



## PERSONNEL CABINET

501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-7430  
Fax (502) 564-7603  
www.personnel.ky.gov

**Steven L. Beshear**  
Governor

**Nikki R. Jackson**  
Secretary

### MEMORANDUM

**PERSONNEL MEMO 08-21**

TO: Cabinet Secretaries  
Agency Heads  
Personnel Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: August 15, 2008

SUBJECT: EEO Compliance

The Personnel Cabinet will no longer provide information pertaining to an applicant's race, national origin or gender on certified registers nor will this information be available to agencies on a candidate's application for employment with the Commonwealth. The Personnel Cabinet will continue to solicit this information on a voluntarily basis from applicants for statistical purposes only.

The Equal Employment Opportunity Commission (EEOC) states: "Federal employment nondiscrimination rules and regulations require employers to keep anonymous data about the race, national origin, and gender of their applicants and employees. The key for data collection is whether the employer's request is administered in a way that is truly voluntary. Clearly, employers should advise job seekers that the request is voluntary; *that the data will not be available to hiring officials*; that it will be confidential; and that it is collected solely to comply with recordkeeping requirements of the nondiscrimination laws and rules."

The Personnel Cabinet will immediately eliminate access to this information to ensure federal compliance. If an agency requires this information due to funding requirements a memorandum of justification can be submitted to the Personnel Cabinet Secretary for approval, outlining what requirement will be met through access of EEO personal data.

If you have any questions, please contact Barbara Barnes (502) 564-5173 or [Barbara.Barnes@ky.gov](mailto:Barbara.Barnes@ky.gov).



An Equal Opportunity Employer M/F/D