



EEOC

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U.S. Equal Employment Opportunity Commission
Atlanta District Office

A View from the Bench: Expert Tips on Federal Sector EEO

May 23, 2023

1:00 pm – 4:15 pm ET

AGENDA

Time	Presentation
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12:30 pm	Virtual Environment Opens
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1:00 pm	Opening Remarks
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Darrell E. Graham, District Director, EEOC Atlanta District Office

1:05 pm	Best Practices for Preparing Reports of Investigations
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Yasmin Yanthis-Bailey, Administrative Judge, EEOC Atlanta District Office

Conducting effective EEO investigations and drafting comprehensive Reports of Investigations (ROIs) are essential components for adjudicating a federal sector EEO complaint. A thorough and well-investigated complaint provides the Complainant and the Agency with necessary information to understand the allegations more fully being raised by the Complainant. This session discusses the role of the EEO Investigator, useful evidence to include in the ROI, and effective methods for collecting testimony during an investigation. The session also addresses dealing with uncooperative witnesses and how Administrative Judges (AJs) utilize ROIs.

2:05 pm	Navigating the Reasonable Accommodation Process
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Peter Massaro, Administrative Judge, EEOC Atlanta District Office

Under the Rehabilitation Act, federal agencies are required to provide effective reasonable accommodations for known medical impairments of employees and applicants. This session is a must for anyone interested in expanding their understanding of this obligation. Specifically, this session discusses how to identify a request for reasonable accommodation and how to properly engage in the interactive process that must follow the Agency's receipt of such a request. The session also addresses identification of a position's essential functions and the various types of accommodations the Agency should consider during the interactive process.

Terrie Dandy
(470) 531-4764
terrie.dandy@eeoc.gov

Irene Carter-Kent
(470) 531-4806
irene.carter@eeoc.gov



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3:05 pm **Break**

3:10 pm **Ask the AJs**

Yasmin Yanthis-Bailey, Administrative Judge, EEOC Atlanta District Office

Shayla Sipp, Administrative Judge, EEOC Atlanta District Office

Timothy G. Hagan, Administrative Judge, EEOC Atlanta District Office

Got questions about the federal sector hearings process and/or administrative law? If so, this session is for you. In this session, a panel of AJs offer their extensive experience and substantive insight on the hearings process. Attendees can find out what happens once a hearings request reaches an AJ, as well as gain practical tips on a range of topics such as how to best draft motions for summary judgement and adjust to hearings in the virtual world, and much more.

4:10 pm **Closing Remarks**

Alison Smith-Lynn, Deputy Director, EEOC Atlanta District Office

4:15 pm **Adjourn**

REGISTRATION FEE: \$175.00 per person

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SHRM – submitted for approval

CLE – seeking credit for GA.

This workshop has been approved for Federal Investigator Refresher credits (3 hours).

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