

ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0103

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CATEGORY: **School District, Nondiscrimination**

EFFECTIVE: **7-01-75**

SUBJECT: **Racial/Ethnic Identification of Employees**

REVISED: **2-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing racial/ethnic identification of district employees for official purposes in reporting to state and federal agencies as required by law.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-3000, I-1000, I-1020, I-1050, I-1700, I-1800, I-3010.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.

2. Racial/Ethnic Codes and Definitions

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|----------|--|---|
| 0 | Hispanic | Person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. |
| 1 | White | Not of Hispanic origin (not Portuguese): Person having origins in any of original peoples of Middle East, Europe, or North Africa. |
| 2 | Black | Not of Hispanic origin: Person having origins in any of the black racial groups of Africa. |
| 3 | Asian | (Not Filipino, Indochinese, or Pacific Islander): Person having origins in any other of original peoples of the Far East, Southeast Asia, or Indian subcontinent; includes, for example, China, Japan, and Korea. |
| 4 | American Indian or Alaskan Native | Person having origins in any of original peoples of North America <i>and</i> who maintains cultural identification through tribal affiliation or community recognition. |

- 5 Pacific Islander** (Not Asian, Filipino, or Indochinese): Person having origins in any of the original peoples of Pacific Islands; includes, for example, Hawaii, Guam, Samoa (American Samoa or Western Samoa), Polynesia, Fiji Islands, or Tahiti.
- 6 Portuguese** Person having origins in any of original peoples of Portugal.
- 7 Filipino** Person having origins in any of original peoples of Philippines.
- 8 Indochinese** Person having origins in any of original peoples of Indochina; includes, for example, Vietnam, Cambodia, and Laos.

3. Declaration and Change of Racial/Ethnic Identification

- a. **New employees.** Official declaration of racial/ethnic identity is made during employment processing, after a new employee is hired.
- b. **Change of identification.** An employee may request a change of official ethnic identification, and such changes will be granted.
- c. **Change of identification because of error in declaration.** An employee, who made a mistake in declaring his/her racial/ethnic identification, must submit to the Human Resource Services Deputy Administrative Officer a written request for change to correct identification.

4. Confidentiality of Racial/Ethnic Data

- a. Human Resource Services Division employees having access to ethnic information shall insure that such data are not released to unauthorized persons.
- b. Dissemination of information concerning ethnic background of any individual employee, or general distribution of lists of names of persons identified as minorities could be considered an invasion of privacy.

- c. Ethnic data on individual employees shall be provided only to those agencies and persons having a verified need to know such information:
 - (1) Official federal, state, and county agencies who submit legal requests
 - (2) Superintendent and Executive Committee members
 - (3) Human Resource Services Division management employees
 - (4) Other persons or organizations certified by the Human Resource Services Deputy Administrative Officer as having a valid need to know

- d. Ethnic data in form of *summaries by divisions and occupational groups* is published annually and distributed to any interested person.

D. IMPLEMENTATION (Change of Ethnic Declaration)

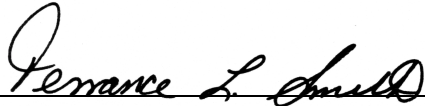
- 1. **Employee** sends memo requesting change to the Human Resource Services Deputy Administrative Officer.

E. FORMS AND AUXILIARY REFERENCES

- 1. Ethnic Identification Card, available from the Human Resource Services Division

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education