



June HR Highlights

EEO-4 Respondents (HR Directors, EEO Officers/CDOs)

Please read the pertinent information below related to the **federally mandated 2023 EEO-4 Report** as the report is due October 2023. NOTE: Colleges and Universities are **not** required to report data for the EEO-4.

This year, as in previous years, the Diversity and Inclusion Unit within the Department of Human Resource Management is preparing the Commonwealth's EEO-4 Report. This report, a statistical employment survey of state government which is submitted to the Equal Employment Opportunity Commission (EEOC) biennially, is **required** by Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended.

The data used to compile the EEO-4 report is pulled from the June 10-24 pay period for FTE employees and June 16-30 pay period for wage employees. Your assistance is needed to ensure your employees have reviewed their demographic data in Cardinal and make updates needed in the Personal Details section in Cardinal no later than **Friday, June 9, 2023**.

Additionally, if you **did not** have any wage and hourly employees during the **June 16 – June 30** pay period, please inform Justin Shreve, Director for the Office of Workforce Engagement, via e-mail, justin.shreve@dhrm.virginia.gov, no later than **August 1, 2023**.

General questions relative to the EEO-4 Report should be directed the Office of Workforce Engagement Diversity and Inclusion Unit by emailing dei@dhrm.virginia.gov.

Thank you for your cooperation, timely and mandatory response in the completion of this report.