

APPENDIX E – GLOSSARY

AFFECTED WORKERS. The number of additional workers who would have been employed by an establishment that was more than two standard deviations below the mean in utilization of minority or female employees if the establishment had employed them at the local industry and occupational level. This remedy is appropriate where intentional discrimination has been established.

AFFIRMATIVE ACTION. Any action taken by an employer, other than cessation of discriminatory actions, practices, procedures or tests, which has the intent or effect of improving employment opportunities for minorities and/or women. Such action may be informal as in more careful examination of relative qualifications of competing candidates, or more formal as in the adoption and implementation of plans which require examination of practices, procedures and tests to assure that they provide equal employment opportunity and to modify and correct those that do not. Such actions may include changing recruitment and other ways of doing business so as to include minorities and/or women.

Affirmative Action Plans may include “goals and timetables” as “benchmarks for measuring compliance with Title VII and eliminating the lingering effects of past discrimination,” but may not include a “quota” or “preference” which is a “rigid numerical requirement which must unconditionally be met.” Affirmative action, either formal or informal, is justified when an employer’s work force shows a “manifest imbalance” in the employment of minorities or women, when measured against appropriate peer establishments or the relevant labor market and whenever the employer reasonably believes that its existing employment pattern puts it in jeopardy of a finding of a “pattern or practice” of discrimination, a class action finding of discrimination or a finding of discrimination in individual cases.

All of these uses of statistics to identify and remedy discrimination have been approved by the Supreme Court. See *Sheetmetal Workers Local 28 v. EEOC*, 478 U.S. 421, 495 (1986); *United Steelworkers v. Weber*, 433 U.S. 193 (1979); *Johnson v. Transportation Agency, Santa Clara County*, 480 U.S. 616 (1987); *Wygant v. Jackson Board of Education*, 476 U.S. 267 (1986); *McDonnell Douglas v. Green*, 411 U.S. 792 (1973); *EEOC v. Shell Oil Company*, 466 U.S. 54 (1984).

ASIAN-PACIFIC ISLANDERS. See “Groups.”

BLACKS. See “Groups.”

COMPARISON. In this study, comparing the utilization of women or minorities in an occupational group at one establishment with the average utilization in that category at other establishments in the same industry and labor market. See Peer Establishments and Statistical Significance.

EEO1 LABOR FORCE. In this study, establishments with 50 or more employees in metropolitan areas that report on Form EEO-1.

EEO-1 REPORT. All employers with 100 or more employees and many with fifty or more, have been required to file reports on the composition of their work forces since 1966 on a form called EEO-1. This employer reporting system has enabled the continuous annual collection of information on the race, sex, national origin, and occupation of employees. The Office of Federal Contract Compliance Programs (OFCCP) has required government contractors to file identical reports with respect to establishments of 50 or more employees.¹⁸⁵ The reports require information on the number of employees who are men and women, Black, Hispanic, Asian Pacific and Native American.

EEOC. The initials of the Equal Employment Opportunity Commission, an independent federal agency charged with enforcing Title VII of the Civil Rights Act of 1964, prohibiting discrimination on the basis of race, color, religion, sex or national origin, and other statutes prohibiting discrimination based on sex, age and disability. Title VII expressly authorizes the EEOC to require reports from the institutions it regulates.

EMPLOYMENT OPPORTUNITY. An “employment opportunity” may consist of obtaining employment, or of any condition or privilege of employment once obtained including promotion, pay, training, transfer, discipline, layoff and discharge.

ESTABLISHMENT. An economic unit, usually at a single physical location, that produces goods or services, such as a manufacturing plant, office, or retail store. An employer may have one or more establishments.

GLASS CEILING. The level in an employer’s hierarchy of work positions at which members of discriminated-against groups face restrictions in their opportunities to obtain higher-level, managerial, decision-making, or better-paid employment. Also, the barriers that these groups face as they seek to advance into those higher-level positions.

GROUPS (RACE/ETHNICITY).

The EEOC defines White, Black, Hispanic, Asian-Pacific Islander, and Native American in the instructions to the EEO-1 form as follows:

"Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group.

"The race/ethnic categories for this survey are:

"**White** (Not of Hispanic origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

"**Black** (Not of Hispanic origin)-All persons having origins in any of the Black racial groups of Africa.

"**Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

"**Asian or Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

"**American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition."

HISPANICS. See "Groups" above.

INTENTIONAL DISCRIMINATION. "Intentional Discrimination" exists "when a complaining party demonstrates that **race, color, religion, sex or national origin was a motivating factor for any employment practice, even though other factors also motivated the practice.**"⁸⁶ This means that the intent need not be the sole factor in an employment decision. It is enough to show that it was one of the motivating factors. If an employer has both a legitimate reason for its practices and also a discriminatory reason, then it is engaged in intentional discrimination under the Civil Rights Act. See Statistical Significance.

METROPOLITAN STATISTICAL AREA (MSA). A geographical area, usually defined in terms of counties, designated by the U. S. Bureau of Census to represent a large concentration of population that functions as a geographically-integrated labor market.

OCCUPATIONAL GROUP or CATEGORY. One of nine job categories used in reporting employment utilization in EEO-1 reports: Officials and managers, Prof.s, technicians, sales workers, office and clerical workers, craft workers (skilled), operatives (semi-skilled), laborers (unskilled), and service workers.

The EEOC, in the instructions to the EEO-1 form, provides the following definitions for each category:

"Officials and managers. - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

"Professionals. - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

"Technicians. - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

"Sales. - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

"Office and clerical. - Includes all clerical-type work regard-less of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

"Craft Workers (skilled). - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations, and kindred workers.

"Operatives (semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flamecutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

"Laborers (unskilled). - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no

independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

"Service workers. - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers."

OCCUPATIONAL SEGREGATION. Patterns of employment that result when opportunities to work in certain occupations are associated with personal characteristics. For example, racial/ethnic occupational segregation is reflected in the exclusion or under-representation of African American or Hispanic workers from occupations historically considered "white jobs" and their over-representation in minority-dominated occupations. Similarly, gender occupational segregation is reflected in the existence of "female dominated" occupations (e.g., nurses and secretaries) and "male dominated" occupations (e.g., carpenters and surgeons).

PEER ESTABLISHMENTS. In this study, a group of establishments employing workers in the same industry, metropolitan statistical area, and occupational group.

MINORITIES identified in EEO-1 reports are Blacks, Hispanics, Asian-Pacific origin and Native Americans. Definitions of these terms appear in "Groups."

NATIVE AMERICANS. See "Groups."

OFCCP. Initials of the Office of Federal Contract Compliance Programs, a division of the Employment Standards Administration in the U.S. Department of Labor that enforces Executive Order 11,246 as amended, prohibiting federal government contractors from discriminating on grounds of race, color, religion, sex, national origin, and on other grounds.

STANDARD DEVIATIONS. See "Statistical Significance."

STATISTICAL SIGNIFICANCE. The likelihood that an observed result occurred by chance is measured in terms of "standard deviations" around an expected outcome. When an observed result (such as the percentage of women employed in a particular job category) has a less than a 1 in twenty chance of having occurred by chance, it constitutes a difference of two standard deviations. This difference is generally considered to be statistically significant. For example, if we expect to see an establishment in the stock brokerage industry employing on average 20% female stock brokers and a particular establishment employs only 4%

women, that difference is deemed statistically significant. It is 2.7 standard deviations from the expected number. This difference is evidence of intentional discrimination. See “**Intentional Discrimination.**”

UTILIZATION. The number or proportion of employees of a demographic group employed by an establishment in an occupational category. For example, if minorities constitute 15 out of 150 managers at an establishment, the utilization of minorities is 15 employees or 10%.

VISIBLE JOB DISCRIMINATION. **Discrimination** that appears when the EEO-1 reports filed by establishments in the same metropolitan area, the same industry and the same occupational category, show that an establishment is so far below the average use of the minority or female group in an occupational category that it is not likely to have resulted by chance. Such deviations make the offending establishments stick out like sore thumbs in our analysis. This study did not analyze any establishment with fewer than 50 employees, nor any establishment that was located outside a Metropolitan Statistical Area.

185. The OFCCP is a unit of the Department of Labor. Employers file their forms with the Joint Reporting Committee created by EEOC and OFCCP to simplify the reporting process.

186. Sec. 703 (m) of Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991.
