A. Introduction

The University of Colorado at Denver has a strong interest in gathering racial or ethnic information from employees for completion of required state and federal reports. Employees have the option, and may choose, not to disclose racial or ethnic information. Federal regulations, 29 CFR 1602.13, allow employers to gather ethnic or racial information either through post-employment records or visual survey. However, collection through visual survey may not be accurate and may offend some employees.

B. Policy Statement

The University of Colorado at Denver respects an employee’s right not to disclose racial or ethnic information and will not gather racial or ethnic information through use of visual survey.

C. Implementation

Ethnicity is a required field in PeopleSoft and an employee must check one of the boxes on the Personal Data Sheet. Employees are not required to disclose their ethnicity if they wish not to do so, but must check either (a) an ethnic designation or (b) the “choose not to disclose” box on the data sheet.

Employees who do not disclose racial or ethnic information on the Personal Data Sheet should have their ethnic or racial information entered into PeopleSoft as “Prefers not to disclose”. Selection of “Prefers not to disclose” allows for differentiation from missing or “Unknown” racial or ethnic designations. This differentiation will exclude employees from additional requests for racial or ethnic disclosure when audits for missing human resource data are performed.