

Summer Edition

June 26, 2003

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LET'S TALK !

If you would like to discuss Equal Employment Opportunity issues With the Civil Rights Staff, ACT-9. You may contact us at (609) 485-6675.

Myrna Rivera (Acting)
Officer of Civil Rights, ACT-9
(609) 485-6675

Tammy Lusk, ACT-9
EEO Specialist
(609) 485-4814

Cheryl Wilkes, ACT-9 (Detail)
EEO Specialist
(609) 485-6676

Vienna Drago, ACT-9
EEO Assistant
(609) 485-6675

Kimberly Tweedle, ACT-9
Adm. Support Assistant
(609) 485-7454 (Relay 9-711)

Lee Whilden, ACT-9
Computer Specialist
(609) 485-6729

FAA WILLIAM J. HUGHES TECHNICAL CENTER



Directory of FAA William J. Hughes Technical Center's EEO Programs, Personnel , and Reorganization

The Civil Rights Staff would like to welcome you to our Civil Writes website. This issue is dedicated to informing you of our programs and personnel. We are committed to our vision of creating an environment where all are able to contribute meaningfully to the mission of the FAA and rekindle the desire in our customers to improve their work environment and realize a Model Work Environment. Our office is available for answering questions, conflict prevention, and resolution and speaking engagements on various EEO topics. If you want to know more, please contact **Tammy Lusk, at (609) 485-4814.**

Next Fall Edition:

Deadline: July 14, 2003

Website: September 3, 2003

FAA William J. Hughes Technical Center

Civil Rights Staff, ACT-9

Atlantic City Int'l Airport, NJ 08405

(609) 485-6675

http://www.tc.faa.gov/employee-prg/civil_rights/cr.htm

The Civil Rights Staff host Model Work Environment Workshops

Workplace Disputes: Try Mediation, hosted by Vienna Drago, ACT-9

Place: Director's Conference Room from 10:00 AM to 11:00 AM

on **Wednesday, June 25. There is limited space, so please sign up by calling or e-mailing Vienna at (609) 485-6675. Thank you!**

Communication with the Deaf Briefing , hosted by Kimberly Tweedle, ACT-9

Place: Auditorium from 10:00 AM to 11:00 AM on

****Thursday, October 16, Thursday, December 11.****

Thank you!

CAUSES FOR DISCRIMINATION

RACE: Group of people identified by their similar physical characteristics (e.g., African-American, Caucasian or European-American, Asian-American, American Indian, etc.)

COLOR: Skin pigmentation (e.g., black, white, brown, red, tan, etc.)

RELIGION: Traditional or non-traditional beliefs or practices, or a lack of (e.g., Jewish, Christian, Moslem, Hindu, Buddhist, Pagan, Atheist, etc)

SEX: MALE/FEMALE (NOTE: Sexual harassment is a type of sex discrimination)

NATIONAL ORIGIN: Individual or Ancestral places of origin which may be identified by physical, cultural, linguistic or other characteristics (e.g., Palestinian, Vietnamese, Ethiopian, Salvadoran, Turkish, German, etc.)

AGE: Age 40 or over

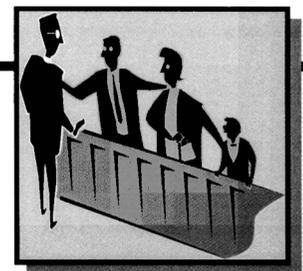
HANDICAP: Physical or mental impairment (e.g., blindness, manic/depressive disorder, AIDS, Multiple Sclerosis, etc) that substantially limits one or more major life activities (I.e., walking, breathing, talking, hearing, thinking, etc.)

REPRISAL: Unfavorable or unfair treatment by management related to filing an EEO complaint or participating in the EEO process.

SEXUAL ORIENTATION: Discrimination based on Sexual Orientation is a violation of DOT policy and not law. Redress can be made a union grievance, mediation or through the EEO informal process.

Responsibilities of the EEO Counselor

- Advise the aggrieved individual about the EEO Complaint Process,
- Determine the claim(s) and basis(es),
- Conduct a limited inquiry,
- Seek resolution at the lowest level possible,
- Advise the aggrieved individual of his/her right to file a formal complaint,
- Prepare a report documenting the findings during the limited inquiry
- Inform the parties of mediation opportunities



PROCESS: An employee has 45 days from the alleged discriminatory incident to contact an EEO Counselor. The EEO Counselor has 30 days to attempt resolution between the disputing parties.

At anytime during the complaint process, an employee or applicant may request mediation. If the aggrieved individual requests mediation, the EEO counseling timeframe can be extended an additional 60 days. The informal stage of the process should not exceed 90 DAYS. If the issue is not resolved during the informal stage, the aggrieved has the right to enter into a formal process for the case to be heard by an administrative judge or jury.

**FAA WILLIAM J. HUGHES TECHNICAL CENTER'S OFFICE OF CIVIL RIGHTS, ACT-9
EEO COUNSELORS - APRIL 2003**

<u>NAME:</u>	<u>TELEPHONE NUMBER:</u>	<u>ORGANIZATION:</u>
Giovanni Alcantara	(609) 485-6765	ACB-810
Yolanda L. Beale	(609) 485-5218	ACB-820
Jose Benitez	(609) 485-6127	ACX-052
James L. Crawford	(609) 485-8626	ACX-051
Steven Curran	(609) 485-7150	ACB-540
Mike Meier	(609) 485-5257	ATB-251
Luci Holemans	(609) 485-6590	ACB-540
Ronald P. Koons	(609) 485-4799	AVN-311
Carolyn S. Pokres	(609) 485-8944	ACX-020
Alanna B. Randazzo	(609) 485-5298	AOS-540
Shelia F. Smallwood	(609) 485-4126	ACB-300
Baxter R. Stretcher	(609) 485-5341	ACB-630
Kenneth L. Stroud	(609) 485-6565	ACH-001
Merkia J. Weathers	(609) 485-5224	ACB-710
Samuel L. Wilson	(609) 485-6249	ACB-820

Federal Law prohibits discrimination against employees and applicants for Federal employment or job opportunities on the basis of race, religion, color, sex, national origin, age (over 40), handicap (physical or mental), or reprisal.

Federal Law prohibits restraint, interference, coercion, discrimination, or reprisal against persons who pursue discrimination complaints, against their representatives, or because of opposition to unlawful discrimination.

An employee or applicant who believes that he/she has been discriminated against, must first consult with an EEO Counselor within 45 calendar days of the incident, or if a personnel action, within 45 calendar days of its effective date.

An employee or applicant who wishes to be an agent for a class of present and/or former employees or applicants and who believes he/she has been discriminated against, must first consult with an EEO Specialist, Civil Rights Staff, ACT-9, within 45 calendar days of the matter or, if a personnel action, within 45 calendar days of its effective date.

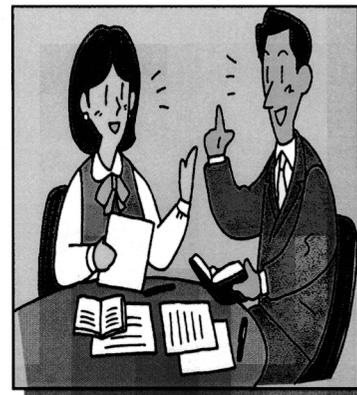
Effective March 7, 1998, non-bargaining unit employees may file a complaint of discrimination based on Sexual Orientation. This may be initiated through contacting an EEO Counselor within the same timeframes described above. This is not Federal Law. These new procedures are pursuant to the Secretary's Equal Employment Opportunity Policy Statement and were issued by the Department of Transportation on November 7, 1997. Bargaining Unit Employees that feel they have been discriminated against based on Sexual Orientation should contact their designated unions for information on the grievance process.

If you have any questions regarding the Discrimination Complaint Process, please contact a member of the Civil Rights Staff, ACT-9, at (609) 485-6675.

Mediation

Vienna L. Drago, or Tammy Lusk, ACT-9, is available to speak at All Hands meetings on the benefits of using mediation to resolve conflicts at the lowest level possible. Please contact us at (609) 485-6675 or via e-mail with the date and time of your next all Hands meeting.

Thank you!



**FAA WILLIAM J. HUGHES TECHNICAL CENTER'S
SPECIAL EMPHASIS PROGRAMS**
**FAA WILLIAM J. HUGHES TECHNICAL
CENTER'S UNION OFFICIALS**

FWP- Federal Women's Program: Program Manager, Carolyn Pokres,
ACX-020, (609) 485-8944

NFFE Local 1340: Lucien W.
Dansby, ACX-60,
(609) 485-6651

HEP- Hispanic Employment Program: Program Manager, Anthony Rodríguez,
ACB-820, (609) 485-5396

AFGE Local 2335: Harry
Krumaker, ACX-44,
(609) 485-8640

PWDP- People With Disabilities Program: Co-Program Managers, Kenneth L.
Stroud, ACH-001, (609) 485-6565, and Samuel L. Wilson, ACB-820, (609) 485-
6249

AFGE Local: Robert Schwartz,
AOS-420, (609) 485-6157

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S EMPLOYEES ASSOCIATIONS

APAC—Asian and Pacific American Coalition
President - Paul W. Tan, D.Sc,
AAR-450, (609) 485-6665

**GLOBE - Gay Lesbian
or Bisexual Employees**
Director - Rosanne Weiss,
AAR-424, (609) 485-4370

**NAAN - National Native
American/Alaska Native Coalition
of Federal Aviation Employees**
Representative - Stephen F. Beamer,
ACB-720, (609) 485-5823

***NCFAED - National Coalition
of Federal Aviation Employees
with Disabilities -Representative, Vacancy**

**NBCFAE - National Black Coalition
of Federal Aviation Employees**
President -Kenneth W. Hitchens,
ACX-51, (609) 485-6125

**NHCFEA - National Hispanic
Coalition of Federal Aviation Employees**
President - Magda Colon,
ACB-540, (609) 485-8040/6910

NSBE - National Society of Black Engineers
President - Jamaal Lipscomb,
ACB-730, (609) 485-7812

TWO - Technical Women's Organization
President - Frank Cullen,
ACT/Eastern Region, (718) 553-3430


**Alternate Dispute Resolution (ADR) Process For
Non-Bargaining Unit Employees**

If a non-bargaining unit employee feels they have been discriminated against and contacts an EEO counselor to begin the discrimination complaint process, they may choose to enter the ADR process. They may do so at any time during the informal counseling stage. During initial contact, the counselor will advise the aggrieved individual of the ADR process both orally and in writing.

If the counselor is unable to resolve the allegation, the aggrieved individual may then elect to enter the ADR process. If no resolution is attained during the ADR process, the aggrieved individual should contact the counselor to continue informal counseling for the remainder of time in the counseling process or for the issuance of the notice of final interview. At the end of the counseling process, the aggrieved individual will be given the notice of final interview and a notice of right to file an agency grievance or EEO complaint. Non-bargaining unit employees may be represented at any time during the ADR process and the EEO complaint process.

**If you have any questions about this ADR process, please contact the
Civil Rights Staff, ACT-9 at (609) 485- 6675.**

The Alternate Dispute Resolution (ADR) process & Mediation

The Alternate Dispute Resolution (ADR) process uses mediation as an effective method for employees to solve disputes in the workplace. ADR does not replace the Grievance Process or the Equal Employment Opportunity (EEO) complaint process. Entering ADR does not mean that the employee has given up any rights in the EEO complaint process. ADR can actually add up to 60 days to the process. This gives the participants the opportunity to discuss their dispute and try to work out a mutual agreement whereby, each party can work together to meet the goals and carry out the FAA mission. It is simple to enter the ADR Process. The employee contacts their EEO Counselor with the request to participate in the ADR Process. The EEO Counselor will contact the Civil Rights Staff, ACT-9, and a mediation panel convened. ADR is a WIN/WIN situation, enabling all involved in the dispute to come to a mutually agreeable solution to the problem. Please consider this method the next time you are involved in a workplace dispute and remember all participants come out winners. For more information on ADR, please contact a member of the Civil Rights Staff, ACT-9 at (609) 485-6675, or visit our website: http://www.tc.faa.gov/employee-prg/civil_rights/cr.htm

"When Does Mediation Work"

Mediation is most likely to resolve a conflict when:

- The parties want a resolution, or at least a change.
- All the important stakeholders come to the table.
- The parties are (eventually) able to express the reasons for their discomfort and distress.
- The mediator is able to control and sustain the process.
- The parties are capable of living up to their promises.

Mediation rests on the expectation that:

- Every person has an element of goodwill and integrity.
- Every person is capable of change.
- People can and should make decisions about their own lives
- The parties speak for themselves, think for themselves, decide for themselves. The hard work is theirs. So is the outcome.

Written by Vienna L. Drago, Civil Rights Staff, ACT-9

FAA William J. Hughes Technical Center Mediators List

* Al Cannizzaro	ACT-10	(609) 485-6627
Butch Dansby	ACT-70	(609) 485-6651
Bill Dawson	ACT-73	(609) 485-8508
Lou Dirorio	ACT-601	(609) 485-4429
*Vienna Drago	ACT-9	(609) 485-6675
Al Jefferson	ACT-230	(609) 485-7390
**Tammy Lusk	ACT-9	(609) 485-4814
Pat McKernan	AOS-350	(609) 485-6224
Al Oswald	ACT-300	(609) 485-7170
Nancy Proctor	ACT-230	(609) 485-6826
Roger Sherry	AOS-420	(609) 485-5924
Rosanne Weiss	AAR-424	(609) 485-4370
**Leon Whilden	ACX-20	(609) 485-6729
*Cheryl Wilkes	ACT-9	(609) 485-6676
*Leona Wilkes	ACT-9	(609) 485-8897

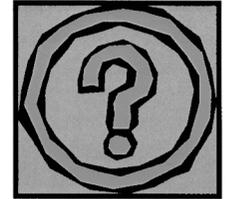
All Mediators have 40 hrs (basic, plus fresher classes). **These mediators have 24 hrs training.

* Also serve as Early Resolution System (ERS) Mediators.

Disability Resource Center



The Disability Resource Center, (DRC) of the Department of Transportation in Washington, DC can often provide reasonable accommodations for employees in which the cost is paid by the Disability Resource Center. Accommodations include those for interpreters for the deaf in which advance notice of one week is required thru the Civil Rights Staff, ACT-9, ACT-9 at (609) 485-6675.



For more information, you can call Kenneth Stroud at (609) 485-6565 or Samuel Wilson at (609) 485-6249, People with Disabilities Co-Program Managers or the Civil Rights Staff, ACT-9 at (609) 485-6675.



William J. Hughes Technical Center Diversity Council

The Diversity Council at the William J. Hughes Technical Center is part of a continuing effort to communicate diversity information across a wider spectrum of the Technical Center population and to define Diversity and why it is so important.

Diversity is the awareness of people of different backgrounds working together successfully and being able to appreciate each others differences. The primary goal is to have a productive workforce whose composition is diverse across a wide spectrum, not just a visually diverse workforce. It also requires that we recognize not only peoples' similarities, not just their differences. Respect and dignity for our fellow workers and the ability to express his or her own individuality is a fundamental issue of diversity. Our commitment is to create an environment where people can do their best work and building a global organization in which differences are respected and valued. These differences create successful relations for ourselves and with our clients. The FAA believes in fostering an environment that offers the greatest opportunity for everyone, ensuring the full utilization of the work force while reducing barriers to opportunity.

The Diversity Council meets every Wednesday from 10 a.m. to 11 a.m. Among the many tasks of the members is to act as diversity advocates and also as a liaison for their respective organization.

Please regularly read the Diversity Bulletin Board for the latest Diversity issues and to help increase your knowledge base in Diversity. For more information concerning Diversity, contact Raymond Stover ACT-1A, at 609-485-4404.



FAA William J. Hughes Technical Center Resource Library Lists

You may request training videos from the Civil Rights Office, ACT-9 at (609) 485-6675, The Diversity, Ray Stover, ACT-1A at (609) 485-4404, and Rosanne Weiss, AAR-400 at (609) 485-4370

- Is It The Cement Ceiling or Is It Me? 20 min (AAR-400)
- The Fatal Interview (recruiting people of color) 20 min (AAR-400)
- ADR Mediation, FAA Office of Civil Rights, 30 min, (ACT-9)
- Disability Accommodations, 2 hrs (ACT-9)
- Self Directed Teams, 1:10 min, (ACT-1A)
- Coping with Change in the High-Tech Environment, (ACT-1A)
- Peer Mediation, 1:30 min—5/24/99, (ACT-9)
- Basic Information Security Awareness Briefing, 1:30 min—6/23/99, (ACT-9)
- Black History Month Opening Ceremony—2/5/02, (ACT-9)
- Understanding and Abiding by Title VI of the Civil Rights Act, (ACT-9)
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