

Luong, Hoan - OFCCP

From: Shauna Holman Harries <shauna.holman.harries@oracle.com>
Sent: Thursday, October 29, 2015 2:05 PM
To: Luong, Hoan - OFCCP
Cc: Neil Bourque; Lida Daniel; Charles Nyakundi; Sean Smith; Kela Moon
Subject: HQCA 1 of 29
Attachments: HQCA Compensation Report no Vlookup with extra visa data 10-22-15.xlsx; HQCA Ranking Report 2013 no vlookup.xlsx

Hi Hoan. Responsive data and documents will be sent to you in a number of emails due to the amount of information we are submitting. We address specific requests below.

On your added October 14th requests, you asked for a large number of new items as part of your many requests for information. Gathering this information will take considerably more time. We will have to get back with you as to when we will be able complete these additional requests and also note any concerns we have with these requests. In addition to our very heavy work load, one of our compliance team members is away on leave.

1. Internal pay equity analysis conducted during the past three years, as required under 41 C.F.R. § 60-2.17. For each analysis, include the date of analysis, dataset used for the analysis, and actions taken, if any, as a result of the analysis. This item was previously requested on 11/19/14 with follow up requirements made on 1-22-15, 2-10-15, 4-17-15, 5-11-15, 5-19-15 and 5-28-15.

We have responded previously. We note that this request was part of a larger request that we initially responded to on September 11, 2014. In her telephone interview with Brian Mikel and Jennifer Yeh on January 13, 2015, our compensation director, Lisa Gordon, talked about the process followed to evaluate compensation at Oracle. We sent the final version of the notes of that interview to Mr. Mikel and Ms. Yeh on February 10, 2015. We again addressed our pay equity analysis in an email sent to Hea Jung Atkins on June 2, 2015.

2. Resubmit compensation database provided on 6-16-15 with 1-1-14 snapshot date, with the following additional information, and any other relevant compensation information and factors affecting pay, added in separate columns:
3. HQCA Ranking Report 2013 no vlookup.xlsx and HQCA Expanded Compensation October 2015 completed.xlsx You ask for any other "relevant compensation and factors." We do not know what you mean in light of prior responses and due to OFCCP not providing any information on its areas of focus. Please see prior responses, requests, and concerns.
 - Names of school attended We don't have this data in any database and if it is available in an individual employee's file it would be extremely burdensome and time consuming to compile.
 - Education degree earned See response to first bullet.
 - Prior salary immediately before joining Oracle See prior response.
 - Performance evaluation rating 2013 data in spreadsheet.
 - Rank (by performance) HQCA Ranking Report 2013 no vlookup.xlsx
 - Years of experience before joining Oracle See response to first bullet. In addition, please note that "years of experience" is unclear.
 - Hiring manager(s) Added to compensation database (cell R).
 - Amount of signing bonus We broke out all the bonus types for 2013, including Sign on Bonus (cells BY-CO).
 - Visa status See HQCA Compensation Report no Vlookup with extra visa data 10-22-15.xlsx
 - Type of visa, including but not limited to HIB It is in the base (cell K)

- **Date (mm/dd/yyyy) that the visa was initially processed** See HQCA Compensation Report no Vlookup with extra visa data 10-22-15.xlsx
- **Current status of visa** Same as Visa Status.
- **Date (mm/dd/yyyy) that green card/permanent resident card was processed.** See HQCA Compensation Report no Vlookup with extra visa data 10-22-15.xlsx
- **Bonus amount** It is in the base 2013 (cells BY-CO).
- **Bonus type, and** It is in the base 2013 (cells BY-CO).
- **Stock level.** It is in the base (cell CY).

Some of this information was initially requested on 11-19-14 and 2-10-15. Most recent status requests were made on 4-27-15, 5-11-15, 5-19-15, and 5-28-15.

These requests appear to be duplicate and/or overlapping. We submitted compensation for the varying requests the OFCCP has made on 12-11-14 spreadsheet, 12-15-14 spreadsheet, 2-20-15 spreadsheet, 2-26-15 Training, 3-17-15 spreadsheet, 5-14-15 compensation workbench information, 6-16-15 spreadsheet.

4. **Employee personnel actions containing job and salary information and history for all employees and student interns.** This information should include, but not be limited to, starting wages, wage increases, bonus awards, job title hired into, starting stock level, job title and supervisor changes, stock level changes, promotion history, performance evaluations, ranking information, with dates associated for each action. The salary history information was originally requested on 2-10-15. Other items were requested on 4-27-15. Status requests were made on 5-11-15, 5-19-15, and 5-28-15.

We submitted compensation for the varying requests the OFCCP has made on 12-11-14 spreadsheet, 12-15-14 spreadsheet, 2-20-15 spreadsheet, 2-26-15 Training, 3-17-15 spreadsheet, 5-14-15 compensation workbench information, 6-16-15 spreadsheet. I don't understand the need or basis for this enormous amount of additional information. It is extremely burdensome and time consuming to compile. Are there specific issues/persons about whom you have a concern? If so, please give those to me.

5. **For all employees who were hired during the period of 1-1-13 thru 6-30-14, resubmit the applicant flow log submitted on 2-19-15 to include the following in separate columns:** Don't track on applicant information
 - a. **Visa status (yes/no)** We do not ask Visa status on the Oracle application and thus Visa status is not shown on the applicant flow log.
 - b. **If they are on visa status, include type of visa.** We do not ask Visa status on the Oracle application and thus Visa status is not shown on the applicant flow log.

Request for visa status was initially made on 11-19-14. Status requests were made on 4-27-15, 5-11-15, 5-19-15, and 5-28-15.

The initial request for Visa status was made on 11-19-14 under the category of National Origin. Oracle does not collect information on National Origin. A request for H1B Visa was made by Milton Crossland on 2-10-15. Oracle provided the H1B information for its HQCA location on March 17. The data you have asked for in the past has been on existing employees and not applicants; however, with that said, we do not collect visa information on applicants. We are not aware of any federal regulation that requires contractors to collect visa information on applicants, and as such, we would not collect information of this type unless we had a use for it under federal regulations.

6. **Applicant flow log for all hires during the period of 1-1-12 thru 12-31-12.**

I do not understand the basis or rationale for all of the detail in this request. Please explain. Moreover, some of this information, if available, is burdensome and time consuming to compile.

- **First and Last name**

- Sex
- Race/Ethnicity
- Visa Status (yes/no) Not included on applicant flow log.
- If they are on visa status, include type of visa. Not included on applicant flow log.
- Job Title
- Job Group
- Department
- Vacancy/Requisition Number
- Disposition Code
- Date of Hire
- Date of Application
- Name and job title of the hiring manager for each vacancy/requisition

7. Please resubmit the Resume Files that were sent on 3/26/15, in an easy to read format. The picture-format resumes pasted on MS Word is not legible. This information was requested on 4-27-15 with follow-up requests on 5-11-15, 5-19-15, and 5-28-15.

These files are available in no other format. See our responses on 6-7-15 and 6-10-15.

With regard to this request, we told you there is no other format we can use to submit resumes and applications and that we would have to rely on screen shots pasted into a word or pdf document. In fact, we completed a lengthy time-motion study carefully outlining the amount of time that this request will take. When we talked to you in person at the second HQCA onsite audit we told you it could take 6 months to a year to complete this request. We explained how onerous this process is on 6-7-15 and sent you the process workflow on 6-10-15.

8. For all applicants and hires in the Software Developer 1-5 job titles from January 1, 2012 to June 30, 2014, please provide the following:

Done with SD 4, 5, and interns. Thumb drive with interns recently sent to Hea Jung Atkins. SD 4 and 5 sent several months ago. Working on SD 1, 2 and 3. The employee working on this item has gone out on a leave of absence. We do not know when he will be back. We may have to redo some of these items in order to complete this request.

- Copies of each requisition, including copies of each job posting and each job description.
- Copies of all applications, resumes and any and all supplemental information submitted by each applicant.
- Name and job title of the hiring manager for each requisition.
- Date of hire for each requisition.
- Name and job title of individual hired for each requisition.

Some of this information was requested on 4-27-15 with follow-up requests made on 5-11-15, 5-19-15, and 5-28-15.

Please see information under #6. In addition, we have given you a large number of college hire resumes in paper format. The college hires we gave you the paper resumes for on 6-24-15 were not tracked through our online system. This is the reason why we were able to submit this group's resumes in paper format rather than in screen shots. We sent you a batch of Software Developer 4 and 5 resumes on 9-10-15 on a protected thumb drive. After discussing how long it will take to copy all of the resumes, you told us to focus on Software Developer 4 and 5. We just completed working on the student interns which were sent to you on a thumb drive last week. We are doing the best we can and have asked you (7-7-15 email and on HQCA onsite in June) if there was any way you could tell us about what as you have the greatest concern so we could reduce the size of the request and gather the information you want.

9. Please provide non-redacted personnel files of the following individuals:

We will provide this limited set of personnel files for off-site review with the understanding that such employee files normally are reviewed by OFCCP on site and Oracle does not normally send employee personnel files off-site due to confidentiality and employee privacy concerns. We agree to provide this limited set of files but request that once you make copies, or notes, of the personal files documents as you deem necessary and relevant for your review, you will either return to me the actual personnel files or confirm that you have destroyed them. Please note that employees' personal private contact information and social security numbers have been redacted. Any personal, private employee information we have may have inadvertently overlooked and not reacted is not intended as a waiver of any employee's privacy rights. See HR files copied in zip file.

- Annie Ephraim
- Anuradha Sri Mantripragda
- Bhagya Yalakshmi Veeraraghavan
- Bhagyalakshmi (Bhagya) Veeraraghavan
- Chandana Rattenhalli
- David Cheng-Rang Lin
- Donnalyn Marie Villadox
- Guiling Sui
- Huong Thu Nguyen
- Ian Spadow
- James Clark
- John Barron
- Juan Oropeza
- Krishnaraj (Krishna) Nandakumar
- Manda Troung
- Vaishali Arun Chopde
- Maryanne Gacusan
- Mitsuko Kashima
- Neha Sethi
- Nikhil Sabharwal
- Oksana Stepaneeva
- Oleg Golubtsov
- Ping Wan
- Praveen Mandya Narayana
- Rajesh Bella
- Sang Hatee
- Sarah S. Moskovitz
- Saxena Vishwadeep
- Shivani Gupta
- Sophia Tsay
- Sungpack Hong
- Sujnia H Lin

10. Contact information for all current and former employees during the review period, including home phone, cell phone, and personal email addresses. This request was initially made on 5-29-15. A follow-up request was made on 7-2-15.

We have addressed this request on 6-3-15 in an email to Hoan Luong in response to his very broad request that failed to distinguish the group of employees he wanted the information for. In our 6-3 email we asked for the basis of this request. We followed up on 7-7-15 in an email to Hea Jung Atkins again asking for the basis of this request. To date we have not received a response.

11. A list of current and former employees who have made internal and external discrimination, harassment or retaliation complaints or otherwise opposed any form of discrimination, harassment or retaliation at Oracle Redwood Shores (HQCA) during the last 3 years by: name, gender, race, national origin, job title, organization, discipline, profession.

We addressed this request in two different letters written by our outside counsel, Gary Siniscalco. The first letter was written to Brian Mikel on 3-31-15 and the second letter was written to Jane Suhr on 4-27-15.

Best Regards,
Shauna Holman-Harries

ORACLE

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