

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: RACE/ETHNIC
IDENTIFICATION
Section: EQUAL EMPLOYMENT
OPPORTUNITY
Number: II.20.

Date Issued: Oct. 7, 1991
Date Revised: March 2016

PURPOSE:

To provide for the uniform collection of employee data consistent with Federal guidelines. To standardize County government record keeping and reporting of racial and ethnic information.

LEGAL BASIS:

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 local governments are required to keep records and to make such reports to the EEOC as are specified in the regulations of the Commission. The General Counsel of the EEOC has ruled, on the basis of court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possible conflicting state or local laws.

Santa Cruz County files a State and Federal Government Report EEO-4 annually.

POLICY:

It is County policy, for consistency, uniformity and economy, to utilize the guidelines established by the Federal government's State and Local Government Report EEO-4 to collect racial and ethnic employee information.

PROCEDURE:

- I. Employees are asked to voluntarily self identify regarding race/ethnic categories.
- II. If an employee does not self identify, Staff will acquire the necessary race/ethnic information either by visual surveys of the work force, or from post-employment records as to the identity of employees.
- III. Since visual surveys are permitted, there is no acceptable excuse for failure to provide the race/ethnic identifications called for.

- IV. Although the Equal Employment Opportunity Office does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.
- V. The fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the data collection requirements. In such cases, it is recommended that surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instruction.
- VI. The concept of race/ethnic identification as used by the EEO Office does not denote clear-cut scientific definitions of anthropological origins. For the EEO Program purposes, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.
- VII. For EEO-Program purposes, the following race/ethnic categories will be used, as defined under federal EEOC guidelines:
 - A. White (non Hispanic or Latino): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 - B. Black (non Hispanic or Latino): All persons having origins in any of the Black racial groups of Africa.
 - C. Hispanic: All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - D. Asian (non Hispanic or Latino): All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including for example, China, India, Japan, Korea, Malaysia, the Philippine Islands, Pakistan, Thailand, and Vietnam.
 - E. American Indian or Alaskan Native (non Hispanic or Latino): All persons having origins in any of the original peoples of North and South America (including central America), and who maintain tribal affiliation or community attachment.
 - F. Native Hawaiian or Other Pacific Islander (non Hispanic or Latino): All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - G. Two or More Races (non Hispanic or Latino): Persons who identify with two or more racial categories named above.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black".