

PREPARE FOR 2007...THE NEW EEO-1 REPORT

All employers who *either* employ 100 or more employees *or* who have federal government contracts of \$50,000 or more are required to file an EEO-1 Report on an annual basis. In working with our clients, we have found that many employers are not aware of their obligation to file this report, thinking that is just a requirement of employers with federal contracts. On the contrary, once an employer reaches the critical threshold of 100 employees, it is imperative to understand the filing requirements and deadlines.

The purpose of the EEO-1 Report is for employers to provide the EEOC and the Department of Labor, Office of Federal Contract Compliance with a count of their employees by job category and then by ethnicity, race and gender.

Beginning in 2007, the *revised* EEO-1 Report must be submitted. This **revised EEO-1 Report** incorporates several important changes of which employers need to be aware. These changes include modifications to both the ethnic and race categories as well as to the job categories. This article summarizes these changes;

Ethnic and Race Category Changes:

A number of changes have been made to the ethnic and race categories. The revised EEO-1 Report:

- Adds a new category titled “Two or more races”
- Divides the “Asian or Pacific Islander” category into two separate categories: “Asian” and “Native Hawaiian or other Pacific Islander”
- Renames “Black” as “Black or African American”
- Strongly endorses self-identification of race and ethnic categories, as opposed to visual identification by employers.

Job Category Changes

The current category of “Officials and Managers” will be divided into two levels based on responsibility and influence within the organization. These two levels are:

- **Executive/Senior Level Officials and Managers** are defined as those who plan, direct and formulate policy, set strategy and provide overall direction. In larger organizations, these individuals are within two reporting levels of a CEO.
- **First/Mid Level Officials and Managers** are defined as those who direct implementation or operations within specific parameters set by Executive/Senior Level Officials and Managers. These individuals oversee day-to-day operations.

In summary, all employers, who are required to file an EEO-1 Report, must use the newly revised report beginning this year. EEO-1 Reports for this year need to be filed by September 30, 2007, and must include employee data from any pay period in July through September of this year. We strongly suggest that

employers submit their EEO-1 Reports electronically, through the online filing system. The EEOC is required by law to keep all information strictly confidential.

Please feel free to contact us if you would like any help in filing your EEO-1 Report, or if you have any other questions.