

## Employment Edge 71st Edition - Reminder to employers regarding EEO-1 Reports

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Private employers with 100 or more employees and some government contractors with 50 or more employees must file the Employer Information Report (EEO-1) annually. The EEO-1 requires employers to provide a count of their employees by job category and then by ethnicity, race and gender. Certain federal contractors are also required to complete the Veterans Employment Report (VETS-100) annually. Both the EEO-1 and the VETS-100 can be completed online and must be filed by September 30. For more information about filing the EEO-1 online go to <http://www.eeoc.gov/eeo1survey/index.html>. For more information about filing the VETS-100 online go to <http://www.vets100.com/>.

Next year, for the reporting period due September 30, 2007, employers must use the revised EEO-1. The revised EEO-1 contains several changes to the ethnic and racial categories in which employers must list their employees. First, the revised EEO-1 will add a new ethnic and racial category titled "Two or more races." Second, the revised EEO-1 will divide "Asian or Pacific Islander" into two separate categories ("Asian" and "Native Hawaiian or other Pacific Islander"). Third, the revised EEO-1 will rename "Black" as "Black or African American" and rename "Hispanic" as "Hispanic or Latino." Finally, the revised EEO-1 will strongly endorse employee self-identification of race and ethnic category, as opposed to visual identification by employers. In addition, the revised EEO-1 will divide the current job category of "Officials and Managers" into two levels based on responsibility and influence within the organization. These two levels will be "Executive/Senior Level Officials and Managers" and "First/Mid-Level Officials and Managers." Although these changed reporting requirements are a year away, employers may wish to begin planning for their implementation now.

Please contact Kathryn Nash or another member of Gray Plant Mooty's Employment Law Practice Group should you have questions regarding these or other reporting requirements, or need assistance with affirmative action requirements for federal contractors.

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