District of Columbia Courts

2018 Equal Employment Opportunity Report

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Executive Summary

The 2018 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, 1,021). Asians and Hispanics or Latinos are two protected groups identified for targeted recruitment in the 2018-2021 DC Courts' Affirmative Employment Program for Minorities and Women. Asians and Hispanics or Latinos comprise 4% and 9% of the DC Courts' employee workforce compared to 10% and 7% of their respective availability in the Washington Metropolitan area. In 2018, Asians represented 2% of new hires (2 individuals) and Hispanics 19% of new hires (16 individuals).

For purposes of talent acquisition the DC Courts received 5,776 job applications, competitively hired 86 new employees and promoted 17 employees. In 2018, the DC Courts responded to budget constraints, partly, with a hiring freeze that lasted over half of the year (January 2018 – August 2018). For this reason, there were decreases in the number of job applications in 2018 (5,776), new hires (86), promotions (17), compared to the number of 2017 job applications (11,086), new hires (104) and promotions (48). The percent of job applicants who self-identify as Asian has remained relatively steady between 4% (2018) and 5% (2017). The percent of job applicants who self-identify as Hispanic or Latino has incrementally increased: 2014 (9%), 2015 (14%), 2016 and 2017 (16%) and 2018 (19%).

In 2018, 7% of employees separated from the workforce (n, 71) compared to 6% (n, 75) in 2017 and 8% (n, 75) in 2015. 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 2018 separations, 52% were made by African-American females and 18% by African-American males, which is slightly above the composition of the workforce for African-American females (48%) and below the composition of the workforce for African-American males (24%). White females at 6% (n, 4) and White males at 10% (n, 7) were the second largest groups who separated during 2018. The separation of White females at 6% (n, 4) is below the White female composition (8%) of the workforce. The separation of White males at 10% (n, 7) is above the White male composition of the workforce (6%). Retirements accounted for 49% (n, 35) of the separations, the highest percentage of total separations (n, 71).

In 2018, there were 30 corrective actions. In 2018, there were eleven EEO complaints filed and there were no findings of discrimination, retaliation, or harassment because of one's protected status. Finally, in an effort to protect our employees and in response to the increase of such claims that gained media attention, the EEO Office trained employees on sexual harassment through 92 training sessions beginning with the December 2017 Judicial Conference through December 2018.

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Introduction

In 2018 DC Courts' management demonstrated a commitment to equal employment opportunity compliance with various measures, some of which included: updated employment posters, support for special emphasis diversity programming, creation of an electronic case management system in collaboration with the Information Technology Division and mandatory sexual harassment training for employees. The Tenth Circuit pointed out in Harrison v. Eddy Potash, Inc., 248 F.3d 1014 (10th Cir. 2001), the importance of job bulletins and interactive seminars for employees. As a preventative and educational measure, the mandatory sexual harassment trainings discussed: that no industry is immune from sexual harassment, how sexual harassment is defined, supervisory responsibilities, duties to report, tangible employment actions, retaliation and reasonable care.

In addition, these trainings were in furtherance "to ensure an exemplary workplace for every judge and every court employee." This vision was expressed by Chief Justice Roberts in the June 1, 2018, *Report of the Federal Judiciary Workplace Conduct Working Group to the Judicial Conference of the United States* that was published as a call to action for the federal judiciary to enhance employment dispute resolution plans and create procedures for addressing workplace behavior for courts as an industry. The Report covers inclusion for employees as well as for judges and judges' chambers' staffs. The DC Courts aim to imbed inclusive practices in our culture for all terms and conditions of employment. Similarly, the Courts' 2018-2022 Strategic Plan Goal III, Strategy B, promotes a values-based workforce with emphasis on ethics and professionalism.

The DC Courts continue to make progress toward our Affirmative Employment Program for Minorities and Women. Asians and Hispanics or Latinos were two protected groups identified for targeted recruitment. In 2018, the DC Courts' Asian and Pacific Islander application flow data was higher at 6% compared to 2017 (5%) and 2016 (4%). In 2018, Hispanics or Latinos participation in the employee workforce exceeded the benchmark for the Washington Metropolitan Area by two percentage points. Women account for 65% (646) of the workforce; 57% (102) of the Officials and Managers occupational category; and 59% (29) of senior managerial and (23) professional positions.

This EEO report covers the period January 1, 2018 through December 31, 2018. 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.

2018 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

■ Judicial Workforce   ■ Employee Workforce
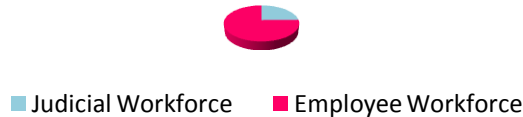
The judicial workforce includes: judicial officers (n, 83), law clerks (n, 126) and judicial administrative assistants (n, 64). Two or 1% of the judicial workforce self-identify as having a disability. Figures 2 and 3 provide racial and gender breakdown of our judicial workforce as: 5% Asian, 33% African-American, 8% Hispanic or Latino, 46% White, and 8% did not self-identify. The judicial workforce is 29% male and 71% female.

Figure 2: Total Judicial Workforce (Race)

■ Asian   ■ White   ■ Unidentified
■ Hispanic   ■ African-American   ■ Two or More

13   127   21   18   90   4
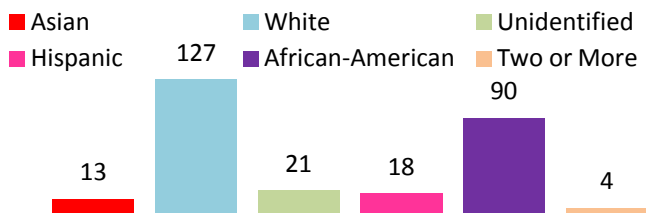
Figure 3: Total Judicial Workforce (Gender)

Males   79
Females   194
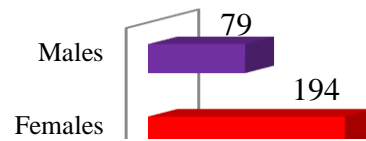
Figures 4 and 5 provide racial and gender breakdown of our employee workforce as: 4% Asian, 71% African-American, 9% Hispanic or Latino, 14% White, <1% American Indian or Alaskan Native, <1% two or more races and 1% unidentified. Forty-five or 5% of the employee workforce self-identify as having a disability. The employee workforce is 35% male and 65% female.

Figure 4: Total Employee Workforce (Race)

■ AI/AN   ■ African-American
■ Asian   ■ Hispanic
■ Unidentified   ■ Two or More Races
■ White

1   726   43   87   13   10   141

Figure 5: Total Employee Workforce (Gender)

Males   359
Females   662

2018 DC Courts' Employee Workforce

Table 1 below shows the labor participation rate by comparing the DC Courts 2018 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[1]

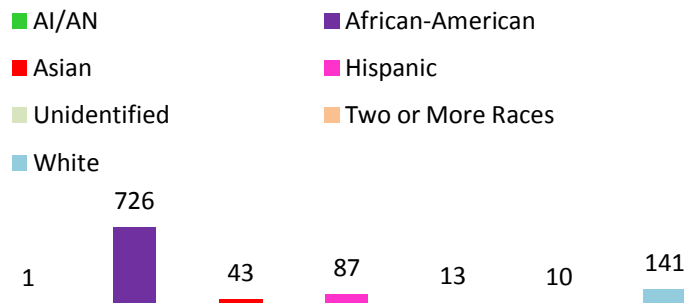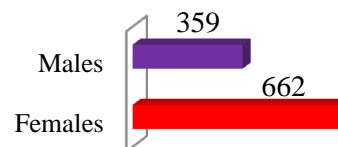| Race	Washington Metropolitan Area	DC Courts' Workforce	2018[2] Job Applicants	New[3] Hires
African-American	23%	73%	49%	66%
White	60%	14%	23%	13%
Hispanic or Latino	7%	9%	20%	19%
Asian	10%	4%	6%	2%

The DC Courts employ 1,021 full-time employees. The DC Courts' employee workforce can be classified in the following occupational categories[4]: officials and managers at 17% (n, 178), professionals at 28% (n, 289), technicians at 10% (n, 97), and administrative and clerical support at 45% (n, 457).

Figure 6: Employee Workforce by Occupational Category

45% Clerical/ Administrative Support

10% Technicians

28% Professionals

17% Officials and Managers

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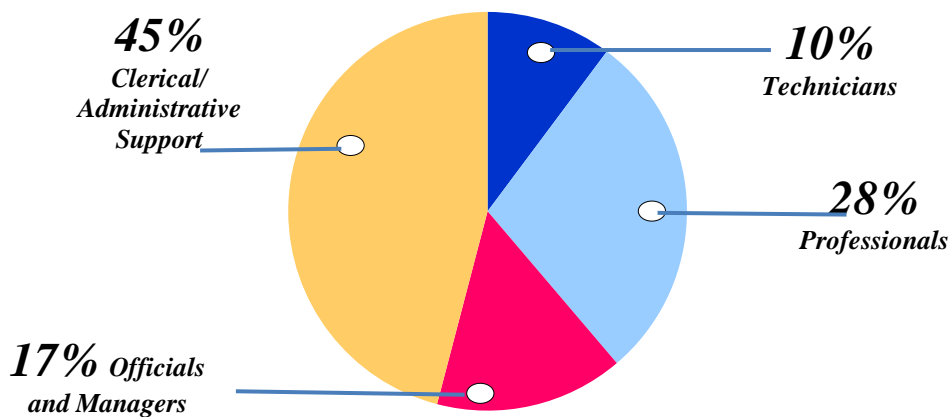
[1] Numbers may not total 100% due to rounding.

[2] This column excludes those who self-identified as American Indian or Alaskan Native and Two or More races.

[3] This column excludes job applicants who did not report race.

[4] The occupational categories are standard occupational classifications from the U.S. Department of Labor, Bureau of Labor Statistics.

DC Courts' Occupational Categories

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: 2018 Workforce Availability and Utilization. The total number of employees reflected in Table 2 is 997 and it does not include unidentified employees (n, 13) or employees who have self-identified as American Indian or Alaskan Native (n, 1) or those of two or more races (n, 10). The DC Courts' participation rate of these individual groups is less than 1%.

Table 2:   2018 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	females	
Officials and Managers	# DC Courts	50	72	16	20	7	6	2	4	75	102	**177**
	% DC Courts	28	41	10	11	4	3	1	2	43	57	
	% Metro Area[5]	8	11	38	27	4	3	5	3	55	44	
	% Underutilization	20	30	**-28**	**-16**	0	0	**-4**	**-1**	**-12**	13	
Professionals	# DC Courts	78	101	22	34	8	14	9	11	117	160	**277**
	% DC Courts	28	36	8	13	3	5	3	4	44	60	
	% Metro Area	7	11	31	31	3	3	7	6	48	51	
	% Underutilization	21	25	**-23**	**-18**	0	**-2**	**-4**	**-2**	**-4**	9	
Technicians	# DC Courts	35	34	3	9	6	2	2	2	46	47	**93**
	% DC Courts	38	37	3	10	6	2	2	2	49	51	
	% Metro Area	11	19	26	22	3	3	7	7	47	51	
	% Underutilization	27	18	**-23**	**-11**	3	**-1**	**-5**	**-5**	**-2**	0	
Clerical/Admin. Support	# DC Courts	81	275	16	21	13	31	3	10	113	337	**450**
	% DC Courts	18	60	3	5	3	7	1	2	25	74	
	% Metro Area	10	24	13	33	3	7	3	5	29	71	
	% Underutilization	8	36	**-10**	**-28**	0	0	**-2**	**-3**	**-4**	3	
	Total	244	482	57	84	34	53	16	27	351	646	**997[6]**
	% Total	24	48	6	8	3	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.

[5] The Metro Area percentage represents the civilian labor force 16 years of age and older.

[6] 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 1 employee who have self-identified as American Indian or Alaskan Native. The DC Courts employs 10 employees who have self-identified as two or more races. The DC Courts employ 13 employees who did not identify their race or ethnicity.

DC Courts' Workforce Participation Rates

African-Americans.   For 2018, the largest racial and national origin category in our employee workforce was African-Americans, who comprised approximately three-quarters (73%) of the workforce (n, 726). African-American females represented nearly half of the workforce (48% or 482) and African-American males comprised one-quarter of the workforce (24% or 244). 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, 65% in the professional category, 74% in the technician category, and 79% in the clerical and administrative support category.   African-American females exceeded the benchmarks from 18 (technician) percentage points to 36 (clerical) percentage points, while African American males exceeded the benchmarks from 8 (clerical) percentage points to 27 (technician) 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, 141) in 2018, compared to 60% of the WMA labor market for the same occupational categories. The DC Courts' White participation rate is 20% in the officials and managers category, 20% in the professional category, 13% in the technician category, and 8% 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 2018. 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 2018 consisted of Hispanics or Latinos, who participated at a rate of 9% (n, 87), which is more than the Washington area labor participation rate for Hispanics (7%).   In 2018, the DC Courts' Hispanic or Latino participation rate is 7% in the officials and managers category, 8% in the professional category, 9% in the technician category, and 10% in the clerical and administrative support category. In 2018, the DC Courts experienced no underutilization of Hispanic or Latino males. Hispanic or Latino males exceed the benchmark in the technician category by three percentage points and meet the benchmark in all other categories. Hispanic or Latino females participate slightly under the benchmark by two percentage points in the professional category and one percentage point in the technician category. Hispanic or Latino females meet the benchmark in the officials and managers and clerical categories. In 2018, there was a net increase of eleven Hispanic or Latino employees.

Asians. For 2018, Asians participated in the Courts' workforce at a rate of 4% (n, 43) 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 3% in the officials and managers category, 7% in the professional category, 4% 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 5 (Technicians) percentage points, while Asian males were below the benchmark by 2 (Clerical) to 5 (Technicians) percentage points.

U.S. Census Race Definitions

"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)

Number of Employees
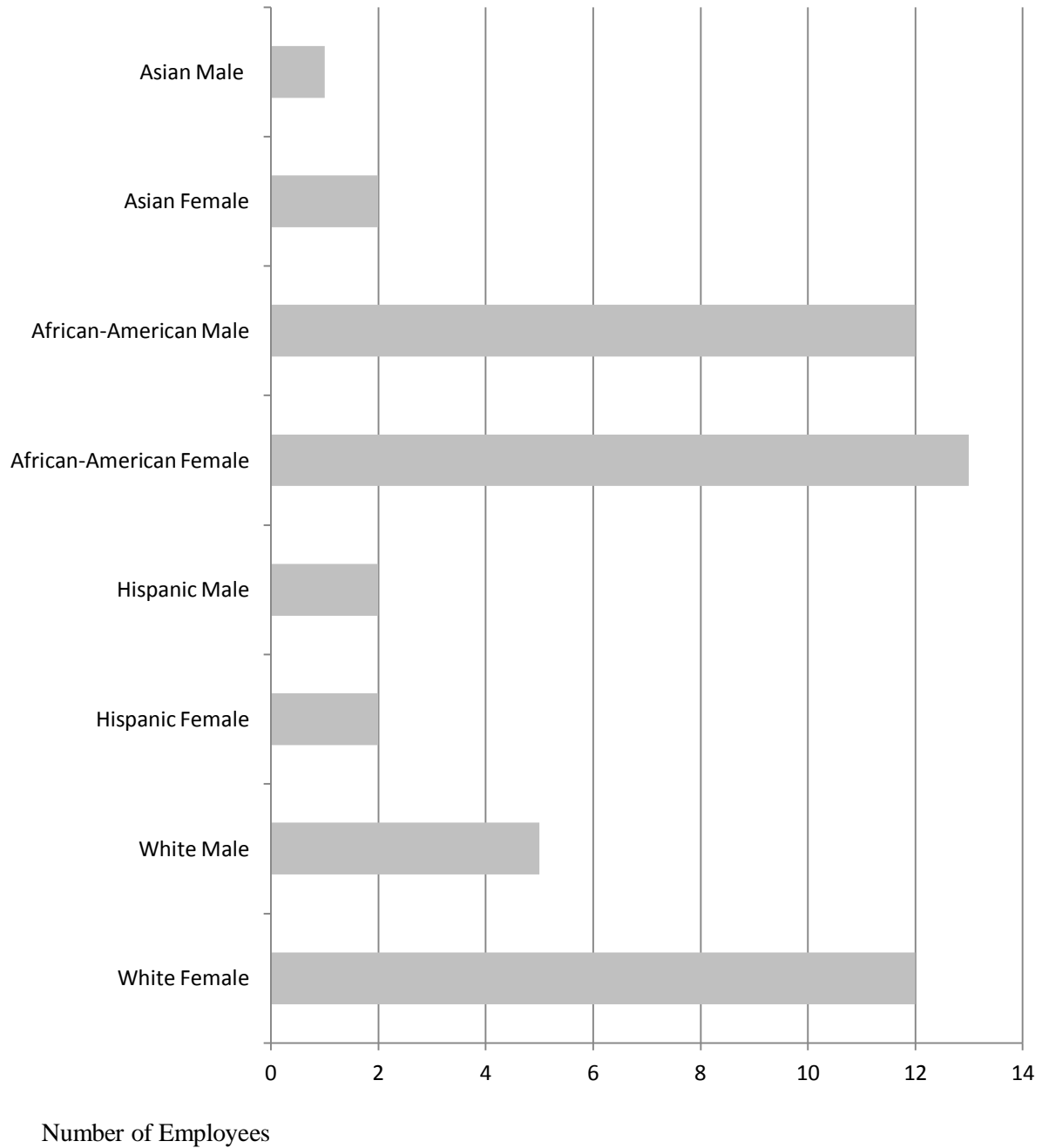
2018 DC Courts' Applicant Flow Data

In 2018, the DC Courts received 5,776 job applications in response to vacancy announcements for 86 open positions. Of the 86 open postings, approximately one-fifth (20% or 17 positions) were posted for internal applicants only. For the 17 internal job postings, 100% (n, 80) of all job applicants self-identified their race and gender. External job postings (80% or 69 positions) attracted 5,696 job applications and 84% (4,807) of those job applicants self-identified their race and gender. Therefore the overwhelming majority of job applicants (85% or 4,887 out of 5,776) reported their race and gender.

Of the total number of applicants who provided race information (4,807): 49% were African-American, 23% were White, 20% were Hispanic or Latino, 6% were Asian, <1% were American Indian or Alaskan Native, <1% were identified as Native Hawaiian or Pacific Islander and 1% were identified as having two or more races. The 2018 breakdown showed a decrease of female applicants (66% vs. 71%) and an increase of male applicants (34% vs. 29%) compared to 2017.

Asians and Hispanics or Latinos are two of the protected groups identified in the 2018-2021 DC Courts Affirmative Employment Program for Minorities and Women. Job applications submitted by Asians represented 6% of all applications. Over the last five years, the DC Courts' applicant pool has included a larger proportion of self-identified Hispanics or Latinos: 9% in 2014, 14% in 2015, 16% in 2016 and 2017 and 20% in 2018.

Table 3: 2018 Applicants Who Identified their Race and Gender

	Male	Female	Total	
White	11%	13%	23%	1,127
African-American	14%	35%	49%	2,332
Asian	3%	3%	6%	303
Native Hawaiian or Other Pacific Islander	0%	<1%	0%	8
American Indian or Alaskan Native	<1%	<1%	<1%	14
Two or More Races	<1%	1%	1%	71
Hispanic or Latino	6%	14%	20%	952
Total	34%	66%	100%	4,807

2018 Qualified Applicants

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, nearly 50% or more of applicants were rated as qualified through the HR review process, with the exception of the Native Hawaiian or Other Pacific Islander and Two or More Races. These latter groups submitted 2% or less than the total number of applications for 2018.

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

Race	% Qualified	Total Applications Submitted
White	52%	1,127
African-American	52%	2,332
Asian	46%	303
Native Hawaiian or Other Pacific Islander	25%	8
American Indian or Alaskan Native	64%	14
Two or More Races	41%	71
Hispanic or Latino	48%	952
Total		4,807

2018 New Hires

Table 5: 2018 New Hires

	Male		Female		**Total**	
	N	%	N	%	**N**	**%**
White	3	3%	8	9%	11	13%
African American	17	20%	40	47%	57	66%
Asian	1	1%	1	1%	2	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	3	3%	13	15%	16	19%
TOTAL[7]	24	28%	62	72%	86	100%

There were a total number of 86 new hires in 2018. Of the new hires, 66% were African-American, 13% were White, 19% were Hispanic or Latino, and 2% were Asian.

Generally, the percent of new hires who were Asian decreased (from 9% in 2015, to 6% in 2016, to 9% in 2017 to 2% in 2018) as well as the actual number of Asians hired decreased in 2018 (from 5 individuals in 2015, to 6 in 2016, 9 in 2017 to 2 in 2018).

The percentage of Hispanic or Latino new hires rose in 2018 (19% compared to 16% in 2017 compared to 12% in 2016), but remained below the figure for 2015 (22% of new hires). The actual number of Hispanics or Latinos hired in 2018 increased by three (16 v. 13).

The African-American new hire percentage is 66%, which is an increase of 19 percentage points from 2017 (47%), an increase of 11 percentage points from 2016 (55%) and 6 percentage points since 2015 (60%). The actual number of newly hired African-Americans increased by eight employees in 2018 (57) compared to 2017 (49). The percentage of White new hires in 2018 (13%) decreased from 2017 (15%) and in 2016 (21%) but increased from 7% in 2015). The actual number of newly hired Whites decreased from 16 (2017) to 11 (2018) but increased over the 4 new hires in 2015.

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[7] Numbers may not total 100% due to rounding.

2018 Promotions

Table 6: 2018 Promotions

	Male		Female		Total	
	N	%	N	%	N	%
White	0	0%	1	6%	1	6%
African American	4	24%	8	47%	12	70%
Asian	0	0%	0	0%	0	0%
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	0	0%	4	24%	4	24%
TOTAL[8]	4	24%	13	76%	17	100%

There were a total of 17 competitive promotions for 2018.   Of the employees promoted, 70% were African-American, 24% were Hispanic or Latino and 6% were White (for the purpose of EEO reporting, promotions described in Table 6 are competitive promotions only – they do not include career-ladder promotions or temporary acting promotions).

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[8] Numbers may not total 100% due to rounding.

2018 Separations

Table 7: 2018 Separations

Separations	2014	2015	2016	2017	2018
Resignations	29	33	38	26	31
Medical Separations	0	2	2	0	1
Retirements	20	35	22	31	35
Terminations for Cause	5	5	6	4	4
Total	54	75	68	61[9]	71

In 2018, 71 employees (7% of the employee workforce) separated from the Courts, which is slightly above the separation rate of 2017 (6% of the workforce); the same as 2016 (7% of the workforce) and slightly below the separation rate of 2015 (8% of the workforce).   In 2018, the most significant separation category was the number of retirements. Of the 71 separations, 49% retired, 44% resigned, 6 % were terminated and 1% was medically separated. Of the 71 separations, 69% (n, 49) were female and 31% (n, 22) were male (their distribution in the workforce is 65% and 35% respectively).   The racial and national origin of separated employees follows: Asian 3% (n, 2), African-American 70% (n, 50), Hispanic or Latino 7% (n, 5), Two or More Races 3% (n, 2), Unidentified 1% (n, 1) and White 15% (n, 11).

African-American females at 52% (n, 37) and African-American males at 18% (n, 13) were the largest groups who separated during 2018. More than half (52%) of all separated employees were African-American females (n, 37), which is slightly above the African-American female composition of the workforce (49%). The separation rate of African-American males at 18% (n, 13) is below the percent of African American males in the workforce (24%). The separation of White females at 6% (n, 4) is below the White female composition (8%) of the workforce. The separation of White males at 10% (n, 7) is above the White male composition of the workforce (6%). The separation of Hispanic males at 1% (n, 1) is below their workforce composition (3%). The separation of Hispanic females at 6% (n, 4) is slightly above their composition of the workforce (5%). There were no separations of Asian males. The separation of Asian females at 3% (n, 2) is the same as the Asian female workforce composition (3%).

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[9] For purposes of evaluating the voluntariness or involuntariness of separations, the number of separations does not include separation by death (n, 3).

2018 Corrective Actions

Among nearly 1,000 employees, there were 30 corrective actions imposed in 2018. Corrective actions ranged from letters of reprimand (n, 15 or 50% of corrective actions); 1 day suspension (n, 2 or 7%); 2 day suspension (n, 5 or 17%); 3 day suspensions (n, 2 or 7%); and 10 day suspension (n, 1 or 3%); demotions (n, 1 or 3%) and termination (n, 4 or 13%). Male employees received a greater proportion of the corrective actions than would be expected given their workforce composition (47% vs. 35%, respectively). Similarly, the percentage of corrective actions for African-American employees (86%) is higher than would be expected based on the proportion of the workforce that is African-American employees (73%). Hispanics or Latinos received 13% of corrective actions and comprise 9% of the workforce. Asians and Whites received no corrective actions and comprise 4% and 14% of the workforce respectively.

Table 8: 2018 Corrective Actions

Total # of corrective actions: 30		
Gender	**Corrective Actions by Gender**	**Workforce Composition**
Male	14 (47%)	35%
Female	16 (53%)	65%
Race/Ethnicity	**Corrective Actions by Race or Ethnicity**	**Workforce Composition**
Asian	0 (0%)	4%
African-American	26 (87%)	73%
White	0 (0%)	14%
Hispanic	4 (13%)	9%

The relationship between corrective actions and occupational categories are as follows: 57% were clerical/administrative (n, 17), 30% were professional (n, 9), 3% were technicians (n, 1), and 10% were officials and managers (n, 3).

The 30 corrective actions were administered to employees of the following gender, racial and national origin groups: African-American males at 37% (n, 11), African-American females at 50% (n, 15), Hispanic or Latino males at 10% (n, 3), and Hispanic or Latino females at 3% (n, 1).

The DC Courts' EEO Office

The focus of this section highlights 2018 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 Polices 400, 410 and 420, 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 2018, 36 employees sought counsel from the EEO Office. Complaints were filed in the following categories: six EEO complaints; four sexual harassment complaints; and one Family Medical Leave (FMLA) retaliation complaint. Three employees sought counsel in close proximity to receiving a corrective action. Table 9 outlines the 2018 EEO case activity. There were no findings of discrimination, retaliation, harassment under EEO laws in response to employee complaints. In 25 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 2018, there were four training sessions on the Courts' Equal Employment Opportunity Personnel Policy 400 and 92 training sessions, opened to all employees, on Sexual Harassment Personnel Policy 410 and a total of 840 employees attended.

The Courts celebrated the second annual Asian American and Pacific Islander Heritage Month, in addition to Black History Month and Hispanic Heritage month and 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.

Table 9: 2018 EEO Cases

Race	Basis	Disposition
African-American	Sexual Harassment	Internal Complaint Filed. Reasonable Cause Determination- Harassment Not Found
African-American	Disability Discrimination	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found
White	Gender Discrimination	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found.
African-American	Sexual Harassment	Internal Complaint Filed. Reasonable Cause Determination-Harassment Not Found.
Asian	Race/Ethnicity	Internal Complaint Filed. Informal Resolution.
White	Disability	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found. External EEOC Complaint Later Filed and Dismissed.
White	Sexual Harassment	Internal Complaint Filed. Reasonable Cause Determination-Harassment Not Found.
African-American	Sexual Harassment	Internal Complaint Filed. Reasonable Cause Determination-Harassment Not Found.
African-American	Age	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found.
African-American	Race Discrimination	Internal Complaint Filed. Reasonable Cause Determination-Discrimination Not Found.
African-American	Family Responsibilities	Internal Complaint Filed. Reasonable Cause Determination-FMLA retaliation not found.

2018 EEO Office Objectives and Activities

The following were some additional EEO activities implemented or advised upon in 2018:

- ❖ Counseled employees on a pattern of issues regarding transitions in management;

- ❖ Facilitated 92 sexual harassment trainings to 850 employees; and

- ❖ Created a customized EEO case management system in collaboration with the Information and Technology Division.

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;

- ❖ Create an employee dispute resolution plan that offers internal and informal processes to address disputes at the lowest level possible.

- ❖ 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, Federal Mediation and Conciliation Service and other useful training resources that promote the EEO mission;

- ❖ Identify and eliminate barriers to equal employment opportunity;

- ❖ Broaden our diversity and special emphasis programs; and

- ❖ Promote broad and strategic recruitment to address underutilization.