

New York City Office of Collective Bargaining Local Law 12 of 2023 5-Year Accessibility Plan

Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code, requires agencies to prepare and publish 5-year accessibility plans using a template provided by the Mayor’s Office for People with Disabilities (MOPD).

General

The office responsible for preparing and updating OCB’s 5-year accessibility plan is OCB’s legal division. OCB’s notice of non-discrimination and notice of rights, grievance procedure and website accessibility statement may be found [here](#).

The contact for OCB’s Disability Service Facilitator is as follows:

Zolanny Valerio
100 Gold St., Ste. 4800
New York, NY 10038
(212) 306-7191
zvalerio@ocb.nyc.gov

Mission and Background of Agency

The OCB consists of two adjudicative boards, the Board of Collective Bargaining (“BCB”) and the Board of Certification (“BOC”).

The seven-member BCB is tripartite in composition. It has two City members appointed by the Mayor; two Labor members appointed by the Municipal Labor Committee, and three Impartial members elected by the unanimous vote of the City and Labor members. The BCB determines questions concerning improper practices, the arbitrability of grievances, the

scope of bargaining, determination of impasses in collective bargaining, and appeals from impasse panel awards.

The BOC is comprised of the three Impartial members of the larger BCB. The BOC resolves questions concerning union representation of public employees for purposes of collective bargaining.

Accessibility Statement

New York City is one of the world's most culturally, ethnically, and linguistically diverse cities. Our people's diversity and experiences are among our greatest strengths. This is why our city government must reflect the people we serve. In compliance with the Americans with Disabilities Act ("ADA"), the New York State Human Rights Law, New York City Human Rights law, and other local requirements, we have implemented policies and procedures to treat our agency partners, constituents and employees with dignity and respect. We are dedicated to identifying and removing barriers so that we promote a safe, accessible environment for everyone that enters our premises, does business with us, accesses our agency website, or communicates with us. We are also committed to giving individuals with disabilities equal access to our programs, services, and activities and will make reasonable modifications to our policies, practices, and procedures to accommodate. We are steadfast in our mission to achieve the highest level of diversity in our workforce, foster an open and inclusive culture, and advocate for equity in all facets of our agency's operations. This commitment to diversity and inclusivity is how we can best serve all New Yorkers.

Agency Plan

Local Law 12 requires each agency to publish a plan describing the steps it is currently taking and will take over the next 5 years to ensure that your agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities.

This plan addresses the five areas identified in section (b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2):

- **Physical Access**
- **Digital Access**
- **Programmatic Access**
- **Effective Communications**
- **Workplace Inclusion**

Physical Access

OCB operates out of 100 Gold Street, Suite 4800, New York, NY 10030. The New York City Department of Citywide Administrative Services (DCAS) is responsible for common areas in this City-owned building. OCB is responsible for the agency demised areas (the offices themselves).

OCB's office suite is an accessible space. OCB will continue to evaluate its office space to promote the accessibility of its current space to the extent possible within the agency's budget. OCB will seek further advice with respect to potential improvements in accessibility, including accessible doors that operate automatically, assisted listening systems, and other assistive technology.

Please see [DCAS's accessibility plan](#) for information on the common areas of the City-owned building.

Digital Access

OCB is committed to ensuring its digital content is accessible to and usable by people with disabilities. We are assessing methods to improve the user experience for everyone and apply the relevant accessibility standards. The Web Content Accessibility Guidelines (WCAG) define requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. Our digital content partially conforms with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to this accessibility standard. OCB will continue to assess the

accessibility of its digital content. Within the next year, we will identify and prioritize a list of digital assets from our website that require accessibility enhancements, including hyperlink updates, alt text, close captioned videos and transcripts with audio descriptions. We will also explore the accessibility of content posted to our website and the conversion of older content to accessible formats. You can find the OCB's Website Accessibility Statement [here](#) or on the Accessibility page of OCB's website.

Programmatic Access

This portion of the Accessibility Plan addresses the accessibility and inclusion of people with disabilities into the work of OCB – this includes ensuring that all OCB events and trainings are accessible to all employees and that employees are properly trained on issues relating to accessibility and people with disabilities.

Accessibility and inclusion of people with disabilities is a core value for OCB. Training is provided in a way that best suits the duties and needs of employees. OCB is also committed to providing training on the requirements of accessibility as they apply to people with disabilities.

OCB has taken or will take the following steps to ensure employees are provided with the training needed to meet current standards and legislation:

1. Provide educational or training resources in an accessible format that considers the accessibility needs of employees with disabilities.
2. Ensure physical access to spaces used for training and events.
3. Keep and maintain a database of the training participant's names and dates of completion.

Effective Communications

OCB strives to ensure that people with disabilities can receive and convey information related to our programs and services in a manner that is accessible and consistent with their preferred communication methods. OCB will continue to provide and maintain updated knowledge on the appropriate auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in OCB's programs, services, and activities. These services may include, upon sufficient advance notice, qualified sign language interpreters, providing documents and written materials in Braille or large print, having accessible digital content on our website, and use of closed captioning, speech-to-text software, or other assistive technology to make our content and communications fully accessible.

Workplace Inclusion

OCB complies with OCB's Equal Employment Opportunity Policy to ensure that its workplace is free from discrimination, harassment, and retaliation. This includes compliance with the OCB's Reasonable Accommodation policy which provides applicants and employees with a reasonable accommodation, based on disability and other categories, to perform the essential functions of their job and enjoy equal employment opportunities. Upon receipt of a reasonable accommodation request from an employee or job applicant, OCB's EEO Officer engages in a cooperative dialogue with the person making the request and, absent any undue hardship, will provide an accommodation that effectively meets the person's needs.

As an agency, we also strive to ensure that we are including disability-inclusive language in our communications, incorporating accessibility into our workplace procedures and events, and promoting our jobs to diverse recruitment resources, including those that serve people with disabilities.

Training

OCB will continue to offer educational opportunities and training to our employees, some of which will be mandatory, to ensure that they are performing their duties and interacting with our customers in a manner that is respectful, inclusive, and free from discrimination. This training will be provided to our employees on either an annual or bi-annual basis.

Methodology

This plan was developed through extensive research, assessments and consultations by administrative, technical, and executive staff, and with training and resources provided by the Mayor's Office for People with Disabilities. No public comments were received when the plan was initially developed as a proposed plan and posted for public comment in June 2024.