



## Understanding the 2007 EEO-1 Reporting Changes

In 2006, the Equal Employment Opportunity Commission (EEOC) announced the first significant changes to the Employer Information Report (EEO-1 report) since the report's inception in 1966. Beginning with the 2007 reporting cycle, companies will be required to report on new ethnic and racial information for employees, as well as revised job categories.

### Who will be affected by the changes?

Private employers with 100 or more employees and federal contractors with 50 or more employees must file the EEO-1 report.

### When do the changes take effect?

The changes to the report take effect in 2007. All reports are due to the EEOC by September 30, 2007.

### What are the changes in the EEO-1 report?

The report includes several new and revised ethnic and racial categories, as follows:

- A "Two or more races (Not Hispanic or Latino)" category has been added
- The "Asian and Pacific Islander" category will be replaced with two separate categories: "Asian (Not Hispanic or Latino)" and "Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)"
- "Black" will be renamed "Black or African American (Not Hispanic or Latino)"
- "Hispanic" will be renamed "Hispanic or Latino"

These new ethnic and racial categories are designed to more accurately reflect and report on America's multi-racial population.

It also provides for a new two-tiered job category for the "Officials and Managers" job category:

- "Executive/Senior Level Officials and Managers"
- "First/Mid-Level Officials and Managers"

Non-managerial officials with expertise in business or financial occupations should be reclassified as "Professionals" rather than "Officials and Managers." By reporting on two levels of management, the EEOC and OFCCP (Office of Federal Contract Compliance Programs) will be able to gauge trends or issues related to the advancement of minorities and women within organizations, both private and federal contractors.

### How should HR departments go about collecting the new racial and ethnic information?

With the new report categories, the EEOC has expressed that self-identification is the preferred method of updating racial and ethnic data. The EEOC states that "self-identification is key to the government's goal of understanding the increasing complexity of race in America." However, companies must be clear in communicating to employees that self-identification, while preferred, is strictly voluntary. If any employees decline to self-identify, employers must establish a visual identification process, and are encouraged to record the method of identification, whether it is visual or self-identification.

### What actions do I need to take next?

*Survey your Workforce* - While the EEOC has not specifically required that companies resurvey their employees in order to categorize them appropriately, conducting a survey of race and ethnicity using the new categories may be the best way to collect this information. Language informing employees that self-identification is voluntary must also be included in the survey.

*Determine a plan for classifying employees who do not self-identify* - Some of your employees may decline to self-identify their race and ethnicity. In those cases, staff should be trained on how to best go about visually classifying them, and recording that they were visually identified.

*Recategorize employees in the "Officials and Managers" EEO-1 job category* - With the new two-tiered category, all employees that fall under this category must now be divided into the "Executive/Senior" or "First/Mid-Level Manager" categories.



### **Where can I get more information on the new EEO-1 reporting guidelines?**

For more information, download the EEO-1 Instruction Booklet, which is available on the EEOC's Web site at [www.eeoc.gov/eeo1/index.html](http://www.eeoc.gov/eeo1/index.html). The booklet includes sample verbiage to use for the voluntary self-identification question, as well as tips on reclassifying the "Officers and Managers" job category.

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