



**Black Hills State University  
Office of Human Resources**

**Reaffirmation of Commitment to Equal Employment Opportunity  
and Information Pertaining to Employee Demographic Survey**

Black Hills State University is committed to the objectives of affirmative action, equal opportunity, and non-discrimination in faculty and staff employment in accordance with state and federal law and Policy 1:18 of the South Dakota Board of Regents. Black Hills State University does not discriminate on the basis of race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, veteran's status, or disability (except where specific mental or physical abilities constitute bona fide occupational qualifications which cannot be ameliorated through reasonable accommodations).

As a Federal Contractor subject to the provisions of Executive Order 11246, Black Hills State University maintains an Equal Employment Opportunity/Affirmative Action Program as specified at 41 CFR 60 (pertaining to all applicants and employees), 41 CFR 60-300 (pertaining to applicants and employees who are veterans with certain qualifying service), and 41 CFR 60-741 (pertaining to applicants and employees with disabilities). As part of these programs, the University must solicit personal demographic information at the time of application from applicants and at least every five years during employment for employees.

Participation in the University's Employee Demographic Survey is entirely voluntary. No employment action will be predicated on your decision to disclose or not disclose employee demographic information. If you do participate, you may be assured that employee demographic information is confidential and remains within Human Resources. Your participation is valuable and can help show that the BHSU community is inclusive and diverse and help us measure the effectiveness of our Equal Employment Opportunity/Affirmative Action efforts over time. So, we warmly invite you to consider providing the requested information.

This guide lets you know what information will be requested and how Black Hills State University will use that information in our EEO/AA program. If you have questions, feel free to contact me personally at 605-642-6877 or [Nicholas.Oaks@bhsu.edu](mailto:Nicholas.Oaks@bhsu.edu). Thank you for your consideration.

With all best wishes,

Nicholas Oaks  
Director of Human Resources  
Black Hills State University

Enclosures:

- Voluntary Disclosure of Gender, Ethnicity, and Race
- Voluntary Disclosure of Veteran Status
- Voluntary Disclosure of Disability

**Voluntary Disclosure of Gender, Ethnicity, and Race  
Provided by Executive Order 11246 and 41 CFR 60**

**Information pertaining to Gender**

The BHSU Employee Demographic Survey will invite applicants and employees to disclose gender at the time of application and, again, at the time of hire.

Information pertaining to gender is used to assess the University's recruitment and employment efforts in accordance with 41 CFR 60 by comparing the representation of women in the University's workforce in relation to the availability of women in the labor market for the job category. Whenever the percentage of women among the University's workforce is materially less than the availability of women in the labor market for the job category, the University sets hiring goals equivalent to the percentage availability of women in the labor market each year.

**The BHSU Employee Demographic Survey will invite you to check one of the responses below:**

- I am Female.
- I am Male.
- I prefer not to report Gender.

**Information pertaining to Ethnicity**

The U.S. Government recognizes that individuals of Hispanic or Latino culture or heritage have historically encountered barriers to full proportional employment in the United States, similar to that encountered by racial minorities. Federal regulations require Government contractors to survey applicants and employees to invite them to disclose Hispanic or Latino culture or heritage, regardless of race.

**The BHSU Employee Demographic Survey will invite you to check one of the responses below:**

- I am Hispanic or Latino.
- I am not Hispanic or Latino.
- I prefer not to report Ethnicity.

**Information pertaining to Race**

The U.S. Government recognizes that racial minorities have historically encountered barriers to full proportional employment in the United States. Federal regulations require Government contractors to survey applicants and employees to invite them to disclose race.

**The BHSU Employee Demographic Survey will invite you to check one or more of the responses below:**

- I am American Indian, Native American, or Alaskan Native.
- I am Asian.
- I am Black or African American.
- I am Native Hawaiian or Other Pacific Islander.
- I am White.
- I prefer not to report Race.

Information pertaining to race and ethnicity is used to assess the University's recruitment and employment efforts in accordance with 41 CFR 60 by comparing the percentage of applicants and employees disclosing racial or ethnic minority status to the percentage of racial and ethnic minorities the labor market for the occupational category. Whenever the percentage of minorities in the University's workforce is materially less than the percentage of minorities in the labor market, the University sets hiring goals equivalent to the percentage availability of individuals disclosing racial or ethnic minorities in the labor market each year.

**Disclosure of Gender, Ethnicity, or Race is entirely voluntary. No employment action will be based on an individual's decision to disclose or not disclose personal demographic information.**

## Voluntary Disclosure of Veteran Status

Provided by the Vietnam Era Veterans' Readjustment Assistance Act and 41 CFR 60-300

### Why are you being asked to complete this form?

Black Hills State University is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to veterans with qualifying service (as described in this document). To help us measure how well we are doing, we are asking you to tell us if you are a veteran and have such qualifying service. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are an applicant, any answer you give will be kept private and will not be used against you in any way.

### Qualifying Military Service

Qualifying military service includes the following classifications:

- (1) A "disabled veteran" is 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 a person who was discharged or released from active duty because of a service-connected disability.
- (2) A "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.
- (3) An "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.
- (4) An "Armed Forces service medal veteran" means a 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.

**The BHSU Employee Demographic Survey will invite you to check one of the responses below:**

- I am Not a Veteran.
- I am a Protected Veteran and fall within one of the following classifications:
  - (1)  I am a Disabled Veteran.
  - (2)  I am a Recently Separated Veteran (within three years).  
List Separation Date Here (MMDDYY): \_\_\_\_\_
  - (3)  I am an Active Duty Wartime or Campaign Badge Veteran
  - (4)  I am an Armed Forces Service Medal Veteran.
  - (5)  I am a protected Veteran, but prefer not to report the Protected Category to which I belong.
- I am a Veteran, but do not fall into one of the Protected Categories above.
- I prefer not to report Veteran Status.

### USERRA & Reasonable Accommodation Notices

Protected veterans may have additional rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL. Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities.

**Disclosure of Veteran Status is entirely voluntary. No employment action will be based on an individual's decision to disclose or not disclose personal demographic information.**

**Voluntary Self-Identification of Disability**  
**Provided by Section 503 of the Rehabilitation Act of 1973 and 41 CFR 60-741**

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

**Why are you being asked to complete this form?**

Black Hills State University is a Government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment persons with disabilities. Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.

To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- |             |                      |  |  |
|-------------|----------------------|--|--|
| ▪ Blindness | ▪ Autism             | ▪ Bipolar disorder                         | ▪ Post-traumatic stress disorder (PTSD)                          |
| ▪ Deafness  | ▪ Cerebral palsy     | ▪ Major depression                         | ▪ Obsessive compulsive disorder                                  |
| ▪ Cancer    | ▪ HIV/AIDS           | ▪ Multiple sclerosis                       | ▪ Impairments requiring a wheelchair                             |
| ▪ Diabetes  | ▪ Schizophrenia      | ▪ Missing limbs or partially missing limbs | ▪ Intellectual disability (previously called mental retardation) |
| ▪ Epilepsy  | ▪ Muscular dystrophy |  |  |

**The BHSU Employee Demographic Survey will invite you to check one of the responses below:**

- I have a disability (or previously had a disability).  
 I do not have a disability.  
 I prefer not to report Disability Status.

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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NOTE: For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

**Disclosure of Disability Status is entirely voluntary. No employment action will be based on an individual's decision to disclose or not disclose personal demographic information.**