans.
- HOVA will attend the 2025 Veterans Day Parade Event & associated Ceremonial events in the Bronx on Veterans Day.
- HOVA will continue with many of the same veteran programs and events organized from the 2024-2025 year to the 2025-2026 year.

- HOVA is continuing the relationship with the Viscardi Center to provide employment opportunities and employment services for Hostos Veterans.

Ongoing Activities

Ongoing outreach activities include:

- Sending information on employment opportunities to outlets reaching protected veterans (including disabled veterans) and individuals with disabilities
- Listing job openings with government resources including the New York State Labor Department
- Publicizing Civil Service examinations through publishing exam notices and sending them to community organizations and public high schools
- Helping veterans with a passing score on a competitive Civil Service examination to apply for added points based on veteran or disabled veteran status, as per NY State law
- Helping qualified individuals with disabilities work in classified competitive Civil Service titles without an examination (55(a) program)
- Filing the annual federal VETS-4212 report of Veteran hires.

Internal Policy Dissemination

To foster positive support for affirmative action programs for protected veterans and individuals with disabilities, we:

- Include policies in manuals and other publications.
- Explain policies and responsibilities to senior management and supervisors.
- Conduct training for employees involved in recruitment, hiring, and promotion decision-making.
- Discuss policies in employee orientation and management training programs.
- Include information on the accomplishments of veterans (including disabled veterans) and other individuals with disabilities in unit communications.
- Post CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination.
- Feature people who are individuals with disabilities in handbooks or similar publications.
- Policy updates are frequently published in *El Semanario*, Hostos' weekly publication to the college community, as well as on Hostos' Office of Compliance and Diversity webpage at: [Office of Compliance and Diversity - Hostos Community College \(cuny.edu\)](http://www.cuny.edu/office-of-compliance-and-diversity).

Implementation Responsibility

The following individuals have responsibility to support our efforts to ensure equal employment opportunity to veterans (including disabled veterans) and other individuals with disabilities.

The President

The President, Daisy Cocco De Filippis, Ph.D., oversees employment and compliance programs. The President appoints a 504/ADA Coordinator to oversee compliance and may review outcomes of discrimination or harassment complaints for further action.

504/ADA Coordinator

As 504/ADA Philip Oliveri, Esq.:

- Monitors 504/ADA compliance.
- Reviews and resolve issues such as disputed accommodation decisions.
- Maintains records of accommodation requests and outcomes.
- Ensures secure storage of confidential information.
- Provides training as needed on issues related to individuals with disabilities.

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for veterans and individuals with disabilities.

Members are:

- Anne Rounds, English- Chair
- Julie Trachman, Natural Sciences
- Jorge Matos, Library
- Biao Jiang, Natural Sciences
- Hamide Laucer, Allied Health
- Marie Ortiz, ARC, Ex-Officio
- Minfeng Lin, SDEM, HEO
- Marcelo Viana Neto, Humanities
- Elyse Zucker, English
- Aaron Botwick, English

Other Officials

Other officials promote employment and advancement of individuals with disabilities and veterans.

University Management

CUNY headquarters units manage systems for self-identification data. University Human Resources administers CUNY's 55(a) program to offer enhanced opportunities in Civil Service positions to individuals with disabilities.

Training

We provide orientation on relevant regulations and policies, including affirmative action programs, to personnel responsible for recruiting, hiring, promotion, disciplinary action, and similar activities.

Additionally, CUNY has mandatory online training programs for faculty and staff on sexual harassment prevention, workplace violence prevention and Title VI of the Civil Rights Act of 1964; we regularly review training records and follow-up with non-participants. The Office of Compliance and Diversity (OCD) hosts both virtual and in-person trainings on the following topics:

- CUNY Policy on Sexual Misconduct
- CUNY Policy on Equal Employment Opportunity and Non-Discrimination (which includes individuals with disabilities and military veterans as protected categories), as well as NY Executive Order 31, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act
- Sexual Harassment Prevention and Bystander Intervention

Additionally, OCD along with the Accessibility Resources Center (ARC) hosts trainings on the following topics:

- DiversAbility: Accessibility is Diversity
- Universal Design for Learning (UDL)

Audit and Reporting System

The Chief Diversity Officer audits the effectiveness of outreach and affirmative action programs. They evaluate practices and discrimination claims related to status as a veteran or individual with a disability.

The 504/ADA Coordinator oversees audit and reporting of accommodation for individuals with disabilities, identifying barriers to access and proposing remedial actions.

Both individuals report findings to the President and/or designee.

Benchmark Comparisons

The exhibits below illustrate hiring rates for individuals with disabilities and veterans in the US Department of Labor's required format.

The federal government set the benchmark Hiring Rate for veterans at 5.1%, effective March 2025, based on the representation of veterans in the United States workforce.

There is no federal hiring rate benchmark for individuals with disabilities. There is a recommended guideline for 7% overall participation by Individuals with Disabilities in each job group.

Exhibit V: Veterans' Hiring Rate Benchmark

The US Department of Labor established a hiring benchmark of 5.1% effective March 2025.

As per the March 2025: Employment Situation of Veterans – 2024 report from the US Bureau of Labor Statistics, Veterans account for about 7% of the civilian noninstitutional population age 18 or over. The unemployment rate of Gulf War-era II veterans (serving since September 2001) was 3.2%. The unemployment rate of Gulf War-era I veterans (serving August 1990-August 2001) was 2.3%. See: <https://www.bls.gov/news.release/pdf/vet.pdf>.

Factor	2024-2025	2023-2024	2022-2023
A. Number of applicants who self-identified as Veterans before an offer of employment	13	19	9
B. Total number of job openings	12	20	14
C. Total number of jobs filled	12	20	13
D. Total number of applicants for all jobs	655	1,290	679
E. Number of veteran applicants hired	0	0	0
F. Total number of applicants hired	13	63	52
Hiring Rate (E divided by F)	0%	0%	0%
Federal Hiring Rate Benchmark	5.1%	5.2%	5.4%
Benchmark Met (Yes/No)	NO	NO	NO

Exhibit VI: Hiring Rate for Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities, but the US Department of Labor recommends a benchmark of 7.0% in each job group.

As per the February 2025 “Persons with a Disability: Labor Force Characteristics - 2024” report from the US Bureau of Labor Statistics found at: <https://www.bls.gov/news.release/disabl.nr0.htm>, people with a disability over the age of 16 accounted for about 13% of the corresponding civilian non-institutional population. The unemployment rate for people with a disability in the 16-64 age group was 8.1% while the corresponding rate for people without a disability was 3.9%. Labor Force Participation rate for individuals with disabilities in this age group was 40.7% while the Labor Force Participation rate for those without a disability was 77.9%.

Factor	2024-2025	2023-2024	2022-2023
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment	56	80	50
B. Total number of job openings	12	20	14
C. Total number of jobs filled	12	20	13
D. Total number of applicants for all jobs	655	1,290	679
E. Number of individuals with disabilities hired	0	4	2
F. Total number of applicants hired	13	63	52
Hiring Rate (E Divided by F)	0.0%	6.3%	3.8%

APPENDIX – LIST OF CUNY JOB GROUPS

(Not every school has employees in each job group)

Category	Job Group Code	Group Name	Explanation
Executive/ Administrative/ Managerial			
	ADMIN1-CORP-INIT	Chief Executive-Senior Executive	Chief Executive or Senior Executive
	ADMIN1-EXEC	Admin 1: Executive	Executive Compensation Plan (Other Than Chief Executive)
	ADMIN2	Admin 2: Managerial	HE Officer series administrators-senior level
	ADMIN2-ADJ	Admin 2: Managerial Adjunct	Adjunct HE Officer series administrators (all levels)
	FCLY-MGR	Managerial: Facilities	Facility Superintendents and Managers
	FCLY-MGR-ADJ	Managerial: Facilities Adjunct	Hourly Facility Superintendents and Managers
	IT-MGR	Managerial: Info Tech	Information Technology-Managers
	IT-MGR-ADJ	Managerial: Info Tech Adjunct	Hourly Information Technology-Managers
	SEC-MGR	Managerial: Security	Campus Security-Managers
Professional Faculty			
	FAC-CONT	Faculty: Continuing Education	Continuing Education Teachers (part time, paid hourly or per course)
	FAC-DEV	Faculty: Developmental	Developmental programs for basic skills and related non-credit programs
	FAC-DEV-ADJ	Faculty: Developmental Adjunct	Adjunct/Hourly developmental programs for basic skills and related non-credit programs

Category	Job Group Code	Group Name	Explanation
	FAC-INST	Faculty: Instructor	Term-limited titles convertible to Assistant Professor upon completion of doctorate within five years; excludes librarians. Term-limited titles convertible to Assistant Professor upon completion of doctorate within five years; excludes librarians.
	FAC-INST-ADJ	Faculty: Instructor Adjunct	Adjunct/Hourly titles for term-limited Instructors; excludes librarians
	FAC-K-12	Faculty: K-12	Elementary and High School faculty in the Hunter Campus Schools
	FAC-K-12-ADJ	Faculty: K-12 Adjunct	Hourly Elementary and High School faculty in the Hunter Campus Schools
	FAC-LECT	Faculty: Lecturer	Lecturer Faculty and related non-tenure eligible titles, excluding Librarians.
	FAC-LECT-ADJ	Faculty: Lecturer Adjunct	Adjunct Lecturer Faculty and related non-tenure eligible titles; excluding Librarians. For Grad Center may also include Cont. Ed titles
	FAC-LIBR	Faculty: Librarian	CUNY Librarians with faculty appointments (any faculty title)
	FAC-LIBR-ADJ	Faculty: Librarian Adjunct	CUNY Librarians with adjunct faculty appointments (any faculty title)
	FAC-PROF	Faculty: Professoriate	Tenure-eligible faculty (all ranks) who have a terminal degree, excluding librarians

Category	Job Group Code	Group Name	Explanation
	FAC-PROF-ADJ	Faculty: Professoriate Adjunct	Adjunct Professorial Faculty paid on an hourly basis (all levels)
	FAC-PROF- GRAD	Faculty: Graduate Center	Senior faculty of the Graduate Center, excluding librarians
	FAC-PROF- GRAD-ADJ	Faculty: Graduate Center Adjunct	Senior Graduate Center Faculty Adjuncts.
Professional non-faculty			
	ACCT-PRFL	Accountant: Professional	Accounting-Professionals
	ADMIN3	Admin 3: Professional	HE Officer Series: Entry and mid-level administrators
	ADMIN5	Admin 5: Engineer- Architect	Engineers, Architects, and related titles
	ATHLETICS	Athletics Staff	Athletic Coaches and Trainers
	DISAB-PRFL	Disability Accommodation Specialist	Disability Accommodation Specialists
	DISAB-PRFL-ADJ	Disability Accommodation Specialist Adjunct	Hourly Disability Accommodation Specialists and Sign Language Interpreters
	IT-PRFL	Info Tech: Professional	Information Technology- Professionals
	IT-PRFL-ADJ	Info Tech: Professional Adjunct	Hourly Information Technology-Professionals
	NURSE-PRFL	Nurse	Nurses
	NURSE-PRFL- ADJ	Nurse Adjunct	Hourly Nurses
Administrative Support Workers			
	ACCT-TECH	Accountant: Assistant	Accounting-Support staff

Category	Job Group Code	Group Name	Explanation
	CAA	Administrative Assistant	Administrative Assistants-Senior level
	COA	Office Assistant	Administrative Office Assistants-Entry level
	COA-ADJ	Office Assistant Adjunct	Hourly Administrative Office Assistants-Entry level
	MMSW	Mail Services Worker	Mail Services Workers
Technicians			
	ADMIN4	Admin 4: College Lab Technician	College Laboratory Technicians (all levels)
	ADMIN4-ADJ	Admin 4: College Lab Technician Adjunct	Adjunct College Laboratory Technicians (all levels)
	BDCAST-TECH	Broadcast-Media	Broadcast/Media Technicians and Graphic Designers
	BDCAST-TECH-ADJ	Broadcast-Media Adjunct	Hourly Broadcast/Media Technicians and Graphic Designers
	ENG-TECH	Engineering Technician	Engineering and Architectural Technicians
	IT-TECH	Info Tech: Technician	Information Technology-Tech Support
	IT-TECH-ADJ	Info Tech: Technician Adjunct	Hourly Information Technology-Tech Support
	PRINT-TECH	Print Media Technician	Print Shop Technicians and related titles
	PRINT-TECH-ADJ	Print Media Technician Adjunct	Hourly Print Shop Technicians and related titles
Craft Workers			
	CRAFT-B&G	Basic Crafts-Buildings and Grounds	Buildings and Grounds Workers
	LABOR-HLPR	Laborers and Helpers	Entry-Level Craft Workers
	SKLTRD	Skilled Trades: Not Supervisory	Skilled Trades-Not supervisory

Category	Job Group Code	Group Name	Explanation
	SKLTRD-SUPV	Skilled Trades: Supervisory	Skilled Trades-Supervisors
Service Workers and Others			
	CPO	Campus Peace Officer	Campus Security-Mid level staff
	CPSS	Campus Public Safety Sergeant	Campus Security- Supervisors and Specialists
	CSA	Campus Security Assistant	Campus Security-Entry level staff
	CSA-ADJ	Campus Security Assistant Adjunct	Hourly Campus Security- Entry level staff
	CUST	Custodial: Assistant	Custodial-Entry level
	CUST-ADJ	Custodial: Assistant Adjunct	Hourly Custodial-Entry level
	CUST-SUPV	Custodial: Supervisory	Custodial-Supervisors (all titles)