

- | | | | |
|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change | <input checked="" type="checkbox"/> | Subject Matter Area Review | <input checked="" type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | Constituency Group Review | <input checked="" type="checkbox"/> |
| New Policy | <input type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Procedure | <input checked="" type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| | | Board 2 nd Reading | <input type="checkbox"/> |

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:
 Updates provided by HR using CCLC templates to inform recommended revisions
CCLC Spring 2015 Update

Referred to:

Edited:
 11/18/15

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33



Policy

3420 Equal Employment Opportunity ~~Recruitment and Hiring~~

~~The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. The Board therefore commits itself to promote equal employment through a continuing equal employment opportunity program.~~

YCCD is committed to the principles of equal employment opportunity and has implemented a comprehensive program to put those principles into practice. It is the district’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The district strives to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan is maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

~~The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:~~

- ~~• Diversity in the academic environment, to foster cultural awareness, mutual understanding, respect, and suitable role models for all students.~~
- ~~• An equal employment opportunity plan shall be implemented according to Title 5.~~

1
2 ~~The criteria and procedures for hiring employees shall be established and implemented in accordance~~
3 ~~with Board policies and procedures and applicable state laws.~~
4

5 **Cross References (see also):**

6 YCCD Policy 7120 – Recruitment and Hiring
7

8 **References:**

9 Education Code Sections ~~70902(d);~~ [87100 et seq.](#); Title 5 Sections [53000 et seq.](#) and Sections ~~59300 et~~
10 ~~seq.~~; [ACCJC Accreditation Standard III.A.12](#)
11

12 **Adopted:** June 28, 2004

13 **Revision Adopted:** November 12, 2014

14 **Last Reviewed:**
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

Administrative Procedure

3420 Equal Employment Opportunity Recruitment and Hiring

Note: This procedure is legally required. Local practice may be inserted here that conforms to the 2002 revisions of Title 5 Sections 53000 et seq. or reference the current District Equal Employment Opportunity (EEO) Plan.

Due to the dynamic and untested nature of this area of law, this procedure identifies points in the hiring process where consultation with legal counsel may be prudent.

The EEO plan should be a District-wide, written plan that implements the District's EEO Program, includes the definitions contained in Title 5 Section 53001 and addresses the following:

The District has developed a written Equal Employment Opportunity (EEO) Plan and has made it available on the District's website.

The District's EEO Plan was adopted by the governing board on June 20, 2015 and reflects the YCCD's commitment to equal employment opportunity and delineates the policies and procedures pursuant to the applicable title 5 regulations.

The plan was submitted and subsequent revisions shall be submitted to the California Community College Chancellor's Office for review as required.

Delegation of Responsibility, Authority and Compliance

Equal employment opportunity requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this plan are set forth below:

- 1. Governing Board: The governing board is ultimately responsible for proper implementation of the district's Plan at all levels of district and college operation, and for ensuring equal employment opportunity as described in the Plan.**
- 2. Chancellor: The governing board delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Chancellor shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The chief executive officer shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.**
- 3. Equal Employment Opportunity Officer: The district has designated the Vice Chancellor, Human Resources as its equal employment opportunity officer who is responsible for the day-to-day implementation of the Plan. If the designation of the equal employment opportunity officer changes before this Plan is next revised, the district will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the Plan**

1 and for assuring compliance with the requirements of title 5, sections 53000 et seq. The
2 equal employment opportunity officer is also responsible for receiving complaints
3 described in Plan Component 6 and for ensuring that applicant pools and selection
4 procedures are properly monitored.

5 **4. Equal Employment Opportunity Advisory Committee:** The District has established an Equal
6 Employment Opportunity Advisory Committee to act as an advisory body to the equal
7 employment opportunity officer and the district as a whole to promote understanding and
8 support of equal employment opportunity policies and procedures. The Equal Employment
9 Opportunity Advisory Committee shall assist in the implementation of the Plan in
10 conformance with state and federal regulations and guidelines, monitor equal employment
11 opportunity progress, and provide suggestions for Plan revisions as appropriate.

12 **5. Agents of the District:** Any organization or individual, whether or not an employee of the
13 district, who acts on behalf of the governing board with regard to the recruitment and
14 screening of personnel, is an agent of the District and is subject to all the requirements of
15 this Plan.

16 **6. Good Faith Effort:** The district shall make a continuous good faith effort to comply with all
17 the requirements of its Plan.

18 **Advisory Committee:**

19 The District has established an Equal Employment Opportunity Advisory Committee to assist the District
20 in implementing its Plan. The committee may also assist in promoting an understanding and support
21 of equal opportunity and nondiscrimination policies and procedures.

22 **Complaints:**

23 Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026) shall
24 be filed with the Vice Chancellor of Human Resources in accordance with the procedure specified in the
25 plan.

26 **Notification to District Employees:**

27 The commitment of the governing board and the Chancellor to equal employment opportunity is
28 emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement
29 and Plan as specified in the plan.

30 **Training for Screening/Selection Committees:**

31 Any organization or individual, whether or not an employee of the district, who is involved in the
32 recruitment and screening/selection of personnel shall receive appropriate training on the
33 requirements of the title 5 regulations and of federal and state nondiscrimination laws. The training
34 shall be conducted by a qualified member of the Human Resources department staff.

35 **Annual Written Notice to Community Organizations:**

36 The equal employment opportunity officer will provide annual written notice to appropriate
37 community-based and professional organizations concerning the Plan.

38 **Analysis of District Workforce and Applicant Pool:**

39 The Human Resources Department will annually survey the district's workforce composition and shall
40 monitor applicants for employment on an ongoing basis to evaluate the district's progress in
41 implementing the Plan.
42
43

1
2
3
4
5
6

References:

Education Code Sections [87100 et seq.](#); Title 5 Sections [53000 et seq.](#) and [59300 et seq.](#); [ACCJC Accreditation Standard III.A.12](#); YCCD EEO Plan

Procedure Last Revised:

Last Reviewed: