

**OPEN TO ALL**  
**TRUSTED BY ALL**  
**JUSTICE FOR ALL**



DC COURTS'  
EQUAL EMPLOYMENT  
OPPORTUNITY REPORT  
HUMAN RESOURCES DIVISION



# Executive Summary

The 2017 Equal Employment Opportunity (EEO) Report focuses on employees for whom the District of Columbia Courts (DC Courts) control the recruitment, hiring, and other terms and conditions of employment (n, 993). Asians and Hispanics or Latinos are two protected groups identified for targeted recruitment in the 2015-2018 DC Courts' Affirmative Employment Program for Minorities and Women. Asians and Hispanics or Latinos comprise 5% and 8% of the DC Courts' employee workforce compared to 10% and 7% of their respective availability in the Washington Metropolitan area. In 2017, Asians represented 9% of new hires (9 individuals) and Hispanics 16% of new hires (17 individuals). For purposes of talent acquisition the DC Courts received over 11,086 job applications and competitively hired 104 new employees and promoted 48 employees. The percent of job applicants who self-identify as Asian has remained relatively steady at 5%. In the last three years, self-identified Hispanics or Latinos have incrementally increased: 2014 (9%), 2015 (14%), 2016 and 2017 (16%).

This Report discusses the demographics of other protected categories of employees. African-Americans are employed at 71%, which is 48 percentage points above the African-American availability and utilization in the Metropolitan area (23%) for all occupational categories. Females are employed at 65% which is 10 percentage points above the female availability and utilization in the Metropolitan area (55%) for all occupational categories. For senior management and professional positions, grades 15 and above, the DC Courts employ a more balanced number of women (21) and men (18).

In 2017, 6% of employees separated from the workforce (n, 61) compared to 8% (n, 75) in 2015 and 7% (n, 68) in 2016. As expected, since our workforce is predominately African-American and White it is reasonable that the separation of African-Americans and Whites is greater than other groups. Of the 2017 separations, 59% were made by African-American females and 11% by African-American males, which is slightly above the composition of the workforce for African-American females (49%) and below the composition of the workforce for African-American males (25%). White females at 10% (n, 6) and White males at 5% (n, 3) were the second largest groups who separated during 2017. The separation rate of White females (10%) is slightly above the White female composition of the workforce (9%). Retirements accounted for 50% (n, 31) of the separations, the greatest increase in total separations (n, 61). In 2017, there were 28 corrective actions. In 2017, there were seven EEO complaints filed and there were no findings of discrimination, retaliation, or harassment because of one's protected status. Finally, we began mandatory training on sexual harassment during the December Judicial Conference in response to the increase in sexual harassment claims discussed in the media.

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# Introduction

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During 2017, DC Courts management demonstrated a commitment to equal employment opportunity. The Executive Officer reminded CES Directors and Deputy Directors that the courts value intentional workplace diversity and inclusion in everyday governance of divisions and programs. Commitment from the top of the organization, division, branch, program, and office goes a long way in fulfilling these principles for every employee, job applicant, contractor, vendor, intern, and volunteer. In turn, the Equal Employment Officer communicated to the court community the DC Courts' no-tolerance for discrimination, harassment or bullying in any form. All DC Courts' personnel are reminded to make workplace decisions without regard to race, color, religion, gender, national origin, age, disabilities, genetic information, sexual orientation, marital status, personal appearance, family responsibilities, matriculation, political affiliation, gender identity or expression.

Court executive leadership has made the principles of procedural justice and fairness a necessary component of DC Courts' public service. National experts Kimberly Papillion Esq. and Mr. Michael Roosevelt taught the mandatory training course for all staff on Procedural Justice, Fairness and Implicit Bias in the DC Courts: Overcoming Barriers and Building Trust. Much of the instructional content emphasizes to all employees that like judges, we too contribute to perceptions of fairness before and after a litigant enters the well of a courtroom. In addition to how our external behavior impresses the public in various ways, the instruction is foundational to internal fair treatment. Inside the DC Courts, the Human Resources Division's EEO Office focuses on those same values for our employees and encourages you to do the same in all of your workplace relationships.

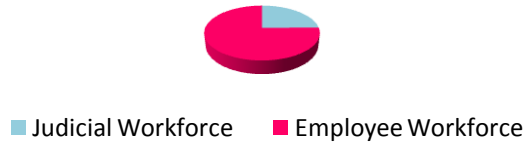
In 2017, EEO mandates and principles continued to intersect with various decisions concerning terms and conditions of employment. Our country saw a surge of sexual harassment allegations in the media. The DC Courts responded by offering mandatory in-person sexual harassment courses as a preventative measure toward keeping our employees safe. The EEO Office explored topics beyond issues over performance evaluations, promotions, and separations. Ramifications often intersected with: perceptions over gender equality; linguistic diversity; job assignments; reasonable accommodations; training opportunities; and assistance with asking for more respect and fairness in the workplace.

This EEO report covers the period January 1, 2017 through December 31, 2017. Here we examine our workforce participation rates, especially those of minorities and women, for equality, opportunity, and fairness. According to Policy 400 (II) of the Comprehensive Personnel Policy, this office (at least once annually) is to advise the Joint Committee on Judicial Administration and the Executive Officer of the status of equal employment opportunity activities, of any existing deficiencies, of the necessity for specific programs, and of the need for any changes in the Affirmative Action Plan.

# 2017 DC Courts' Total Workforce

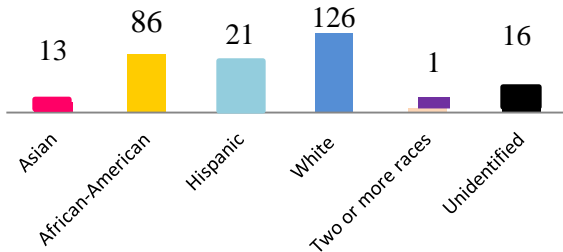
Figure 1 reflects the total DC Courts' full-time workforce. Senior judges work part-time and are, therefore, not included. The workforce, in its simplest description, is comprised of the judicial (21%) and employee (79%) workforces. The information presented in the balance of this report pertains to the employee workforce, where the Courts' personnel policies are applicable and competitive recruitment practices are employed.

**Figure 1: DC Courts' Total Workforce**

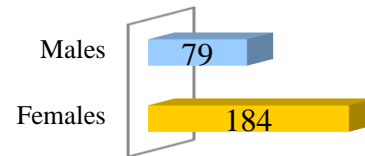


The judicial workforce includes: judicial officers (n, 85), law clerks (n, 117) and judicial administrative assistants (n, 61). Two or 1% of the judicial workforce self-identify as having a disability. Figures 2 and 3 provide racial and gender breakdown of our judicial workforce as: 5% Asian, 33% African-American, 8% Hispanic or Latino, 48% White, 6% did not self-identify, <1% two or more races. The judicial workforce is 30% male and 70% female.

**Figure 2: Total Judicial Workforce (Race)**

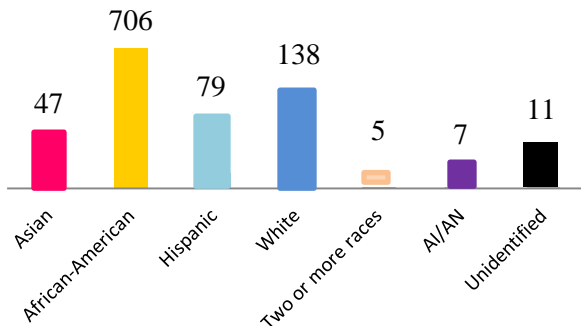


**Figure 3: Total Judicial Workforce (Gender)**

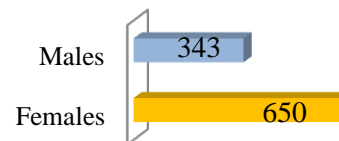


Figures 4 and 5 provide racial and gender breakdown of our employee workforce as: 5% Asian, 71% African-American, 8% Hispanic or Latino, 14% White, <1% American Indian or Alaskan Native, <1% two or more races and 1% unidentified. Forty-five or 5% of the employee workforce self-identify as having a disability. The employee workforce is 35% male and 65% female.

**Figure 4: Total Employee Workforce (Race)**



**Figure 5: Total Employee Workforce (Gender)**



# 2017 DC Courts' Employee Workforce

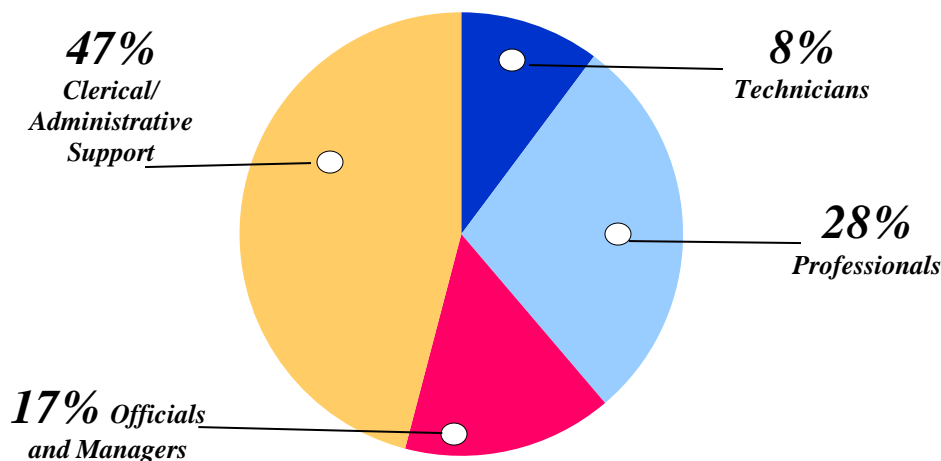
Table 1 below shows the labor participation rate by comparing the DC Courts 2017 workforce to that of the Washington Metropolitan Area (WMA) as reported in the 2010 U.S. Census. The comparison shows the racial demographics by the same four occupational categories included in the DC Courts. The Metropolitan area includes Washington, D.C. and parts of Maryland, Virginia and West Virginia.

**Table 1: Labor Participation Rate<sup>1</sup>**

Race	Washington Metropolitan Area	DC Courts' Workforce	2017 <sup>2</sup> External Job Applicants	New <sup>3</sup> Hires
African-American	23%	71%	61%	47%
White	60%	14%	15%	15%
Hispanic or Latino	7%	8%	16%	16%
Asian	10%	5%	5%	9%

The DC Courts employ 993 full-time employees. The DC Courts' employee workforce can be classified in the following occupational categories<sup>4</sup>: officials and managers at 17% (n, 166), professionals at 28% (n, 278), technicians at 8% (n, 81), and administrative and clerical support at 47% (n, 468).

**Figure 6: Employee Workforce by Occupational Category**



<sup>1</sup> Numbers may not total 100% due to rounding.

<sup>2</sup> This column excludes those who self-identified as American Indian or Alaskan Native and two or more races.

<sup>3</sup> This column excludes job applicants who did not report race.

<sup>4</sup> The occupational categories are standard occupational classifications from the U.S. Department of Labor, Bureau of Labor Statistics.



# DC Courts' Occupational Categories

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The *officials and managerial* category includes employees who set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the courts' operation, or provide specialized consultation on a regional, district or area basis. For the DC Courts, the officials and managers category includes, but is not limited to: the Court Executive Service, Court Executive Management Service, deputy directors, program directors, senior managers, branch chiefs, managers, and supervisors.

The *professional* category includes employees who have specialized and theoretical knowledge usually acquired through college training or through work experience and other training that provide comparable knowledge. For the DC Courts, the professional category includes, but is not limited to: accountants, attorneys, contract specialists, information technology specialists, probation officers, and social workers.

The *technician* category includes those who have a combination of basic scientific or technical knowledge and manual skills that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. For the DC Courts, the technician category includes, but is not limited to: computer operators, court reporters, and telecommunications specialists.

The *clerical and administrative support* category includes those workers who are responsible for internal and external communications, recording and retrieval of data and information and other documents required in an office. This job category includes, but is not limited to: courtroom clerks, deputy clerks, and HR assistants.

Page 10 below provides the race and gender breakdown of the DC Courts' employee workforce by occupational categories. See Table 2: 2017 Workforce Availability and Utilization. The total number of employees reflected in Table 2 is 970 and it does not include unidentified employees (n, 11) or employees who have self-identified as American Indian or Alaskan Native (n, 7) or those of two or more races (n, 5). The total DC Courts' participation rate of these groups is less than 2%.

**Table 2: 2017 Workforce Availability and Utilization**

Job Categories		African-American (Non-Hispanic)		White (Non-Hispanic)		Hispanic or Latinos		Asian		Subtotals		Totals
		male	female	male	female	male	female	male	female	male	female	
<b>Officials and Managers</b>	# DC Courts	45	70	16	19	5	5	2	4	68	98	<b>166</b>
	% DC Courts	27	42	10	11	3	3	1	2	41	59	
	% Metro Area <sup>5</sup>	8	11	38	27	4	3	5	3	55	44	
	% Underutilization	19	31	-28	-16	-1	0	-4	-1	-14	15	
<b>Professionals</b>	# DC Courts	75	96	20	38	10	6	11	10	116	150	<b>266</b>
	% DC Courts	28	36	8	14	4	2	4	4	44	56	
	% Metro Area	7	11	31	31	3	3	7	6	48	51	
	% Underutilization	21	25	-23	-17	1	-1	-3	-2	-4	5	
<b>Technicians</b>	# DC Courts	24	33	2	9	5	1	2	3	33	46	<b>79</b>
	% DC Courts	30	42	3	11	6	1	3	4	42	58	
	% Metro Area	11	19	26	22	3	3	7	7	47	51	
	% Underutilization	19	23	-23	-11	3	-2	-4	-3	-5	7	
<b>Clerical/Admin. Support</b>	# DC Courts	88	275	15	19	15	32	4	11	122	337	<b>459</b>
	% DC Courts	19	60	3	4	3	7	1	2	27	73	
	% Metro Area	10	24	13	33	3	7	3	5	29	71	
	% Underutilization	9	36	-10	-29	0	0	-2	-3	-2	2	
	Total	232	474	53	85	35	44	19	28	339	631	<b>970<sup>6</sup></b>
	% Total	24	49	5	9	4	5	2	3	35	65	100

Sources: US Census Bureau, Census 2010 special tabulation; DC Superior Court EEO Report

*Note: The rows highlighted in yellow reflect the benchmark for the Washington Metropolitan marketplace for available and qualified job candidates. The cells highlighted in blue reflect areas of underutilization for a protected category. For purposes of affirmative action, we focus on minorities and female participants.*

<sup>5</sup>The Metro Area percentage represents the civilian labor force 16 years of age and older.

<sup>6</sup>This table excludes those who self-identified as American Indian or Alaskan Native, Two or More Races and those who did not self-identify their race or ethnicity. The DC Courts employ 7 employees who have self-identified as American Indian or Alaskan Native. The DC Courts employs 5 employees who have self-identified as two or more races. The DC Courts employ 11 employees who did not identify their race or ethnicity.

# DC Courts' Workforce Participation Rates

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***African-Americans.*** For 2017, the largest racial and national origin category in our employee workforce was African-Americans, who comprised approximately three-quarters (73%) of the workforce (n, 706). African-American females represented nearly half of the workforce (49% or 474) and African-American males comprised one-quarter of the workforce (24% or 232). Notably, African-American males and females are employed in the DC Courts significantly above the benchmark for the Metropolitan area (23%) in all occupational categories (see Table 1). The DC Courts' African-American participation rate is 69% in the official and managers category, 64% in the professional category, 72% in the technician category, and 79% in the clerical and administrative support category. African-American females exceeded the benchmarks from 23 (technician) percentage points to 36 (clerical) percentage points, while African American males exceeded the benchmarks from 9 (clerical) percentage points to 21 (professional) percentage points when compared to the Washington Metro Area (WMA) Labor Participation rates.

***Whites.*** Whites were the second largest racial or national origin group at 14% of the Courts' workforce (n, 138) in 2017, compared to 60% of the WMA labor market for the same occupational categories. The DC Courts' White participation rate is 21% in the officials and managers category, 22% in the professional category, 14% in the technician category, and 7% in the clerical and administrative support category. The Courts' White female participation rate is less than the expected representation in the Metropolitan area marketplace of available and qualified candidates. However, White females are not a protected group requiring affirmative action to address underutilization. The protected category is females in general, and the Courts' workforce data indicate no underutilization of females for 2017. In fact, the percentage of females in our workforce (65%) is greater than the percent of available females in the Metropolitan area labor pool as reported in the 2010 census (55%).

***Hispanics or Latinos.*** The third largest racial and national origin workforce category at the Courts in 2017 consisted of Hispanics or Latinos, who participated at a rate of 8% (n, 79), which is close to the Washington area labor participation rate for Hispanics (7%). In 2017, the DC Courts' Hispanic or Latino participation rate is 6% in the officials and managers category, 6% in the professional category, 8% in the technician category, and 10% in the clerical and administrative support category. In 2017, the DC Courts experienced a slight underutilization of one percentage point for Hispanic or Latino males in the officials and managers category. Hispanic or Latino males exceed the benchmark in the professional category by one percentage point and in the technician category by three percentage points. Hispanic or Latino males and females meet the benchmark in the clerical category. Hispanic or Latino females participate slightly under the benchmark by one percentage point in the professional category and two percentage points in the technician category. Hispanic or Latino females meet the benchmark in

the officials and managers category. In 2017, there was a net increase of eight Hispanic or Latino employees.

**Asians.** For 2017, Asians participated in the Courts' workforce at a rate of 5% (n, 47) which is significantly below the Asian availability and utilization in the Metropolitan area for all occupational categories (10%). The DC Courts' Asian participation rate is 4% in the officials and managers category, 8% in the professional category, 6% in the technician category, and 3% in the clerical and administrative support category. Asian females were below the benchmark by 1 (Official and Managers) to 3 (Technicians) percentage points, while Asian males were below the benchmark by 2 (Clerical) to 4 (Technicians) percentage points. In 2017, we observed a net increase of eight Asian employees.

# U.S. Census Race Definitions

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“White” refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as “White” or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

“Black or African American” refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “Black, African Am., or Negro” or reported entries such as African American, Kenyan, Nigerian, or Haitian.

“American Indian or Alaska Native” refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian groups.

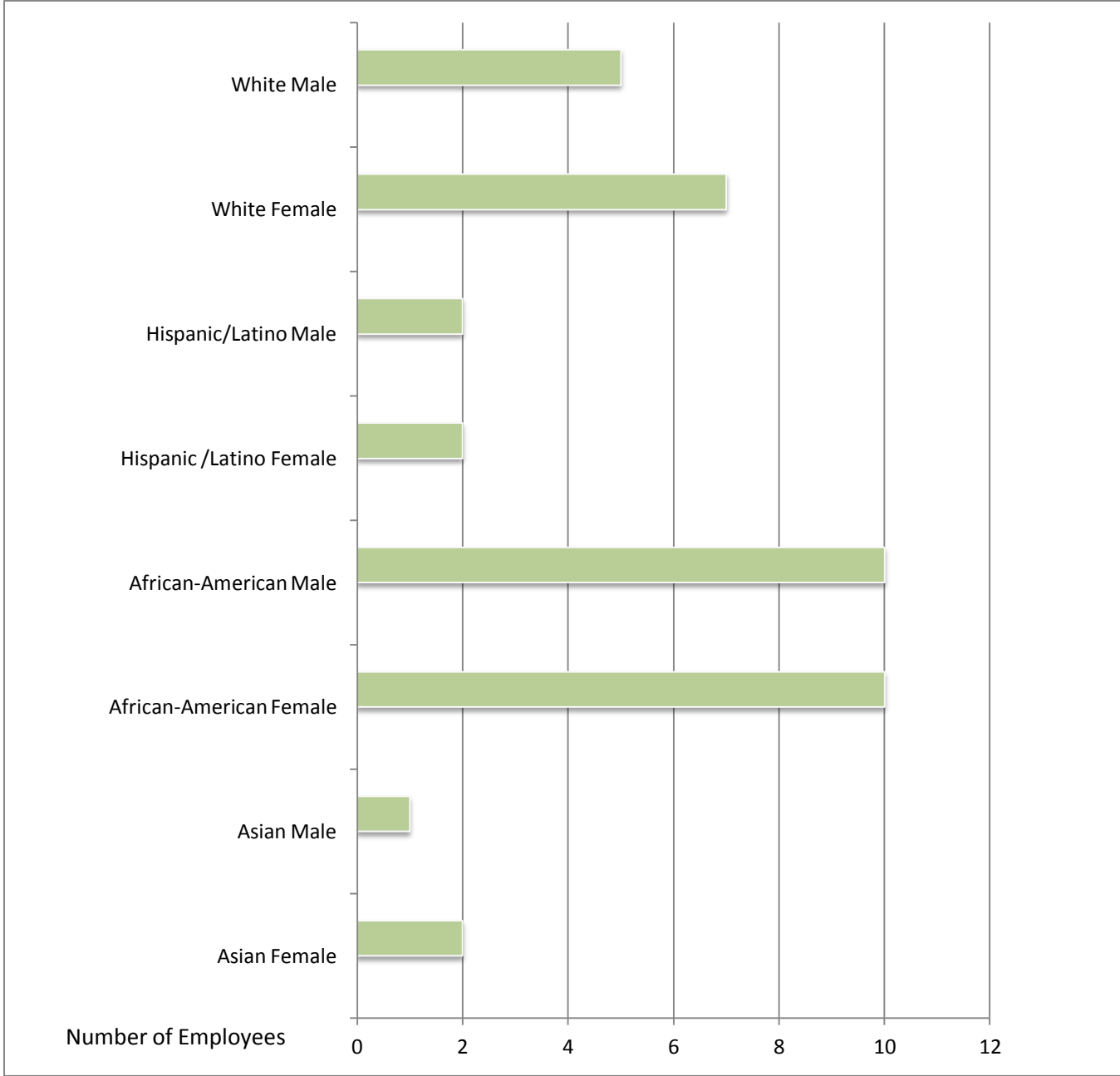
“Asian” refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provided other detailed Asian responses.

“Native Hawaiian or Other Pacific Islander” refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander” or provided other detailed Pacific Islander responses.

“Some Other Race” includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above. Respondents reporting entries such as multiracial, mixed, interracial, or a Hispanic or Latino group (for example, Mexican, Puerto Rican, Cuban, or Spanish) in response to the race question are included in this category.

“Hispanic or Latino” refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

# Figure 7: DC Courts' Senior Managers (Grades 15 and Above)



# 2017 DC Courts' Applicant Flow Data

In 2017, the DC Courts received 11,086 job applications in response to vacancy announcements for 162 open positions. Of the 162 open postings, approximately one-fifth (22% or 36 positions) were posted for internal applicants only. For the 36 internal job postings, 100% (n, 262) of all job applicants self-identified their race and gender. External job postings (78% or 126 positions) attracted 10,824 job applications and 83% (8,955) of those job applicants self-identified their race and gender. Therefore the overwhelming majority of job applicants (83% or 9,217 out of 11,086) reported their race and gender.

Of the total number of applicants who provided race information (9,217): 61% were African-American, 15% were White, 16% were Hispanic or Latino, 5% were Asian, <1% were American Indian or Alaskan Native, and 2% were identified as having two or more races. The 2017 breakdown showed an increase of female applicants (71% vs. 63%) and a decrease of male applicants (29% vs. 37%) compared to 2016.

Asians and Hispanics or Latinos are two of the protected groups identified in the 2015-2018 DC Courts Affirmative Employment Program for Minorities and Women. Job applications submitted by Asians represented 5% of all applications. Over the last three years, the DC Courts' applicant pool has included a larger proportion of self-identified Hispanics or Latinos: 9% in 2014, 14% in 2015, and 16% in 2017 and 2018.

**Table 3: 2017 Applicants Who Identified their Race and Gender**

	Male	Female	Total	
<b>White</b>	6%	9%	15%	1,397
<b>African-American</b>	15%	46%	61%	5,626
<b>Asian</b>	2%	3%	5%	443
<b>Native Hawaiian or Other Pacific Islander</b>	0%	0%	0%	8
<b>American Indian or Alaskan Native</b>	<1%	<1%	<1%	48
<b>Two or More Races</b>	<1%	2%	2%	201
<b>Hispanic or Latino</b>	5%	11%	16%	1,494
<b>Total</b>			100%	9,217

# 2017 Qualified Applicants

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For the DC Courts, an applicant is determined to be “qualified” after satisfying the initial Human Resources Divisional (HR) review, which includes an examination of documentation to verify that the applicant’s education, experience, and/or certification and license meet the minimum qualifications of the job announcement. After the HR review, the qualified applications are forwarded to the hiring panel for further analysis and determination of applicant ranking as qualified, well qualified, or highly qualified.

Across all races at least 50% of applicants were rated as qualified through the HR review process, with the exception of the American Indian or Alaskan Native group (46%).

**Table 4: Percentage of Qualified Applicants Who Self-Identified Their Race**

<b>Race</b>	<b>% Qualified</b>	<b>Total Applications Submitted</b>
<b>White</b>	56%	1,397
<b>African-American</b>	61%	5,626
<b>Asian</b>	57%	443
<b>Native Hawaiian or Other Pacific Islander</b>	50%	8
<b>American Indian or Alaskan Native</b>	46%	48
<b>Two or More Races</b>	58%	201
<b>Hispanic or Latino</b>	56%	1,494
<b>Total</b>		9,217



# 2017 New Hires

**Table 5: 2017 New Hires**

	Male		Female		Total	
	N	%	N	%	N	%
White	5	5%	11	11%	16	15%
African American	12	12%	37	36%	49	47%
Asian	4	4%	5	5%	9	9%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%	0	0%
American Indian or Alaska Native	1	1%	1	1%	2	2%
Two or More Races	1	1%	2	2%	3	3%
Hispanic or Latino	9	9%	8	8%	17	16%
Unidentified	2	2%	6	6%	8	8%
TOTAL <sup>7</sup>	34	33%	70	67%	104	100%

There were a total number of 104 new hires in 2017. Of the new hires, 47% were African-American, 15% were White, 16% were Hispanic or Latino, 9% were Asian, 3% were two or more races, and 8% did not specify their race.

The percent of new hires who were Asian increased (from 9% in 2015, to 6% in 2016, to 9% in 2017) with the actual number of Asians hired increasing (from 5 individuals in 2015, to 6 in 2016, and 9 in 2017). The percentage of Hispanic or Latino new hires rose in 2017 (16% compared to 12% in 2016), but remained below the figure for 2015 (22% of new hires). The actual number of Latinos hired in 2017 increased by four (13 v. 17).

The African-American new hire percentage is 47%, which is a decrease of 8 percentage points from 2016 (55%) and 13 percentage points since 2015 (60%). The actual number of newly hired African-Americans decreased by four employees in 2017 compared to 2016. The percentage of White new hires was 15%, a decrease from 21% in 2016 but (an increase from 7% in 2015), with the number of individuals decreasing from 20 to 16 (2017) but an increase over the 4 new hires in 2015.

<sup>7</sup> Numbers may not total 100% due to rounding.

# 2017 Promotions

**Table 6: 2017 Promotions**

	Male		Female		Total	
	N	%	N	%	N	%
White	3	6%	3	6%	6	13%
African American	6	13%	29	60%	35	73%
Asian	0	0%	1	2%	1	2%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%	0	0%
American Indian or Alaska Native	0	0%	0	0%	0	0%
Two or More Races	0	0%	0	0%	0	0%
Hispanic or Latino	2	4%	4	2%	6	13%
TOTAL <sup>8</sup>	11	23%	37	77%	48	100%

There were a total number of 48 competitive promotions for 2017. Of the employees promoted, 73% were African-American, 12% were Hispanic or Latino, 13% were White, and 2% were Asian (for the purpose of EEO reporting, promotions described in Table 6 are competitive promotions only – they do not include career-ladder promotions).

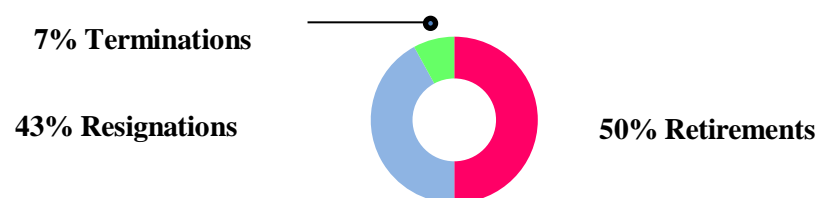
<sup>8</sup> Numbers may not total 100% due to rounding.

## 2017 Separations

**Table 7: 2017 Separations**

Separations	2014	2015	2016	2017
Resignations	29	33	38	26
Medical Separations	----	2	2	0
Retirements	20	35	22	31
Terminations for Cause	5	5	6	4
<b>Total</b>	<b>54</b>	<b>75</b>	<b>68</b>	<b>61<sup>9</sup></b>

**Figure 8: 2017 Employee Separations**



In 2017, 61 employees (6% of the employee workforce) separated from the Courts, which is slightly below the separation rate of 2016 (7% of the workforce) and 2015 (8% of the workforce). In 2017, the most significant increase was in the number of retirements. Of the 62 separations, 50% retired, 43% of the employees resigned and 7% were terminated. Of the 61 separations, 74% (n, 45) were female and 26% (n, 16) were male (their distribution in the workforce is 65% and 35% respectively). The racial and national origin of separated employees follows: Asian 2% (n, 1), African-American 69% (n, 42), Hispanic or Latino 15% (n, 9), and White 15% (n, 9). African-American females at 59% (n, 36) and African-American males at 11% (n, 7) were the largest groups who separated during 2017. More than half of all separated employees were African-American females (n, 36), which is above the African-American female composition of the workforce (49%). The separation rate of African-American males at 11% (n, 7) is below the percent of African American males in the workforce (24%). The separation of White females at 10% (n, 6) is slightly above the White female composition (9%) of the workforce. The separation of White males at 5% (n, 3) is the same as the White male composition of the workforce (5%). The separation of Hispanic males at 10% (n, 6) is slightly above their workforce composition (4%). The separation of Hispanic females at 5% (n, 3) is the same as the Hispanic female workforce composition (5%). There were no separations of Asian males. The separation of Asian females at 2% (n, 1) is below the 3% Asian female workforce composition.

<sup>9</sup> For purposes of evaluating the voluntariness or involuntariness of separations, the number of separations does not include separation by death (n, 2).

# Corrective Actions

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Among nearly 1,000 employees, there were 28 corrective actions imposed in 2017. Corrective actions ranged from letters of reprimand (n, 13 or 46% of corrective actions); 1 day suspension (n, 1); 2 day suspensions (n, 7); 10 day suspension (n, 2); demotions (n, 1) and terminations (n, 4). Male employees received a greater proportion of the corrective actions than would be expected given their workforce composition (46% vs. 35%, respectively). Similarly, the percentage of corrective actions for African-American employees (82%) is higher than would be expected based on the proportion of the workforce that is African-American employees (71%). Hispanics or Latinos received 7% of corrective actions and comprise 8% of the workforce. Whites received 11% of corrective actions and comprise 14% of the workforce.

**Table 8: 2017 Corrective Actions**

Total # of corrective actions: 28		
<b>Gender</b>	<b>Corrective Actions by Gender</b>	<b>Workforce Composition</b>
Male	13 (46%)	35%
Female	15 (54%)	65%
<b>Race/Ethnicity</b>	<b>Corrective Actions by Race or Ethnicity</b>	<b>Workforce Composition</b>
African-American	23 (82%)	71%
White	3 (11%)	14%
Hispanic	2 (7%)	8%

The relationship between corrective actions and occupational categories are as follows: 61% were clerical/administrative (n, 17), 21% were professional (n, 6), 7% were technicians (n, 2), and 11% were officials and managers (n, 3).

The 28 corrective actions were administered to employees of the following gender, racial and national origin groups: African-American males at 43% (n, 12), African-American females at 39% (n, 11), Hispanic or Latino males at 4% (n, 1), Hispanic or Latino females at 4% (n, 1), and White females at 11% (n, 3).

# The DC Courts' EEO Office

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The focus of this section highlights 2017 accomplishments and identifies further actions to advance a model EEO Program. The EEO Office maintains an effective EEO program by ensuring that employees and job applicants are protected from unlawful discrimination by resolving issues at the lowest level possible. Through Comprehensive Personnel Policies 400 and 410, the DC Courts' EEO Office's primary mission is to enforce equal employment law and employment protected categories under the District of Columbia's Human Rights Act of 1977.

In 2017, 34 employees sought counsel from the EEO Office. There were seven EEO complaints filed, 2 sexual harassment complaints, and six bullying complaints filed in 2017 with one of those complaints filed, in close proximity to receiving a corrective action. Table 7 outlines the 2017 EEO case activity. There were no findings of discrimination, retaliation, harassment under EEO laws in response to employee complaints. In 19 other matters, reasonable cause determinations did not have to be made because those conflicts were informally resolved.

The DC Courts have promoted transparency in employee education about EEO rights and accountability for employee actions or behavior. It is mandated that employees take a course on EEO law and sexual harassment before their probationary period is completed. In 2017, there were four training sessions on the Courts' Equal Employment Opportunity Personnel Policy 400 and seven training sessions, opened to all employees, on Sexual Harassment Personnel Policy 410 and a total of 189 employees attended.

The Courts celebrated the first annual Asian American and Pacific Islander Heritage month program, in addition to other special emphasis programs, to further inclusion and cultural awareness. In addition, the EEO poster, EEO laws, and diversity management tips on age, religion and heritage are available on the intranet and issued periodically through the DC Courts' intranet homepage. Finally, ten letters promoting court values in alignment with equal employment opportunity principles were sent to court contractors and vendors.

**Table 9: 2017 EEO Cases**

<b>Race</b>	<b>Basis</b>	<b>Issue</b>	<b>Disposition</b>
African-American	Race and Age Discrimination	EEO	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found
African-American	National Origin	EEO	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found
African-American	Disability, Race, Age, Retaliation Discrimination	EEO	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found
Hispanic/Latino	Ethnicity	EEO	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found.
African-American	Race	EEO	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found. External EEOC Complaint Later Filed and Dismissed.
African-American	Sex (Gender)	EEO	Internal Complaint Filed. Informal Resolution.
White	Sex (Gender)	EEO	Internal Complaint Filed. Informal Resolution.

# 2017 EEO Office Objectives and Activities

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The following were some additional EEO activities implemented or advised upon in 2017:

- ❖ Counseled employees on a pattern of issues regarding transitions in management;
- ❖ Counseled on religious accommodation;
- ❖ Facilitated sexual harassment training primarily attended by courtroom clerks during the December Judicial Conference;
- ❖ Added promotion data to annual EEO reporting;
- ❖ Continued the EEO Office's go-green initiative; and
- ❖ Collaborated with the Information and Technology Division for a customized EEO case management system.

The EEO Office will continue to comply with EEO law and EEOC guidance to:

- ❖ Investigate and process unlawful discrimination, retaliation, harassment, and bullying complaints;
- ❖ Ensure EEO compliance with settlement agreements and court orders;
- ❖ Offer customized training on EEO-related topics upon the request of management;
- ❖ Train with the EEOC, court management associations, the Society for Human Resources Management, and other useful training resources that promote the EEO mission;
- ❖ Include information regarding exit interviews, performance evaluations, promotions including career ladder promotions and unauthorized leave without pay in future EEO reports;
- ❖ Identify and eliminate barriers to equal employment opportunity;
- ❖ Broaden our diversity and special emphasis programs; and
- ❖ Promote broad and strategic recruitment to address underutilization.