

## DOA DIVISION OF PERSONNEL MANAGEMENT

### - EQUITY AND INCLUSION BULLETIN -

**Date:** August 23, 2017

**Locator No.:** DPM-0443-EI

**Subject:** Personal Demographic Information Survey

This bulletin is to inform state agencies of an adjustment to the current requirement to conduct a disability self-identification survey every two years and to clarify the data collection requirements for new employees. This bulletin replaces bulletins AA-37 dated November 1, 1993 and OSER-0372-AA dated June 26, 2014.

Pursuant to s. 230.04(10)(b) and (c), and Public Law 88-352, Title VII of the Civil Rights Act of 1964, all agencies have the responsibility to collect and maintain employee data regarding, race, ethnicity, gender, disability information and veteran status. Data collection requirements are for new and existing employees, to include limited term, project, seasonal and sessional employees.

New and existing employees will use PeopleSoft HCM employee self-service (ESS) to identify their personal demographic information. To ensure the most accurate information for reporting purposes and accommodation and evacuation needs, agencies are required to send an email to all agency employees to request a review of their personal demographic information in ESS and inquire about accommodation and evacuation needs every two years.

Following are the definitions and personal demographic information requested in ESS for the Bureau of Equity and Inclusion (BEI) to produce accurate reports for both state and federal purposes.

#### **Race/Ethnicity**

**Racial or Ethnic Groups** means American Indians or Alaskan Natives, Asians or Pacific Islanders, African Americans or Blacks, Hispanics or Latinos, Whites, and two or more races, defined as follows:

- (a) “American Indians or Alaskan Natives (Not Hispanic or Latino)” means persons having origins in any of the original peoples of North or South America (including Central America), and who maintain tribal affiliation or community attachment.
- (b) “Asians or Pacific Islanders (Not Hispanic or Latino)” means persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- (c) “African Americans or Black (Not Hispanic or Latino)” means persons having origins in any of the black racial groups of Africa.
- (d) “Hispanics or Latinos” means persons of Mexican, Puerto Rican, Cuban, or Central American or other Spanish culture or origin, regardless of race.
- (e) “White (Not Hispanic or Latino)” means persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

**NOTE: Employees are given the option to indicate more than one race. If more than one race is indicated the employee must designate one of the races as the primary.**

## **Disability**

Individual with a disability means:

- Have a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work;
- Have a record of such an impairment; or
- Are perceived as having such an impairment.

## **Severe Disability**

Individual with a severe disability means an employee in the classified service with a chronic disability if the chronic disability meets **all** of the following conditions:

- It is attributable to a mental or physical impairment or combination of mental and physical impairments.
- It is likely to continue indefinitely.
- It results in substantial functional limitations in one or more of the following areas of major life activity: self-care; receptive and expressive language; learning; mobility; capacity for independent living; and economic self-sufficiency.

**NOTE: The data collected under the severe disability question may dramatically affect current data in PeopleSoft HCM due to bulletin AA-21/MRS-129 dated June 14, 1991. The current definition is pursuant to s. 230.04(9r), Wis. Stats.**

## **Veteran Status**

**Veteran** means any of the following:

- A person who served on active duty under honorable conditions in the U.S. armed forces and who was entitled to receive any of the following:
  - The armed forces expeditionary medal established by executive order 10877 on December 4, 1961.
  - The Vietnam service medal established by executive order 11231 on Jul 8, 1965.
  - The navy expeditionary medal.
  - The marine corps expeditionary medal.
- A person who served on active duty under honorable conditions in the U.S. armed forces in a crisis zone, as defined in s. 45.01(11), Wis. Stats.
- A person who served on active duty under honorable conditions in the U.S. armed forces for at least one day during a war period, as defined in s. 45.01 (13), Wis. Stats., or under section 1 of executive order 10957 dated August 10, 1961.
- A person who served on active duty under honorable conditions in the U.S. armed forces for 2 continuous years or more or the full period of the person's initial service obligation, whichever is less. A person discharged from the U.S. armed forces for reasons of hardship or a service-connected disability or a person released due to a reduction in the U.S. armed forces prior to the completion of the required period of service shall also be considered a "veteran" regardless of the actual time served. s. 230.03(14), Wis. Stats.

**NOTE: Employees are given the option to indicate whether they are a veteran, not a veteran or not indicated.**

## **Disabled Veterans and Spouses of Disabled or Deceased Veterans.**

- Veteran with less than 30% service-connected disability.
- Veteran with at least 30% but less than 70% service-connected disability.
- Veteran with a 70% or greater service-connected disability.

- Spouse of a disabled veteran whose service-connected disability is at least 70%.
- Unremarried spouse of a veteran killed in action or a veteran who died of a service-connected disability.

**NOTE: The system will only allow an employee to check one box. If an employee indicates that they are a disabled veteran the system will automatically mark them as a person with a disability and veteran.**

The personal demographic collection email requesting a review of ESS information should list the contact information for the agency's reasonable accommodation specialist and inquire if the employee needs an accommodation or help during an evacuation.

Regardless of when the agency conducted their last data survey for their agency, all agencies will send an email to all agency employees to request a review of their personal demographic information in ESS no later than August 31, 2017.

DPM will post, under announcements on the ESS home page, a document with instructions on how to review and update personal demographic information.

After the initial review in 2017, agencies must notify all employees to review their personal demographic information every January of an odd numbered year.

A sample personal demographic information review email is included with this bulletin and located on the BEI webpage in a WORD format.

**NOTE: Data must be requested from all permanent, limited term, project, seasonal and sessional employees.**

If you have questions regarding this bulletin, contact the Bureau of Equity and Inclusion at: (608) 266-5709; [DOADPMBEI@wisconsin.gov](mailto:DOADPMBEI@wisconsin.gov).



Jeanette Johnson, Director  
Bureau of Equity and Inclusion

***Sample Personal Demographic Information Review email***

Dear Agency Employee,

Please review your personal demographic information located in PeopleSoft HCM (<https://ess.wi.gov>). This is your opportunity to self-identify or update your race, ethnicity, gender, disability information and veteran status. All personal information collected is kept confidential and used primarily for reporting purposes, unless support services and/or accommodations are requested. Instructions on how to find the demographic information page is located on the announcement section of the Employee Self Service (ESS) homepage.

Pursuant to s. 230.04(10)(b) and (c), and Public Law 88-352, Title VII of the Civil Rights Act of 1964 all agencies have the responsibility to collect and maintain current employee data regarding, race, ethnicity, gender, disability information and veteran status. Data collection requirements are for new and existing employees, to include limited term, project, seasonal and sessional employees.

To ensure the most accurate personal demographic information for reporting purposes, and to meet your accommodation and evacuation needs, agencies are required to request personal information upon hire of a new employee and for all existing employees every two years.

In addition to the personal demographic information review please send an email to [Agency Reasonable Accommodation Specialist] at [email] or call [Phone number] if you need an accommodation or assistance in the event of an emergency evacuation at your work location. [Agency]'s Reasonable Accommodation Policy is located [indicate where located].

We encourage all employees to review and update their personal information, if needed, in the next two weeks. Our goal is to compile the most accurate data for reporting purposes.

If you have questions regarding this email please contact [Name and contact information of agency's AA Officer].

Thank you