

**TO:           ALL NEW HIRES**

**FROM:       COLLEEN MANLEY**  
**Human Resources Director, Employee & Labor Relations**

**SUBJECT:     RESPECTING YOUR IDENTITY IN AN INCLUSIVE MANNER**

We are required by the federal government to ask you to voluntarily complete the attached form, to record the gender, race, and veteran information for all employees. While completion of the form is optional, unfortunately the form itself cannot be revised by us. We know the form does not invite expression and inclusion of all forms of gender identity. If you choose not to complete the form, the federal government requires us, as your employer, to use visual observation to record what we may believe to be your gender identity.

We have created this cover note to give you the chance to voluntarily share with us your gender identity if you choose not to complete the attached form or in addition to completing the attached form. This is also your choice.

The government requires us to record and use your legal name for certain records including the employment file, benefits, payroll and tax information. If you wish to provide a preferred name, please provide it below and it will be used wherever possible.

<b>Gender:</b>	Male	Female	Other	Do Not Wish to Disclose
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**Preferred Name:** \_\_\_\_\_

**St. Lawrence University  
Office of Human Resources**

**EEO Employee Information**

Your completion of this voluntary identification form allows us to comply with government requirements for record keeping and periodic reporting of this data. **Please sign and return to Human Resources** regardless of whether or not you choose to voluntarily identify your gender, ethnicity, race or veteran status.

**NAME:** \_\_\_\_\_

**POSITION / JOB TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

Gender:  Male  Female

*(Definitions for Ethnicity, Race and Veterans Categories on back)*

(1) Are You Hispanic or Latino?  Yes  No

(2) Race (Select all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Asian             |
| <input type="checkbox"/> Black or African American                 | <input type="checkbox"/> White             |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Two or More Races |

(3) Veteran Status (Select all that apply):

- Disabled Veteran
- Armed Forces Service Medal Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Recently Separated Veteran (please provide date of discharge \_\_\_\_\_)

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **ETHNICITY/ RACE**

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaska Native** – A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.

**Black or African American** – A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander**– A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Two or More Races** – A person who identifies with more than one of the above five races.

## **VETERAN STATUS**

**Disabled Veteran** means: (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

**Armed Forces Service Medal Veteran** means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

**Active Duty Wartime or Campaign Badge Veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

**Recently Separated Veteran** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.