

### Less Than 30 Days: Are You Ready To File Your EEO-1 Report?



**E**mployers with federal government contracts of \$50,000 or more, and 50 or more employees, and those who do not have federal contracts but have 100 or more employees must file an EEO-1 Report in September each year. Employers are required by regulation to request applicants voluntarily provide data regarding race, sex, and national origin for record keeping purposes only. Employers meeting the reporting thresholds have a legal obligation to provide the data; it is not voluntary. An employer can obtain the necessary information from existing employment records or visual observation if an employee declines to self-identify. However, such records and visual identification may only be used if an employee refuses to self-identify. Employers use the form to report anonymous annual data about the number of women and minorities in broad occupational categories and subcategories. The EEOC uses the data to support its enforcement of Title VII of the Civil Rights Act. Section D of the form was revised, starting 9/30/07. The remainder of the form is unchanged. The form can be accessed and completed on the EEOC website.

### IRS Increases Standard Mileage Rate for Remainder of 2011



**U**nder Labor Code section 2802, an employer may be required to indemnify an employee for automobile expenses, that include costs of any loss or damage to the employee's vehicle, while he or she is on company business. The Division of Labor Standards and Enforcement (DLSE) takes the position that the payment of reasonable mileage reimbursement covers all reasonable operating costs incurred by an employee in the operation of a personal vehicle for work purposes. The DLSE will accept the mileage reimbursement rate used by the IRS as reasonable.

In a news release June 23, 2011, the IRS announced that the standard mileage rate at which employees may be reimbursed for miles driven on behalf of their employers without taxable income has been increased to 55.5 cents per mile for miles driven after July 1 through the end of 2011. Mileage for the first six months of 2011 can be reimbursed at 51 cents per mile. The optional business standard mileage rate is used to calculate the deductible costs of operating an vehicle for business use in lieu of tracking actual costs. It is also used to reimburse employees for mileage.

Ms. Koumas is the founder of the law firm Koumas Law Group. She has extensive experience in labor law compliance and employment litigation. Her practice focuses on the defense of employers in administrative claims filed with the Labor Commissioner, the Department of Fair Employment and Housing (DFEH), the Equal Employment Opportunity Commission (EEOC), and the Employment Development (EDD). She also represents the interests of employers and management in litigated matters, which include wage and hour issues, wrongful termination, sexual harassment and discrimination claims. She can be reached at **(619) 682.4811** or via email, [ejk@koumaslaw.com](mailto:ejk@koumaslaw.com).