



Dwaine B. Duckett
Vice President, Human Resources
(510) 987-0301; (510) 587-6476 Fax
dwaine.duckett@ucop.edu

OFFICE OF THE PRESIDENT
1111 Franklin Street, 5TH Floor
Oakland, California 94607-5200

October 3, 2014

**CHIEF HUMAN RESOURCE OFFICERS
ACADEMIC PERSONNEL DIRECTORS
EEO/AA/ DIVERSITY ADMINISTRATORS**

RE: Release of Revised Self-Identification Survey Forms for New Hires

As you already know, we were required to revise the forms used by the University of California to invite new hires to self-identify as individuals with disabilities and protected veterans resulting from changes issued earlier this year by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and Section 503 of the Rehabilitation Act of 1993 as amended (Section 503).

In order to comply with these requirements, the university must use the enclosed OFCCP approved "Voluntary Self-identification of Disability Form" (Form CC 305-OMB Control Number 1250-0005) to invite all new hired employees to self-identify their status as an individual with disabilities.

Also enclosed is the revised version of the University of California form U5605-Voluntary Self-Identification of Race, Ethnicity and Veteran Status form. This form has been revised to include updates to protected veteran categories that we need to collect in order to comply with VEVRAA requirements and consolidates the collection of race and ethnicity information into one section. Additionally, the name of the form was changed from Demographic Data Transmittal form to more accurately reflect the specific information that we are asking new employees to provide us with.

Updates to the Payroll Personnel System (PPS), and other related systems to accept responses entered on each of the previously referenced self-identification surveys were recently completed and have been distributed to all locations for implementation. Each location must incorporate the use of these forms in their on-boarding process for both academic and staff employees effective on or after November 1, 2014. Additional information for administrators regarding the transition to the use of these form including detailed implementation materials will be forthcoming.

If you have any question regarding this correspondence, please contact Ms. Katya Nottie at Katya.Nottie@ucop.edu or by phone at (510) 987-0104.

Sincerely,

A handwritten signature in black ink that reads "Dwaine B. Duckett".

Dwaine B. Duckett
Vice President for Human Resources

Enclosures

cc: Vice Provost Carlson
Executive Director Tanaka
University Counsel Reed
Director Lee
Manager Lockwood
Employment Managers