



# DIVERSITY & INCLUSION AT HHS

*“One Department — One Mission — One HHS”*

SUMMER 2016 ISSUE

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## D&I SNAPSHOT

*Duilio Correa, Communications Lead, D&I Division, OHR, HHS*



The U.S. Department of Health and Human Services (HHS), Office of Human Resources (OHR), Diversity & Inclusion (D&I) Division proudly presents the 2016 Summer Issue of Diversity & Inclusion at HHS — a quarterly newsletter that showcases efforts to promote D&I across HHS. We sincerely hope that you find this publication informative, educational and enjoyable.

## 2016 FAPAC CIVILIAN AWARDS

The Federal Asian Pacific American Council (FAPAC), the premiere organization representing Asian American and Pacific Islander (AAPI) employees in the federal and District of Columbia governments, congratulates recipients of the 2016 FAPAC Civilian Awards.

*The HHS/OHR D&I Division thanks all authors, reviewers, and especially you, the reader, for making this newsletter possible. If you wish to make comments, and/or contribute an article, contact Duilio Correa, HHS D&I Communications Lead, at: [Diversity@hhs.gov](mailto:Diversity@hhs.gov).*

*For more information about the Division, visit us on: [HHS.GOV](http://HHS.GOV) | [MAX.GOV](http://MAX.GOV) | [YOUTUBE](http://YOUTUBE).*

## Outstanding Individual Leadership

- **Peter Sung Ohr (SES)**  
National Labor Relations Board
- **Chris L. Hoh (GS 13-15)**  
Defense Intelligence Agency

## Excellence in Individual Achievement

- **Carmen Villar (SES)\***  
Centers for Disease Control and Prevention
- **Christy Kwon (GS 13-15)**  
National Labor Relations Board
- **Mark A. Cordisco (GS 1-12)**  
437 Aerial Port Squadron, U.S. Air Force

## Diversity Excellence

- **Kevin Shea (SES)**  
Animal and Plant Health Inspection Service, USDA
- **Zhuo (Adam) Chen (GS 13-15)\***  
Centers for Disease Control and Prevention
- **Annette Delos-Santos (GS 1-12)**  
Forest Service, USDA

\* HHS employee

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## NEI EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES CELEBRATES 10 YEARS

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The National Eye Institute's (NEI) animal facility established a program for employing people with intellectual and developmental disabilities (IDD) ten years ago, and now employs five people with IDD. In December 2015, the facility's management team published an article about the program in *Laboratory Animal Science Professional*, the magazine of the American Association for Laboratory Animal Science.

Their goal? "We want to get the word out that people with IDD continue to be an underutilized resource who can markedly improve your workforce," said Robert Weichbrod, Ph.D., Chief of Animal Program Administration at NEI. Weichbrod is senior author of the paper, along with James Raber, D.V.M., Ph.D., Animal Program Director for NEI and the National Institute of Mental Health (NIMH). To read more about this NEI Program, visit the [NEI News site](#).

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## 2016 ACCESSIBILITY & TECHNOLOGY FORUM

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HHS and several federal agency partners will co-sponsor the 2016 Accessibility and Technology Forum on October 11, 2016, from 9:00 a.m. to 4:00 p.m., at the Natcher Conference Center, National Institutes of Health (NIH), Bethesda, MD. October is National Employment and Disability month, and the Conference highlights technology accessibility as an essential ingredient in successful employment for people with disabilities. Once again, the focus of the forum will be the intersection of accessibility, technology and employment of people with disabilities.

The audience will include federal employees involved in Section 508 implementation as a major priority of their jobs, and many others interested in accessibility such as personnel officers, EEO staff, procurement and acquisitions personnel, IT developers and managers, and policy makers. Contact: [A11y@hhs.gov](mailto:A11y@hhs.gov) for more information.

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## STAFF PICKS

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If you want to know more about diversity and inclusion, following are examples of free online training opportunities available via [HHS Learning Management System](#).

- **Management Essentials: Managing a Diverse Team** (Module: *MGMT\_15\_A05\_BS\_ENUS, 2.2*)  
The course describes what diversity is, including its benefits. It also covers how to prepare to manage a diverse team by understanding key diversity issues and setting ground rules. Finally, it delineates techniques for managing a diverse team.
- **Diversity on the Job: Importance of Diversity and the Changing Workplace** (Module: *PD\_07\_A01\_BS\_ENUS, 2.2*)  
This course focuses on how to leverage the diversity that exists within the organization. It defines diversity and dispels some common myths that surround the topic of diversity.

# HHS/OHR D&I DIVISION

## PRESENTS

### DAY-TO-DAY D&I

#### SPECIAL “LUNCH & LEARN” SERIES

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The Day-to-Day D&I “Lunch & Learn” Series, is an initiative sponsored by the HHS/OHR Diversity and Inclusion (D&I) Division to help create a more inclusive environment at HHS.

The objectives of this special series are to:

- Provide opportunity for discussion of day-to-day common interests, issues, and/or best practices;
- Increase interactive employee engagement throughout the Department; and
- Enhance HHS’ diversity & inclusion efforts.

The series format consists of presentations by subject matter experts, participants’ roundtable and extended Q&A. We continuously elicit topics for discussion from employees, using a human-centered design approach, in order to help us schedule future sessions.

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## SAVE-THE-DATE

**Humphrey Building, RM. 405-A • 1-800-857-0127 (PASSCODE: 7682500) • 12 P.M. – 1:00 P.M.**

***Wednesday, September 21, 2016***

#### **ALTERNATIVE DISPUTE RESOLUTION (ADR)**

*Neil Kaufman, Esq., Chief, ADR Division and Patrick Chapman, Esq., Dispute Resolution Specialist, Alternative Dispute Resolution Branch, Departmental Appeals Board, HHS*

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For further information or to request reasonable accommodation call 202-260-6675 or e-mail: [diversity@hhs.gov](mailto:diversity@hhs.gov). Please be alert to location and remote access updates via HHS News E-blasts.

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# HHS Partners with LULAC to Increase Number of Hispanic Federal Workers

*Karin Meadows, Communication Consultant, Office of Human Resources (OHR), HHS*

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HHS recently solidified a partnership with the League of United Latin American Citizens (LULAC) to increase recruitment of qualified Hispanics, expand educational opportunities, and promote diversity and inclusion in the federal workplace.

On July 13, 2016, John Gill, HHS Deputy Assistant Secretary for Human Resources and Chief Human Capital Officer, and Roger Rocha Jr., LULAC National President, signed a Memo of Understanding (MOU) at LULAC's 87<sup>th</sup> National Convention in Washington, DC, highlighting HHS's commitment to grow its Hispanic employee population.

The Office of Personnel Management's (OPM) annual report to the President on Hispanic Employment in the federal government for FY 2014 showed chronic underrepresentation of Latinos in the federal workforce. The HHS Talent Acquisition Division — in close collaboration with the Office of

Minority Health, EEO Compliance and Operations Division, Diversity and Inclusion Division, and HHS recruiters across the Department — continues to work diligently to address this disparity and recruit, onboard, train, and retain a diverse and sustainable workforce that is reflective of the populations HHS serves, Gill said.

HHS' partnership with LULAC and participation in programs, such as the newly established LULAC Leaders Mentoring Program and the ongoing LULAC Federal Training Institute, pave the way for HHS to address Hispanic underrepresentation in the federal workforce, Gill affirmed. The MOU also addresses skill gaps through professional development, provides critical public health resources to the Hispanic community, and seeks out talented individuals for mission-critical and mission-support occupations across the country.

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## New Interfaith Insight Group at the FDA

*Samir Shaikh, Lean Management, Center for Drug Evaluation and Research, FDA*

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The Food and Drug Administration (FDA) recently welcomed a new Employee Resource Group (ERG): The **FDA Interfaith Insight Group (FIIG)**.

Prior to its official approval by the Commissioner, internal marketing techniques were used to gauge employee interest in the idea of faith at work. The overall positive response was motivating and furthered the creation of the FIIG. Further, as the nation's demographics change and organizations hire increasingly diverse employees, the definition of diversity is also changing to include more than just race and ethnicity. In today's workplace, faith is increasingly included as an aspect of diversity. As employees continue to spend more hours at work,

more people want to be able to incorporate appropriate aspects of their faith into that time, rather than relegating it to the home space. For many employees, faith provides a source of ethical guidance, it can help employees find meaning in the work they do, or it may help them stay motivated and productive in difficult job situations. Incorporating religion as part of a diversity program helps employees bring their whole selves to work.

Additionally, in a global regulatory environment, understanding and respecting religious differences can help attract and retain employees and assist the FDA in reaching out and supporting a larger customer base. The FIIG partners with the FDA to enhance its image as

a diverse and inclusive employer and support its Strategic Plan by focusing on three key areas:

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## **PUBLIC HEALTH**

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Establishing alliances with FDA offices to serve as an internal resource partner on faith-related initiatives. Examples: Animal derived raw materials in pharmaceuticals, religion & vaccines, etc.

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## **EDUCATION**

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Increasing understanding and respect for all faiths to strengthen partnerships between FDA employees, customers, and global patients. Examples include: Networking, Religious/Cultural practices awareness.

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## **EMPLOYEE ACCOMODATIONS**

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Serving as an advisor for FDA policy on religious accommodations and supporting employees' ability to

include appropriate aspects of their personal faith in their work lives in accordance with Title VII of the Civil Rights Act and memorandum issued by former President Bill Clinton on, "religious exercise in the Federal Workplace." Examples: Prayer Space, religious compensatory time, etc.

The FIIG affirms and enhances the FDA's diversity in all its facets by valuing its employees for their unique beliefs and perspectives through the promotion of inclusion, tolerance, and understanding. Through the realization of its goals and collaboration with other diversity organizations, FIIG helps the FDA succeed in its plan to be a high performance agency.

The FIIG works with FDA's Diversity Council as an advisory body to the FDA Commissioner, the Management Council, the Office of Human Resources (OHR), and the Office of Equal Employment Opportunity (OEEEO). For more information contact: [interfaith@fda.gov](mailto:interfaith@fda.gov).

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# Older Americans Act Reauthorization Signed into Law

*Kathy Greenlee, Former Assistant Secretary for Aging and Administrator, Administration for Community Living*

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President Obama signed the Older Americans Act (OAA) Reauthorization Act of 2016 into law today, reaffirming our nation's commitment to the health and well-being of older adults. Earlier this year, the President called on Congress to reauthorize this important legislation as part of his remarks at the White House Conference on Aging.

For more than 50 years, the Older Americans Act has helped people live the lives they want, with the people they choose, throughout their lives. Through the aging services network, it has helped older adults continue to work, play and volunteer in their communities, to the great benefit of all. Because of the Older Americans Act, neighborhoods and organizations across the country are able to continue to draw upon the wealth of knowledge that comes only with life experience. The OAA underpins a promise to preserve the right

to live independently, with dignity, making everyday decisions according to our individual preferences and goals across our lifespan. This promise is more important than ever. In a few short years, more than 77 million people will be over the age of 60, and more than 34 million people—mostly family and friends—will be supporting a loved one who is over 60. These numbers will continue to grow for the next several decades.

The OAA affects everyone—older adults, people who help support them, and all of us who hope to one day grow old. I am delighted to see its reauthorization, and I am deeply grateful for the renewed commitment to preserving the rights of all people, for the full course of our lives.

*Note: This article originally appeared on [ACL.gov](http://ACL.gov).*

# Building Engagement at the Workplace

Len Gerald, HHS Diversity Program Manager, D&I Division, OHR, HHS

A few weeks ago, I had the opportunity to work with the HHS Office of Human Resources (OHR) Employee Engagement Team. Not only was this a great experience for me, but it was also a great opportunity to share information about how Human Centered Design (HCD) serves as a methodology to generate employee engagement.

HCD serves several purposes. For the team leader, for instance, it offers a way to communicate objectives and milestones, as well as provide an understanding of goals to team members.

## D&I Did You Know? The Phases of HCD

**Hear:** determine how to gather stories and how to document your observations.

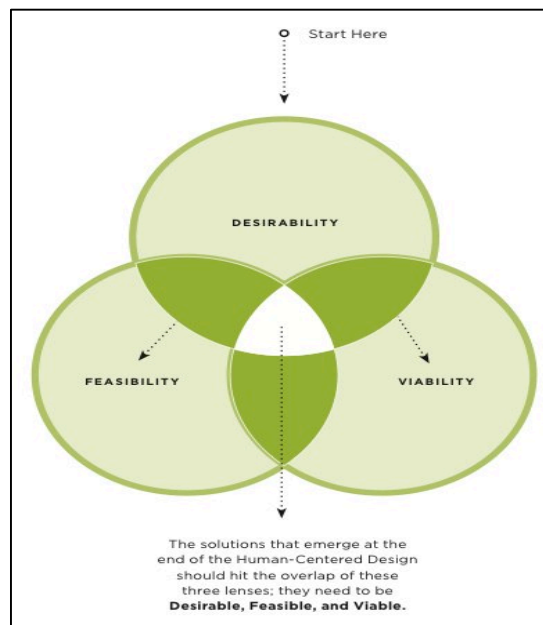
**Create:** Generate opportunity and solutions that are applicable to the whole community.

**Deliver:** Take your top solutions, make them better, and move them forward to implementation.

Source: [The Gates Foundation](#)

For team members, HCD provides a sense of connection with leadership. Further, it helps build trust, fairness, and engagement among team members. Inherent to the HCD model is inclusive collaboration and open candid communications. HCD creates opportunities, where team members gain hands on experience with increased problem solving through the engagement of inclusive diverse thinking and prioritization of idea generation.

Nevertheless, this methodology should be used to engage in “active listening” and to spark constructive engagement conversations, not to promote the team leaders project or sell their ideas. Hence, HCD is tangible empathy – it is about “them” and not about “you.”



Source: [The University of British Columbia](#)

As Chief Strategist for the HHS/OHR Diversity & Inclusion (D&I) Division, I utilize HCD as primary methodology for management and execution of ongoing projects. Needless to say, it has helped the Division to consistently deliver results.

In my next article, I will go beyond methodology to:  
1) Identifying the three primary drivers impacting employee perceptions and employee engagement and  
2) Share three resources from the OHR Employee Engagement Team Booklet “High impact free ways to recognize employees.”

## Engaging the Federal Workforce Webinars

The U.S. Office of Personnel Management (OPM) presents “Engaging the Federal Workforce” webinar series. The sessions take place on the second Tuesday of the month, from 11:00 a.m. to 12 p.m. There is no need to register in advanced. For more information, visit [OPM’s Learning Central Portal](#).

# FAPAC-HHS Forum Celebrates Asian American and Pacific Islander Heritage Month

*Vanee Komolprasert, Federal Asian Pacific American Council (FAPAC)*

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*From left to right: Captain Sally H. Hu; Dr. Francisco Sy; Dr. Bonita V. White; Dr. Jian Yang; Dr. Lawrence Yu*

From May 9 to May 16, 2016, the Federal Asian Pacific American Council (FAPAC) hosted the 31<sup>st</sup> National Leadership Training Program (NLTP) at the DoubleTree by Hilton™ Hotel, Orlando, FL. The theme for the Program was “Walk Together, Embrace Differences, Build Legacies.” The first day of the NLTP, FAPAC and the U.S. Department of Health and Human Services (HHS) co-sponsored the HHS Agency Forum, at the National Institute of Health’s Main Campus in Bethesda, MD, to celebrate Asian American and Pacific Islander (AAPI) Heritage Month.

The forum was open to everyone, and livestreamed for those unable to attend in person. This was significant because for the first time not only was the Forum an all-day event, but it was also held at a different location than the NLTP. This new initiative, coupled with remote access capabilities, offered a greater opportunity and convenience to HHS employees throughout the country to participate.

The forum brought together senior leaders and staff to openly discuss important Department-wide matters, including the challenges of establishing and promoting programs to foster the recruitment,

retention, and career development and advancement of the AAPI workforce at HHS.

In particular, three highlighted areas were:

- AAPI workforce data and challenges of AAPI employees
- HHS ongoing initiatives and progress/success
- Advices and resources available to help AAPI employees to advance their careers

The Forum featured a diverse group of speakers who entertained questions from the live audience. Morning sessions featured:

- Wilfredo Sauri, Director, Data Analytics and Reporting Division (DAR), HHS - “State of Asian American and Pacific Islander at HHS”
- Glorimar Maldonado, Chief Recruitment Officer, Talent Acquisition Division (TAD), HHS - “HHS Vision for a Diverse, 21st Century Workforce”
- Debra C. Chew, Director, Office of Equity, Diversity, and Inclusion (EDI), NIH - NIH: “State of the Agency, EEO Program Status Report”
- Dr. Richard Nakamura, Director, Center for Scientific Review (CSR), NIH - “Keys to Federal Career Success: an Asian American Perspective for FAPAC.”


In the afternoon Dr. Lawrence Yu, Deputy Director, Office of Pharmaceutical Quality (OPQ), Center for Drug Evaluation and Research (CDER), Food and Drug Administration (FDA), talked about his career success in “Programming, Collaboration, and Leadership.” This presentation was followed by a Panel Discussion on “Unifying Efforts to Address Challenges Faced by AAPI Professionals,” joined by:


- Dr. Bonita V. White, Director, Diversity and Inclusion Division, HHS
- Dr. Lawrence Yu, Deputy Director, OPQ, CDER, FDA.
- Dr. Francisco Sy, President, Asian and Pacific Islander American Organization, APAO, National Institute of Minority Health Disparities (NIMHD), NIH,
- Dr. Jian Yang, President, FAPAC NIH Chapter, National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK), NIH.

Later, Captain Sally H. Hu, Senior Licensing and Patenting Manager, National Institute of Dental and

Craniofacial Research (NIDCR), NIH presented “A Road To Senior Executive Service”.

The forum was concluded by a presentation entitled “Reach Out, Get Involved, and Have Fun” by Captain Anthony P. Barnes, Program Manager, Affirmative Employment and Diversity Management, Nuclear Regulatory Commission (NRC), and May Ma, Co-Chair, Asian Pacific American Affairs Commission (APAAC), Office of Administrative Services, NRC.

The FAPAC Agency Forum was well-attended by more than 150 participants on-site and via remote access. Survey results showed the forum was well-received with strong support to continue addressing other AAPI topics in the future. The entire forum was recorded and can be viewed [ON DEMAND](#) .

For additional details about FAPAC, visit the [FAPAC website](#) .

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## Employee Retirement Club

*Linda Amendt, Biologist, Food and Drug Administration (FDA)*

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Are you overwhelmed trying to learn the retirement benefits you are entitled to receive and how to make sure you file the correct paperwork? If you answered yes, there is an employees’ club to help you prepare for retirement. We bring in speakers such as current and former benefits specialists, financial planners and life and wellness planners to gain a better understanding of our benefits and transition. We also share information from other resources electronically on a regular basis.

We meet at the FDA White Oak Campus on the first Tuesday of each month, from 12:00 p.m. to 1:00 p.m. WebEx and call-in information are available for those who prefer to join remotely. It is important to prepare for a smooth transition to retirement, and it’s never too early to start planning!

Topics covered by guest speakers may include:

- Social Security Benefits
- Roth TSP
- Traditional TSP
- Medicare
- Financial planners
- Long term care
- Life insurance
- Transition life coach
- Taxes
- And much more!

**\*\*THE CLUB IS OPEN TO ALL HHS EMPLOYEES\*\***

To join or for more information, e-mail Chairperson Esther Wang at [Esther.Wang@fda.hhs.gov](mailto:Esther.Wang@fda.hhs.gov)



# Celebrating Families and Diversity

Sonya Hudson, M.S.W. Candidate, George Mason University, Child Welfare Information Gateway

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The Administration for Children and Families' (ACF) Children's Bureau, together with its information service, Child Welfare Information Gateway, was proud to continue to recognize youth, families, caregivers, and professionals last May through National Foster Care Month (NFCM). The 2016 theme, "Honoring, Uniting, and Celebrating Families," highlighted the primary goal of returning children in out-of-home care to their families.

By the end of FY 2015, there were more than 90,000 Hispanic children in foster care. Of this group, 55 percent had a case plan goal of reunifying with parents or their principal caregivers.

Recognizing that reunification is the most achieved outcome allows child welfare professionals and parents the opportunity to work together, with children and youth, to make reunification a reality.

Reunification is the focus of the resources available on the 2016 NFCM website. The following Spanish-language resources can be used to assist families involved with foster care, from in-depth explanations on how to be a foster parent to what happens when parents find themselves deported or detained:

- [Ser padre de crianza temporal Visit disclaimer page](#), the Spanish version of **Being a Foster Parent**, provides information on the expectations and responsibilities of foster parents.
- [Me han Detenido o Deportado: ¿Qué pasará con mis hijos o hijas?](#), the Spanish version of **Detained or Deported: What about My Children?**, provides information for immigrants who are detained and deported to protect and maintain parental rights and ensure the well-being of their children.

Child Welfare Information Gateway also offers and promotes several Spanish-language resources for youth, families, and caregivers. Some of the resources

include information on the child welfare system and ways to prevent abuse and support youth, such as the following:

- [Como Funciona el Sistema de Bienestar de Menores](#), the Spanish version of **How the Child Welfare System Works**, highlights the purposes and functions of the child welfare system. The factsheet explains the services and assistance offered to families, including reunification and other types of permanent family connections for children leaving foster care.
- [Como Prevenir el Abuso y la Negligencia de Menores](#), the Spanish version of **Preventing Child Abuse and Neglect**, provides insight into how individuals and communities can strengthen relationships and prevent the abuse of children and youth.

## D&I Did You Know? About the ACF

The **Administration for Children and Families (ACF)** promotes the economic and social well-being of families, children, individuals and communities with partnerships, funding, guidance, technical assistance, and training. Additionally, the ACF administers more than 60 programs with a budget of more than \$51 billion.

More resources for families are available from both the NFCM website's resource page, and through [Child Welfare Information Gateway](#).

*Note: This content was reprinted with permission from the Administration for Children and Families (ACF). For more information, visit the [ACF Infórmate Portal](#).*

# LGBT Health & Well-Being: Celebrating Progress and Contemplating the Work Ahead

*Duilio Correa, Communications Lead, D&I Division, OHR, HHS*

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The Department of Health and Human Services' (HHS) Diversity and Inclusion (D&I) Division, in collaboration with the HHS LGBT Issues Coordinating Committee, observed Pride Month on Thursday, June 9, 2016, from 2:00 p.m. to 3:30 p.m. in the Small Auditorium of the Hubert H. Humphrey Building, with a special event titled: "LGBT Health & Well-Being: Celebrating Progress and Contemplating the Work Ahead."

The Small Auditorium was filled to capacity, and the Observance was livestreamed to reach a nation-wide audience. Conference Room 800 served as an overflow room for additional guests.



*From left to right: Kathy Greenlee and HHS Secretary Sylvia Burwell*

Kathy Greenlee, Administration for Community Living (ACL) Administrator and HHS Assistant Secretary for Aging greeted the crowd and kicked off the Celebration with a touching video about the tremendous accomplishments that the LGBT community has made in this nation. HHS Secretary Sylvia M. Burwell spoke at the HHS Pride Month Observance for the third consecutive year. Secretary Burwell thanked Dr. Greenlee for her phenomenal leadership skills and work. Secretary Burwell also emphasized the impact that HHS has in the daily lives of Americans, and went on to thank President Barack Obama for his leadership and the work everyone has done during the past 7 years.


The Event included a distinguished panel who reflected on the accomplishments the Department has made in LGBT health and wellness in recent years. Speakers also described other issues that remain to be addressed in the future. Participants were:

- Ken Choe: Hogan Lovells, LLP; HHS Former Deputy General Counsel and Counselor to the Office of Health Reform
- Kathy Greenlee: Assistant Secretary for Aging and ACL Administrator (HHS)
- Howard Koh: Harvard T.H. Chan School of Public Health and Harvard Kennedy School; Former Assistant Secretary for Health (HHS)
- Jocelyn Samuels: Director, Office for Civil Rights (HHS)
- Richard Sorian: FleishmanHillard; HHS Former Assistant Secretary for Public Affairs



*From left to Right: Elliot Kennedy, Alex Davis and Kathy Greenlee*

Towards the end of the observance, Alex Davis, Special Assistant to Kathy Greenlee joined Elliot Kennedy, Permanent Career Advisor on LGBT issues to the Department, to present Dr. Greenlee with a rainbow cake in recognition of her tireless work for the LGBT community.

You can view the Observance in its entirety on the [HHS Diversity & Inclusion YouTube Channel](#) .

# You Believe You Have Experienced Sexual Harassment. What Do You Do Now?

*Sarah Williams, Principal Strategist Portfolio for Women, Office of Equity Diversity & Inclusion (EDI), NIH*

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*Sarah Williams*

The first and most important thing you should do is tell someone. Unfortunately, this crucial first step is often the most difficult. Talking about sexual harassment is emotionally demanding and beyond that, deciding *who* to tell is not always intuitive.

The process for reporting sexual harassment varies slightly based on whether you are:

- An employee
- A federal employee, or
- A student.

The purpose of this article is to help connect you with the right point of contact and reduce the confusion associated with reporting instances of sexual harassment.

In all cases, if you feel that you are in immediate danger, you should contact local law enforcement as soon as possible. Your safety and wellbeing are paramount!

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## **NON-FEDERAL EMPLOYEES OF ORGANIZATIONS WITH 15 OR MORE EMPLOYEES**

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Sexual harassment<sup>1</sup> is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government.

If you are a non-federal employee and feel that you have experienced sexual harassment, you may file a charge of employment discrimination at the Equal Employment Opportunity Commission (EEOC) office closest to where you live, or at any one of the EEOC's 53 field offices.

If you are a U.S. citizen working for an American company overseas, you should file your charge with the EEOC field office closest to your employer's corporate headquarters. In general, you need to file a charge at the EEOC within 180 calendar days from the day the discrimination took place<sup>2</sup>.

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## **FEDERAL EMPLOYEES**

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Federal employees and job applicants to federal positions have similar protections to other employees, but a different complaint process. If you are a federal employee or job applicant and you believe that you have experienced sexual harassment, you have the right to file a complaint.<sup>3</sup>

Each agency is required to post information about how to contact the agency's Equal Employment Opportunity (EEO) office. You can contact an EEO Counselor by calling the office responsible for the agency's EEO complaints program. Generally, you must contact the EEO Counselor within 45 days from the day the discrimination occurred.

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## STUDENTS AND EMPLOYEES AT EDUCATIONAL INSTITUTIONS

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If you are a student or an employee<sup>4</sup> at a university or college, you are protected by Title IX of the Education Amendments of 1972 (Title IX).<sup>5</sup> Title IX, and its implementing regulations, 34 C.F.R. Part 106, prohibits sex discrimination (which includes sexual harassment<sup>6</sup>) in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal financial assistance must comply with Title IX.

Educational institutions that receive federal funds must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX.<sup>7</sup> In most cases, you should be able to identify your school's Title IX Coordinator by searching your school's website using the term "sexual harassment."

Individuals who have witnessed or experienced sexual harassment may also file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR). A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.<sup>8</sup>

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## EVERYONE

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In all cases, it is highly encouraged that you report instances of potential sexual harassment to a teacher, administrator, or management official (you can report the incident/s to your direct supervisor or to any manager you feel comfortable approaching) as soon as possible.

The sooner your organization is made aware of a potential sexual harassment scenario, the sooner they can take action to remedy the situation and protect you and others from future harassment.

Both Title VII and Title IX prohibit retaliation against any individuals who report sexual harassment.<sup>9</sup> If you believe that you have been retaliated against for filing a charge of discrimination, participating in a

discrimination proceeding, or otherwise opposing discrimination, you should immediately contact the appropriate official: EEOC (for employees), your EEO Office (for federal employees), or Title IX Coordinator (for students).

*Note: This content was reprinted with permission from EDI. Visit the [EDI Portal](#) for more information.*

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## REFERENCES

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<sup>1</sup>*Under Title VII, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. [EEOC Guidance: Facts About Sexual Harassment](#)*

<sup>2</sup>*EEOC Guidance: [Time Limits for Filing a Charge](#)*

<sup>3</sup>*EEOC Guidance: [Overview Of Federal Sector EEO Complaint Process](#)*

<sup>4</sup>*Employees at educational institutions are protected by both Title VII and Title IX. Employees of educational institutions who feel that they have been sexually harassed should seek guidance from **both** their Title IX Coordinator and the EEOC.*

<sup>5</sup>20 U.S.C. §§ 1681 *et seq.*

<sup>6</sup>*Under Title IX, Sexual Harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's education program. OCR Guidance: [Sexual Harassment, It's Not Academic](#)*

<sup>7</sup>34 C.F.R. § 106.9

<sup>8</sup>*OCR Guidance: [How to File a Discrimination Complaint with the Office for Civil Rights](#)*

<sup>9</sup>*EEOC Guidance: [Facts About Retaliation](#) and OCR Guidance: [Retaliation Discrimination](#)*

# 4<sup>th</sup> Annual HHS Employee Resource Group (ERG) Forum

*Duilio Correa, Communications Lead, D&I Division, OHR, HHS*

The Department of Health and Human Services (HHS) Diversity and Inclusion (D&I) Division conducted the 4<sup>th</sup> Annual HHS Employee Resource Group (ERG) Forum on Tuesday, June 21, 2016, from 9:00 a.m. to 4:00 p.m., in the Small Auditorium of the Hubert H. Humphrey Building.



*From left to right: Bonita V. White, Edward T. Dorsey, Danny L. Dickerson and Anthony Archeval*

Bonita V. White, Director, Diversity & Inclusion Division and HHS ERG Program Manager gave the audience a warm welcome, and Paula Molloy, HHS Associate Deputy Assistant Secretary for Human Resources and Deputy Chief Human Capital Officer, provided a historical overview of the HHS ERG Programs and highlighted the Department's commitment to strengthening the recruitment, promotion, and retention practices, with a specific emphasis on workforce diversity and succession planning.

Distinguished speakers from HHS, the U.S. Office of Personnel Management (OPM), the U.S. Patent and Trademark Office (USPTO), and the U.S. Department of Housing and Urban Development (HUD) shared their expertise in interactive presentations, including:

- Christina Frye-Capellan, President of Impact! (Women's ERG), OPM, provided an overview concerning the ABCs of ERGs, roles and responsibilities, charters and by-Laws.

- Anthony Archeval, Director, Office of Civil Rights, Diversity & Inclusion, HRSA, Danny L. Dickerson, Acting Director, Diversity & Inclusion Division, NIH, Edward T. Dorsey, Special Emphasis Program Manager, Centers for Medicare and Medicaid Services, and Bonita V. White shared information concerning what is working and what is not in the ERG Programs at the Departmental and Operation Division level.
- Bismarck Myrick, Director, Office of Equal Employment Opportunity and Diversity, USPTO, and Tonya P. Watson, Federal Women's Program Manager and Disability Program Manager, HUD, shared leading practices in ERG Programs.
- Glorimar Maldonado, HHS Chief Recruitment Officer, discussed strengthening the HHS Office of Human Resources partnership with the ERGs, as well as the HHS Volunteer Recruiter Program.

**D&I Did You Know?**  
**The HHS Volunteer Recruiter Program**

HHS is committed to creating a work environment that fosters appreciation and mutual respect for each and every employee, and is reflective of the diverse populations it serves. To that end, the Talent Acquisition Division (TAD), a component of the Office of Human Resources, has launched the **HHS Volunteer Recruiter Program**.

For more information e-mail [Recruiter@HHS.gov](mailto:Recruiter@HHS.gov) or call 202-260-6547.

Approximately 200 employees from HHS and other Federal agencies attended in person and via webcast. The 4<sup>th</sup> Annual ERG Forum is available in its entirety on the [HHS Diversity & Inclusion YouTube Channel](#).

# Summary Calendar of Upcoming Events

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## **DAY-TO-DAY D&I: “Lunch & Learn” Series, 12:00 p.m. – 1:00 p.m. EST.**

- Wed., August 17, 2016: Personality Types: Workplace Conflict & Cooperation
- Wed., September 21, 2016: Alternative Dispute Resolution (ADR)

## **Tues., August 23, 2016:**

The 2016 HHS Agency Forum at the Blacks in Government (BIG) National Training Institute will be held at the Atlantic City Waterfront Conference Center, 777 Harrah's Blvd., Avalon Rm. 1 & 2, Atlantic City, NJ 08401, from 1:00 p.m. to 4:00 p.m. EST.

## **Thurs., September 22, 2016:**

The 2016 HHS Hispanic Heritage Month Observance will occur at 5600 Fishers Lane, Rockville, MD, from 12:30 p.m. to 2:00 p.m. EST.

## **Tues., October 11, 2016:**

The 2016 Accessibility and Technology Forum will take place at the Natcher Conference Center, National Institutes of Health (NIH), Bethesda, MD, from 9:00 a.m. to 4:30 p.m. EST.

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