



2010 Equal Employment Opportunity EEO-1 Report

September 1, 2010

Dear Client:

The U.S. Equal Employment Opportunity Commission (EEOC) and the Department of Labor, Office of Federal Contract Compliance Programs (OFCCP), collects annual workforce data in the form of an EEO-1 Report – formally known as the “Employer Information Report” – from certain employers who meet either of the two requirements listed below. The EEO-1 Report provides a count of employees by job category and then by ethnicity, race and gender. This report is filed annually by September 30.

SCI Companies completes and submits the EEO-1 Report on behalf of all PEO Clients as required by the EEOC for our industry. SCI is committed to deliver seamless, consistent and high quality service ensuring our Clients' compliance with the latest employment regulations.

Overview - EEO-1 Report

The EEO-1 Report must be filed by the following categories of employers:

1. Employers with federal government contracts of \$50,000 or more and 50 or more employees; and
2. Employers who do not have a federal government contract but have 100 or more employees.

Covered employers are required to categorize employees in the EEO-1 Report by their job category, gender and race/ethnicity. The EEOC has divided race/ethnicity and job types into the following broad groups:

Racial/Ethnic	Job Types
1. Hispanic or Latino	1. Executive/Senior-Level Official and Manager
2. White <i>(Not Hispanic or Latino)</i>	2. First/Mid-Level Officials and Managers
3. Black or African American <i>(Not Hispanic or Latino)</i>	3. Professionals
4. Native Hawaiian or Other Pacific Islander <i>(Not Hispanic or Latino)</i>	4. Technicians
5. Asian <i>(Not Hispanic or Latino)</i>	5. Sales Workers
6. American Indian or Alaska Native <i>(Not Hispanic or Latino)</i>	6. Administrative Support Workers
7. Two or More Races <i>(Not Hispanic or Latino)</i>	7. Craft Workers
	8. Operatives
	9. Laborers and Helpers
	10. Service Workers

Based on the EEOC's guidance, if an employee refuses self-identification, then employment records and/or observer identification can be used to gather racial and ethnic data. This information is collected through SCI's New Hire Packet, stored electronically within the Human Resources Information System (HRIS) and reported through the EEO-1 Report.

SCI Operations Centers

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The EEO-1 Report has been used since 1966 by both the EEOC and the OFCCP for various reasons. The EEOC uses the data to support civil rights enforcement and to analyze employment patterns, such as the representation of female and minority workers within companies, industries or regions. The OFCCP uses the information from this report to determine which employer facilities to select for compliance evaluations where the likelihood of discrimination is the greatest.

Clients can request a copy of their EEO-1 Report through your assigned SCI Professional after 10.15.10.

Additional Government Resources

- For more information on the final revisions of the Employer Information Report (EEO-1), visit: <http://edocket.access.gpo.gov/2005/pdf/05-23359.pdf>.
- Learn more about the EEO-1 Report filing procedures by reading the EEO's Instruction Booklet: www.eeoc.gov/employers/eeo1survey/upload/instructions_form.pdf.
- Download EEOC's Job Classification Guide: www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm.

Best Practices Recommendations

SCI's Service Professionals have extensive knowledge, experience and insight in the laws affecting your workplace. SCI recommend the following HR *Best Practices* for remaining compliant with EEO-1 Report requirements:

- Ensure consistent employment practices among all employees, regardless of their race, color, religion, national origin, ancestry, citizenship, sex, sexual orientation, marital status, age, uniformed service member status, pregnancy, genetics, medical condition, disability or any other type of discrimination as prohibited by Title VII of the Civil Rights Act, as amended, and any other applicable federal, state or local laws.
- Establish a self-identification process for hiring managers to use for those employees who refuse to self-identify their race/ethnicity (e.g., a visual identification procedure).
- Conduct a self-audit to spot year-to-year trends in the data and to determine progress on glass-ceiling issues, if any.

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies