



Sonoma County  
Junior College District

Equal Employment  
Opportunity Plan

2014 - 2016



## Executive Summary

### Equal Employment Opportunity (EEO) Plan

In accordance with Title 5 regulations and the California Community College State Chancellor's Office, every community college district is required to have a Board approved Equal Employment Opportunity (EEO) Plan on file with the Chancellor's Office.

While the District's Plan meets the appropriate compliance requirements of Title 5, the District's Plan is based upon the "Model Plan" provided by the Chancellor's Office. The Chancellor's Office has provided all districts a copy of this "Model Plan," as a general "template" or guide in assisting districts with developing their own plans. The actual ways and methods in which the Plan will be customized or made relevant to SRJC specifically will be further developed and refined with the EEOAC and other constituent groups beginning this Spring semester.

# Table of Contents

<b>Component 1</b>	<b>Message from the Superintendent/President</b>
<b>Component 2</b>	<b>Definitions</b>
<b>Component 3</b>	<b>Policy Statement</b>
<b>* Component 4</b>	<b>Delegation of Responsibility, Authority and Compliance</b>
<b>Component 5</b>	<b>Advisory Committee</b>
<b>* Component 6</b>	<b>Complaints</b>
<b>* Component 7</b>	<b>Notification to District Employees</b>
<b>* Component 8</b>	<b>Training for Screening/Selection Committees</b>
<b>* Component 9</b>	<b>Annual Notice to Community Organizations</b>
<b>* Component 10</b>	<b>Analysis of District Workforce &amp; Applicant Pool</b>
<b>* Component 11</b>	<b>Analysis of Degree of Underrepresentation &amp; Significant Underrepresentation</b>
<b>* Component 12</b>	<b>Methods to Address Underrepresentation</b>
<b>* Component 13</b>	<b>Additional Steps to Remedy Significant Underrepresentation</b>
<b>* Component 14</b>	<b>Other Measures Necessary to Further Equal Employment Opportunity</b>
<b>* Component 15</b>	<b>Persons with Disabilities: Accommodations and Goals for Hiring</b>
<b>* Component 16</b>	<b>Graduate Assumption Program</b>

**\* Components required by Title 5. All other components are optional and not included at this time, with the exception of Component 1.**

**Appendix A - Current Workforce Demographics**

**Appendix B - Relevant Title 5 Regulations**

## **Plan Component 1: *Introduction - Message from the Superintendent/President***

In our effort to make SRJC the best community college in the country, we recognize that there is no excellence without diversity. Our recently adopted SRJC Strategic Plan highlighted diversity as one of our core values, and serving our diverse communities as one of our eight goals. Embracing diversity means valuing the talents, energies, creativity and challenges that come with a diverse workforce.

One official purpose of an Equal Employment Opportunity Plan is to outline our legal obligation. Even more important, this plan represents our moral responsibility to employ a quality and qualified, diverse workforce.

Who among us can claim complete freedom from preconceptions, resistance and judgments of others? These are often based on old and unconscious teachings. Yet as an educational institution, we believe strongly in the possibility of learning and of change. The commitment we each take to examine ourselves will form the solid foundation for moving SRJC forward significantly in building a vibrantly diverse workforce.

With the retirement of a large number of our colleagues, we have a unique opportunity to attract, hire and retain this new workforce. I am committed to providing the professional development opportunities, training in cultural competencies, and more that will help release us from our own biases and prejudices.

The Plan's immediate focus is equal employment opportunity in our recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations, as well as the steps the District will take when we find underrepresented monitored groups. It also contains analysis of the

demographic makeup of the District's workforce population, complaint procedures, establishment of an Equal Employment Opportunity Advisory Committee and other relevant information.

I urge you to read this important document, and take it to heart. As we all embrace and celebrate our differences, we will see that we are creating meaningful, positive changes in our wonderful College.

Dr. Frank Chong

Superintendent/President

## Plan Component 2: *Definitions*

This component is not required by Title 5 and will be developed at a later date.

### Plan Component 3: *Policy Statement*

This component is not required by Title 5 and will be developed at a later date.

## Plan Component 4: *Delegation of Responsibility, Authority and Compliance*

[Plan Requirement - Title 5, §§ 53003(c)(1) and 53020]

### **Guidelines**

Section 53003(c)(1) requires that districts include in their Plans the name of the designated employee(s) who has/have been assigned the responsibility and authority for implementing the *Plan* and assuring compliance with Title 5 requirements pursuant to section 53020. Section 53020 states:

- 1) That the governing board is ultimately responsible for a) the proper implementation of the Title 5 equal employment opportunity regulations at all levels of district and college operation, and b) for advancing equal employment opportunity as described in the Plan.
- 2) That the governing board must ensure that an equal employment opportunity officer is designated to oversee the implementation of the equal employment opportunity regulations.
- 3) That the administrative structure described in the Plan ensures prompt and effective implementation of the equal employment opportunity regulations.
- 4) The Plan must designate a single officer to receive complaints filed pursuant to section 53026<sup>1</sup>, to ensure prompt and impartial investigation of such complaints, and to ensure monitoring of selection procedures and applicant pools under sections 53023 and 53024.

### **Delegation of Responsibility, Authority and Compliance**

It is the goal of the Sonoma County Junior College District that all employees promote and support equal employment opportunity because 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.

---

<sup>1</sup> Section 53026 requires districts to develop a process permitting “any person” to file a complaint alleging that the EEO requirements (Title 5, § 53000 et seq.) have been violated. Complaints that also allege discrimination are to be processed according to the discrimination complaint procedures that commence at section 59300 of Title 5. Title 5 does not require, nor does it prohibit, that the officer who receives section 53026 complaints be the officer who receives section 59300 complaints. In our sample language, the same officer receives both *Plan* complaints and discrimination complaints, but that arrangement is not required by the regulations.



## **Board of Trustees**

The Board of Trustees of the Santa Rosa Junior College Community District is ultimately responsible for the implementation of the District's Plan at all levels of District operation, and for ensuring equal employment opportunity as described in the Plan.

## **Superintendent/President**

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures.

## **Equal Employment Opportunity Officer**

The District has designated the Vice President of Human Resources as the person who is responsible for the day-to-day implementation of the Plan. The Vice President of Human Resources is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Vice President of Human Resources is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

## **Equal Employment Opportunity Advisory Committee (EEOAC)**

The District shall establish and maintain an Equal Employment Opportunity Advisory Committee (EEOAC) to act as an advisory body to the Vice President of Human Resources and the District as a whole to promote understanding and support of equal employment opportunity efforts. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in compliance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide recommendations for Plan revisions as appropriate.

### **Agents of the District**

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

### **Good Faith Effort**

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

## Plan Component 5: *Advisory Committee*

This component is not required by Title 5 and will be developed at a later date.

## Plan Component 6: *Complaints*

[*Plan Requirement - Title 5, §§ 53003(c)(2), 53026 and 59300 et seq.*]

### **Guidelines**

Section 53003(c)(2) requires that the *Plan* describe the procedure for filing complaints pursuant to section 53026 and identify the person with whom such complaints are to be filed. This person can be the equal employment opportunity officer. Section 53026 complaints are complaints alleging violation of the equal employment opportunity regulations found in section 53000 et seq. Section 53026 also references 59300 et seq., which are complaints of unlawful discrimination and harassment. On occasion a section 53026 complaint may also include allegations of unlawful discrimination pursuant to section 59300 et seq. Section 53026 requires that any complaint that includes allegations of unlawful discrimination be handled pursuant to the discrimination complaint procedures set forth in sections 59300 et seq.

- 1) *Section 53026 Complaints (Violation of Equal Employment Opportunity Regulations)* requires districts to establish a process permitting any person to file a complaint alleging that the equal employment opportunity regulations (section 53000 et seq.) have been violated.

Neither section 53003(c)(2) nor section 53026 specifies which District representative should receive or investigate section 53026 complaints. However, section 53020(b) indicates that whoever is designated to receive and ensure investigation of section 53026 complaints should be the same person who is designated to ensure that selection procedures and the applicant pools are properly monitored as required by section 53023 and section 53024. The District *Plan* should provide that, in the event a complaint alleges misconduct by the person responsible for receiving such complaints, the complaint will be investigated by another appropriate district official. It is important to note that complaints under section 53026 (EEO violations) are not the same as complaints under section 59300 et seq. (i.e., complaints of unlawful discrimination and harassment).

- 2) *Section 59300 Complaints (Violation of Nondiscrimination Regulations)* Section 53026 provides that equal employment opportunity complaints that also allege prohibited discrimination shall be processed according to the requirements of section 59300 et seq. District *Plans* should reference the

District's discrimination and sexual harassment complaint procedures, designate the officer who receives such complaints, and they may attach a copy of the District's nondiscrimination procedures. Districts should decide whether to attach discrimination complaint information to their *Plan*. The officer who receives section 59300 et seq. complaints need not be the same officer who receives section 53026 complaints. However, if a district chooses to, it can designate one officer to receive both types of complaints.

## Complaints

---

- 1) **Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 Section 53026).** The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated.
  - A. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation to the Vice President of Human Resources or the California Community College Chancellor's office.
  - B. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability: the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.
  - C. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation.
  - D. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation.
  - E. A complainant may not appeal the District's determination pursuant to Title 5 section 53026 to the California Community College Chancellor's Office, but under some circumstances, violations of the equal employment opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the State Chancellor's Office, but the complainant will be required to demonstrate that he/she made

previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the District level using the process provided by Title 5 section 53026.

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action. The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the Superintendent/President. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The Vice President of Human Resources will forward copies of all written complaints to the Chancellor's Office upon receipt. In the event that a complaint filed under Title 5 section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Title 5 section 59300 et seq.

See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at:

<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

- 2) **Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)** The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

## Plan Component 7: *Notification to District Employees*

*[Plan Requirement - Title 5, § 53003(c)(3)]*

### **Guidelines**

Section 53003(c)(3) requires that districts describe their process for notifying all district employees of the provisions of the *Plan*. Title 5 does not specify when notice is to be given or how often.

### Notification to District Employees

---

The Equal Employment Opportunity Officer will provide annual written notice to all District employees.<sup>5</sup>

## Plan Component 8: *Training for Screening/Selection Committees*

*[Plan Requirement - Title 5, § 53003(c)(4)]*

### **Guidelines**

Section 53003(c)(4) requires the Plan to describe the process for ensuring that District employees who are to participate on screening or selection committees receive appropriate training in Title 5 equal employment opportunity requirements found in section 53000 et seq. and state and federal nondiscrimination laws. Title 5 does not indicate how often training of screening or selection committee members should occur. Districts should have training often enough to ensure that each committee member is well versed in the requirements and capable of applying them effectively as a member of a screening/selection committee.

Training is necessary because each individual involved in the screening and selection process, “whether or not an employee of the district, who acts on behalf of the governing board with regard to the recruitment and screening of personnel is an agent of the district and is subject to all of the requirements of this subchapter (section 53020(c)).”

### Training for Screening/Selection Committees

The Vice President of Human Resources, or designee, is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District’s Equal Employment Opportunity Plan.



## Plan Component 9: *Annual Written Notice to Community Organizations*

*[Plan Requirement - Title 5, § 53003(c)(5)]*

### **Guidelines**

Section 53003(c)(5) requires that districts describe in their Plans a process for providing annual written notice to appropriate community-based and professional organizations regarding the Plan and the need for assistance from the community in identifying qualified applicants. District contacts with community-based and professional organizations that may assist in identifying qualified applicants should be broad-based and not limited to organizations that may primarily focus on any particular group. Districts are free to decide who or what department should send out the notice and the mode of written communication (i.e., by letter, e-mail, newsletter, etc.). Whatever mode is chosen, it should be designed to be an effective method of communication and, when feasible, the method of communication preferred by the receiving organization.

### **Annual Written Notice to Community Organizations**

---

The Equal Employment Opportunity Officer will provide annual written notice to community-based and professional organizations. The notice will inform these organizations that they may obtain a copy of the EEO Plan, and shall solicit their assistance in identifying diverse qualified candidates.

The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources.

## Plan Component 10: *Analysis of District Workforce and Applicant Pool*

[Plan Requirement - Title 5, § 53003(c)(6)]

### **Guidelines**

Section 53003(c)(6) requires the *Plan* to provide an analysis of the number of persons from monitored groups for:

- Those who are currently employed in the District's workforce in each of the job categories listed in section 53004(a), and
- Those who have applied for employment in each of the job categories listed in section 53004(a).

The categories listed in section 53004(a) are: 1) Executive/Administrative/Managerial; 2) Faculty and other Instructional Staff; 3) Professional Nonfaculty; 4) Secretarial/ Clerical; 5) Technical and Paraprofessional; 6) Skilled Crafts; and 7) Service and Maintenance.

"Monitored Group," according to section 53001(i), means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a). Section 53004(b) indicates that data about employees and applicants should be collected and reported with respect to gender, ethnic group identification, and disability. Thus, monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

Section 53004(b) requires that Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories. However, in assessing whether additional steps are needed to ensure that monitored groups have not been excluded on an impermissible basis, analysis of the separate Asian subgroups is not necessary.

Section 53004(a) requires each district to annually survey its employees and monitor applicants for employment on an ongoing basis in order to evaluate the implementation of its *Plan* and to provide the data needed for the analysis required by sections 53003, 53006, 53023, and 53024. The results of its annual survey of employees must also be reported annually to the Chancellor' Office.

## Analysis of District Workforce and Applicant Pool

---

The Human Resources Department will annually update the District's workforce composition data and shall monitor applicants for employment to evaluate the District's progress in implementing the EEO Plan, to provide data needed for the reports required by this EEO Plan, and to determine whether any monitored group is underrepresented. Monitored groups include:

- Men;
- Women;
- American Indians or Alaska Natives;
- Asians or Pacific Islanders;
- Blacks/ African-Americans;
- Hispanics/Latinos;
- Caucasians; and
- Persons with disabilities.

Each applicant or employee will be afforded the opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability.

Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from applications that are forwarded to the screening/selection committees and hiring administrator(s). The District will annually report to the Chancellor's Office the results of its annual survey of employees. At least every three years the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial;
- 2) Faculty and other Instructional Staff;
- 3) Professional Non-faculty;
- 4) Secretarial/Clerical;
- 5) Technical and Paraprofessional;
- 6) Skilled Crafts; and
- 7) Service and Maintenance

Appendix A identifies SRJC's current workforce by gender and ethnicity. This is the basis of comparison and analysis of change annually.

## Plan Component 11: *Analysis of Degree of Underrepresentation and Significant Underrepresentation*

*[Plan Requirement - Title 5, § 53003(c)(7)]*

### **Guidelines**

Section 53003(c)(7) requires that the Plan provide an analysis of the degree to which monitored groups (i.e., men, women, the various ethnic groups identified and persons with disabilities) are underrepresented for each job category in comparison to the number of persons from such groups the Chancellor's Office determines to be available and qualified to perform the work.<sup>2</sup> Although Title 5, section 53004(b) requires a detailed breakdown of the Asian/Pacific Islander category for annual reporting purposes, it is not necessary to use this detailed breakdown when determining underrepresentation. This section takes the data from the previous component (Analysis of District Workforce) and analyzes it for levels of underrepresentation by comparing it to the Chancellor's Office availability data (projected representation). Districts must also indicate in their Plans whether the underrepresentation for each monitored group is "significant." Significant underrepresentation, as defined by section 53001(n), exists when the "percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation." Section 53001(k) defines "projected representation" as the "percentage of persons from a monitored group determined by the Chancellor's Office to be available and qualified to perform the work in question."

### **Analysis of Degree of Underrepresentation and Significant Underrepresentation**

---

Per the latest guidance from the State Chancellor's Office, memo from Steve Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 9, 2007, districts are advised that due to lack of demographic availability data, EEO plan components 11-13 and 15 are not required to be completed until such information is available.

---

<sup>2</sup> The Chancellor's Office is responsible for providing availability data (projected representation) for each job category to serve as a baseline. The Chancellor's Office currently has availability data that was created in 2001. Until the availability data is updated, districts may use the 2001 data. The current availability data by job category includes those categories listed in Plan Component 10.

In the absence of availability data from the State Chancellor's Office, the District will continue to research and identify data that are effective points of comparison and progress for our workforce.

## Plan Component 12: *Methods to Address Underrepresentation*

*[Plan Requirement - Title 5, § 53003(c)(8)]*

### **Guidelines**

Section 53003(c)(8) asks districts to include in the Plan methods for addressing any underrepresentation in the workforce identified in Plan Component 11. This component allows for districts to discuss how they will address underrepresentation in general, by looking at the workforce as a whole.

### **Methods to Address Underrepresentation**

---

The District will continue to implement its equal employment opportunity, hiring, recruitment, and promotional policies and procedures in accordance with Equal Employment Opportunity regulations and all applicable federal and state laws.

## Plan Component 13: *Additional Steps to Remedy Significant Underrepresentation*

[Plan Requirement - Title 5, § 53003(c)(9) and 53006]

### **Guidelines**

Section 53003(c)(9) requires that the *Plan* include additional steps consistent with Title 5, section 53006 to remedy any significant underrepresentation<sup>3</sup>. Section 53006(a)(1)-(4) outlines the minimum steps a district must take if a particular monitored group is identified as being significantly underrepresented with respect to one or more job categories. Section 53006(a)(1)-(4) requires districts to do all of the following:

- Review its recruitment procedures and identify and implement any additional measures that might reasonably be expected to attract candidates from the significantly underrepresented group.
- Consider various other means of reducing the underrepresentation that do not involve taking monitored group status into account, and implement any such techniques, which are determined to be feasible and potentially effective.
- Determine whether the group is still significantly underrepresented in the category or categories in question after the previously described measures have been in place for a reasonable period of time<sup>4</sup>. If significant underrepresentation persists, the staffing rate for the significantly underrepresented group in the specified job category or categories **must** be monitored on an ongoing basis until projected representation has been achieved for that group in the category or categories in question.

---

<sup>3</sup> A significantly underrepresented group is defined as any monitored group for which the percentage of persons from that group employed by the district in any job category listed in Title 5, section 53004(a) is below 80 percent of the projected representation for the group in the job category.

<sup>4</sup> A “reasonable period of time” means three years, or such longer period as the Chancellor may approve, upon the request of the Equal Opportunity Advisory Committee and the chief executive officer, where the district has not filled enough positions to appreciably affect its workforce in the job category in question (see section 53006(c)).

Section 53006(b) goes on to state that if a reasonable period of time (i.e., three years) passes and significant underrepresentation persists for a particular group, the District shall:

- Review each locally established “required,” “desired,” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with business necessity through a process meeting the requirements of federal law.

Discontinue the use of any locally established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting the requirements in the previous paragraph only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of the previous paragraph, and be expected to have a less exclusionary effect.

### Additional Steps to Remedy Significant Underrepresentation

In the absence of availability data from the State Chancellor’s Office, the District will continue to research and identify data that are effective points of comparison and progress.

The District will continue to implement its equal opportunity, hiring, recruitment, and promotional policies and procedures in accordance with Equal Employment Opportunity regulations.



## Plan Component 14: *Other Measures Necessary to Further Equal Employment Opportunity*

[*Plan Requirement - Title 5, § 53003(c)(10)*]

### **Guidelines**

Section 53003(c)(10) requires that the *Plan* describe measures that the district undertakes to further equal employment opportunity. This section should describe measures that are voluntary and optional and not specifically mandated by the equal employment opportunity regulations of Title 5, section 53000 et seq.

A diversity program can focus on recruitment, hiring, retention, campus climate, special programs, committees or institutional practices that further a district's equal employment opportunity and diversity objectives.<sup>5</sup>

A diversity program may include sponsoring cultural events and speakers on issues dealing with diversity, infusing diversity into the classroom and curriculum, promoting cultural proficiency, integrating diversity issues into the evaluation of employees, providing learning opportunities and personal growth in the area of diversity, or making the physical environment responsive to the diverse employee and student populations.

A district's diversity program can be part of its equal employment opportunity program; some districts, however, prefer to keep them separate and make a clear delineation between the two. There are good arguments for either choice.

Diversity practices should enhance understanding and sensitivity to our diverse student and employee populations and help create a respectful environment where individuals feel valued, and where effectiveness in teaching and providing services to students is enhanced.

---

<sup>5</sup> Although diversity and equal employment opportunity are interrelated, they are distinct concepts. Equal Employment Opportunity refers to those practices, laws, and procedures designed to prevent unlawful discrimination. For purposes of this *Model Plan*, we define "diversity" as a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.

The critical thing is to ensure that none of the activities a district includes in its diversity plan involve granting preferences to any employee or candidate for employment based on race, gender or other similar characteristics.

## Other Measures Necessary to Further Equal Employment Opportunity

---

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District.

Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to all individuals.

## Plan Component 15: *Persons with Disabilities: Accommodations and Goals for Hiring*

[*Plan Requirement - Title 5, § 53003(d), 53025*]

### **Guidelines**

Section 53025(a) requires that applicants and employees with disabilities receive reasonable accommodations consistent with state and federal law. Reasonable accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers. Such accommodations may be paid for with funds provided pursuant to section 53030 et seq.<sup>6</sup>

Section 53003(d) provides that the *Plan* shall include any goals for hiring persons with disabilities that are required by Title 5, section 53025. Section 53025(b) and (c) contain the requirements regarding goals for employing persons with disabilities.

Section 53025(c) requires, at a minimum, that the measures described in Title 5, section 53006(a)(1)-(2) be implemented when persons with disabilities are found to be significantly underrepresented. These measures must be implemented concurrently with a goal and target date for achieving projected representation for persons with disabilities wherever significant underrepresentation is found to exist.

The goals must be eliminated once projected representation is reached. Since Proposition 209 does not affect disability hiring goals (Proposition 209 is only applicable to treatment based on gender, race, ethnicity, color and national origin), goals and target dates are permitted for hiring of persons with disabilities and are required under Title 5 provisions to address significant underrepresentation of this monitored group. Aggregate labor force availability data must be used for setting these goals until the Chancellor's Office provides

---

<sup>6</sup> Goals must be included in the *Plan* if significant underrepresentation of persons with disabilities exists. However, it does not appear that the reasonable accommodation provisions of section 53025(a) must be detailed in the *Plan*; these provisions do not specifically deal with goals. However, since reasonable accommodations for applicants and employees can have a direct impact on a district's ability to reach its goals in this area, it is suggested that districts address these issues in their *Plans*.

data regarding the availability of persons with disabilities by job category. When availability information is available by job category, it will be forwarded to all districts.

Districts may take additional steps that take disability into account to achieve projected representation. These measures must also be discontinued when projected representation is achieved (Section 53025(c)).

## Persons with Disabilities: Accommodations and Goals for Hiring

---

- 1) **Reasonable Accommodations.** Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers. The Vice President of Human Resources, or designee is responsible for handling requests for accommodations from current employees. The Office of Human Resources is responsible for handling requests from applicants seeking such accommodations during the application process.
- 2) **Procedures When Underrepresentation Is Determined.** When persons with disabilities are found to be significantly underrepresented, measures required under Plan Component 13 will be implemented concurrently with the goals set forth below.
- 3) **Goals for Persons with Disabilities.** Currently the projected representation for persons with disabilities is required only by the total district workforce and not by job categories.

## Plan Component 16: Graduate Assumption Program

[Plan Requirement - Education Code §§ 87106, 69618 et seq.]

### Guidelines

Education Code, section 87106 provides that the *Model Equal Employment Opportunity Plan* shall encourage “districts to take steps reasonably calculated to inform their students about the opportunity to participate in the Graduate Assumption Program of Loans for Education (GAPLE)” authorized by Education Code, section 69618 et seq. The GAPLE program is designed to encourage persons to complete their graduate education and serve as faculty at an accredited California college or university. This component of the *Plan* would ordinarily describe efforts that are “reasonably calculated to inform their students” about the opportunity to participate in GAPLE. The GAPLE program is administered by the California Student Aid Commission and is subject to funding priorities. Unfortunately, this program has not been funded in recent years. Accordingly, although districts should include information about the program in their *Plans* because funding may be available in future years, we do not want to suggest that students can currently participate or to mislead students about this program. We believe districts should focus on various ways to encourage students to complete their graduate education so that they are eligible for community college faculty and administrative employment.

### Graduate Assumption Program

---

The District will encourage community college students to become qualified as, and seek employment as, community college employees.

## Conclusion

Beginning in the Spring 2015 semester, the EEOAC will review and discuss recommended strategies to complete those components that need to be more specific as to how SRJC will implement the required Title 5 regulations. As these strategies are developed, they will be shared with the appropriate shared governance groups to ensure that the District's EEO Plan continues to promote a qualified and diverse workforce.



**BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES REVISIONS TO TITLE 5 REGULATIONS: EQUAL EMPLOYMENT OPPORTUNITY**

1. Section 51010 of subchapter 1 of chapter 2 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 51010. Equal Employment Opportunity.**

The Board of Trustees of a community college district shall:

- (a) adopt a district policy which describes its equal employment opportunity program and meets the requirements of section 53002;
- (b) develop and adopt a district equal employment opportunity plan which meets the requirements of section 53003;
- (c) ensure that its employment patterns are annually surveyed annually review the composition of the employee workforce in the manner required by section 53004;
- (d) ensure that a program of recruitment is carried out as required by section 53021;
- (e) ensure that screening and selection procedures are developed and used in accordance with section 53024;
- (f) ensure that, where necessary, additional steps are taken consistent with the requirements of section 53006;
- (g) ensure that the pattern of hiring and retention, when viewed over time, is consistent with the objectives established in the district's equal employment opportunity plan; and
- (h) substantially comply with the other provisions of subchapter 1 (commencing with section 53000) of chapter 4. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

2. Section 53000 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53000. Scope and Intent.**

- (a) This subchapter implements and should be read in conjunction with



Government Code sections 11135-11139.5, Education Code sections 66010.2, 66030, and Chapter 4.5 of Part 40 of Title 3, commencing with section 66250; Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101). Nothing in this subchapter shall be construed to conflict with or be inconsistent with the provisions of article 1, section 31 of the California Constitution or to authorize conduct that is in conflict with or is inconsistent with such provisions.

- (b) The regulations in this subchapter require steps to promote faculty and staff equal employment opportunity which are in addition to and consistent with the nondiscrimination requirements of state or federal law. Therefore, compliance with these regulations or approval of the district's equal employment opportunity plan pursuant to section 53003 does not imply and should not be construed to mean that a district has necessarily complied with its obligations under any other applicable laws or regulations. The Chancellor shall assist districts in identifying other applicable state or federal laws which may affect district equal employment opportunity or nondiscrimination policies.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; Sections 11135-11139.5, Government Code; Title 20, United States Code, Section 1681; Title 29, United States Code, Section 794; and Title 42, United States Code, Sections 2000d, 6101 and 12100, et seq.

- 3. Section 53001 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53001. Definitions.**

As used in this subchapter:

- (a) Adverse Impact. "Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given

selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

- (b) Business Necessity. "Business necessity" means circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than does mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- (b) Diversity. "Diversity" means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio- economic backgrounds.
- (c) Equal Employment Opportunity. "Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Ensuring Equal employment opportunity also involves:
  - (1) identifying and eliminating barriers to employment that are not job related; and
  - (2) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940. by this subchapter.
- (d) Equal Employment Opportunity Plan. An "equal employment opportunity plan" is a written document in which a district's work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- (e) Equal Employment Opportunity Programs. "Equal employment opportunity programs" means all the various methods by which equal

employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

- (f) (1) Ethnic Minorities. "Ethnic minorities" means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.  
(2) Ethnic Group Identification. "Ethnic group identification" means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- (g) Goals for Persons with Disabilities. "Goals for persons with disabilities" means a statement that the district will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the work force and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- (h)(g) In-house or Promotional Only Hiring. "In-house or promotional only" hiring means that only existing district employees are allowed to apply for a position.
- (i)(h) Monitored Group. "Monitored group" means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- (j)(i) Person with a Disability. "Person with a disability" means any person who:
  - (1) has a physical or mental impairment as defined in Government Code section 12926 which limits one or more of such person's major life activities;
  - (2) has a record of such an impairment; or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- (k) Projected Representation. "Projected representation" means the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.
- (l)(j) Reasonable Accommodation. "Reasonable accommodation" means the

efforts made on the part of the district to remove artificial or real barriers which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025. in compliance with Government Code section 12926.

- (m)(k) Screening or Selection Procedure. "Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- (n)(l) Significantly Underrepresented Group. "Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- (o) Target Date. "Target date" means a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- (p) Timetable. "Timetable" means a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; Sections 11135-11139.5, 11092 and 12926, Government Code; title 29 C.F.R. Code of Federal Regulations sections 1602.48 (1981); and 29 C.F.R. 1607; title 29 U.S.C. United States Code section 793; title 41 C.F.R. Code of Federal Regulations section 60-741.2 (1980).

- 4. Section 53002 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53002. Policy Statement.**

The Board of Trustees of each community college district shall adopt a policy statement setting forth the district's commitment to an equal employment opportunity program. This statement may also incorporate the nondiscrimination policy statement required pursuant to subchapter 5

(commencing with section 59300) of chapter 10 of this departments, and other similar nondiscrimination or equal employment opportunity statements which may be required under other provisions of state and federal law.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.1, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

5. Section 53003 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53003. District Plan.**

- (a) The Board of Trustees of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions shall be submitted to the Chancellor's Office. The Chancellor's Office retains the authority to review district plans on a case-by-case basis for review and approval.
- (b) Each district shall review its EEO Plan. Such plans shall be reviewed at least once every three years and, if necessary, revised as determined necessary. Any revised EEO Plan shall be submitted to the Chancellor's Office, which retains the authority to review such revisions on a case-by-case basis and submitted to the Chancellor's Office for approval. Each community college district shall notify the Chancellor at least 30 days prior to adopting any other amendments to its plan.
- (c) In particular, the plan shall include all of the following:
  - (1) the designation of the district employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this subchapter pursuant to section 53020;
  - (2) the procedure for filing complaints pursuant to section 53026 and the person with whom such complaints are to be filed;
  - (3) a process for notifying all district employees of the provisions of the plan and the policy statement required under section 53002;
  - (4) a process for ensuring that district employees who are to participate on screening or selection committees shall receive appropriate training, prior to their participation. Training shall include, but need not be limited to:

- (A) on the requirements of this subchapter and of state and federal nondiscrimination laws;
  - (B) the educational benefits of workforce diversity;
  - (C) the elimination of bias in hiring decisions; and
  - (D) best practices in serving on a selection or screening committee;
  - (5) a process for providing annual written notice to appropriate community-based and professional organizations concerning the district's plan and the need for assistance from the community and such organizations in identifying qualified applicants. "Written" notice may include mailings and electronic communications;
  - (6) a process for gathering information and periodic, longitudinal an analysis of the district's employees and applicants, broken down by number of persons from monitored groups status, who are employed in the district's work force and those who have applied for employment in each of the job categories listed in section 53004(a) to determine whether additional measures are required pursuant to section 53006 and to implement and evaluate the effectiveness of those measures. Each district, based on its size, demographics and other unique factors shall determine the appropriate time frame for periodic review, and reflect this in its EEO Plan;
  - (7) to the extent data regarding potential job applicants is provided by the State Chancellor, an analysis of the degree to which monitored groups are underrepresented in comparison to their representation in the field or job category in numbers of persons from such groups whom the Chancellor determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant;
  - (8) methods for addressing any underrepresentation identified pursuant to subparagraph (7) of this sub- departments; and
  - (9) additional steps consistent with section 53006 to remedy any significant underrepresentation identified in the plan; and
  - (10) (9) a process for developing and implementing strategies, any other measures as described in section 53024.1, necessary to further equal employment opportunity throughout the district. Demonstrate on-going, institutional commitment to diversity and equal employment opportunity, as defined in sections 53001(c) and (e).
- (d) The plan shall include any goals for hiring persons with disabilities that are required by section 53025.

- (e)(d) The plans submitted to the Chancellor shall be public records.
- (f)(e) Each community college district shall make a continuous good faith effort to comply with the requirements of the plan required under this section.
- (g) In developing the availability data called for in subsection (c)(7), the Chancellor shall work through the established Consultation Process. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

6. Section 53004 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53004. District Evaluation and Report to Chancellor.**

- (a) Each district shall annually collect survey its employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the implementation of its equal employment opportunity plan and to provide data needed for the analyses required by sections 53003, 53006, 53023, and 53024. Each district shall annually report to the Chancellor, in a manner prescribed by the Chancellor, this data for the results of its annual survey of employees at each college in the district. Each employee shall be reported so that he or she may be identified as belonging to one of the following seven job categories:
  - (1) executive/administrative/managerial;
  - (2) faculty and other instructional staff;
  - (3) professional nonfaculty;
  - (4) secretarial/clerical;
  - (5) technical and paraprofessional;
  - (6) skilled crafts; and
  - (7) service and maintenance.
- (b) For purposes of the data collection survey and report required pursuant to sub-departments subsection (a) of this section, each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate multiple ethnic groups with which he or she identifies, but shall be counted in only one ethnic group for reporting purposes. Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories. However, in determining whether additional steps are necessary to ensure that monitored groups have not been excluded on an impermissible basis,

analysis of the separate subgroups is not necessary.

Note: Authority cited: Sections 66271.1, 66700, 70901 and, 87105, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 8310.5 and 11135-11139.5, Government Code.

7. Section 53005 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53005. Advisory Committee.**

Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 53003. This advisory committee shall include a diverse membership whenever possible.

This advisory committee shall receive training in all of the following:

- (a) the requirements of this subchapter and of state and federal nondiscrimination laws;
- (b) identification and elimination of bias in hiring;
- (c) the educational benefits of workforce diversity; and
- (d) the role of the advisory committee in carrying out the District's EEO plan.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

8. Section 53006 of article 1 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53006. Additional Steps Measures to Support Diversity and Ensure Equal Employment Opportunity.**

(a) If a district determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the district shall take additional steps consistent with this section. At a minimum, the district shall:

- (a) Districts shall review the information gathered pursuant to section 53003, sub-departments(c)(6) to determine if significant underrepresentation of a monitored group may be the result of non job-related factors in the employment process. For the purposes of this sub-departments, the phases of the employment process include but are not limited to recruitment, hiring,



retention and promotion. The information to be reviewed shall include, but need not be limited to:

(1) longitudinal analysis of data regarding job applicants, gathered pursuant to section 53003(c)(6), to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool;

(2) analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group; and

(3) analysis pursuant to section 53003(c)(7) to determine whether the group is significantly underrepresented.

(b) Where the review described in sub-departments (a) identifies that significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process, districts shall implement additional measures designed to address the specific area of concern. These additional measures shall include the following:

(1) review its recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;

(2) consider various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account, and implement any such techniques which are determined to be feasible and potentially effective;

(3) determine whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place a reasonable period of time; and

(4) if significant underrepresentation persists, the staffing rate for the significantly underrepresented group in the specified job category or categories shall be monitored on an ongoing basis until the projected representation has been achieved for that group in the category or categories in question.

(b) If a reasonable period of time passes and significant underrepresentation persists for a particular group in the job category in question, the district shall:

(1)(4) review each locally established "required," "desired" or "preferred" qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with: business necessity through a process meeting the

(A) any requirements of federal law; and or is among those  
(B) qualifications which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students; or

(2)(5) discontinue the use of any locally established qualification that has not been found to satisfy the requirements set forth in paragraph (1)(4) of this sub-departments; and

(3)(6) continue using qualification standards meeting the requirements of paragraph (1) (4) of this sub-departments only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (1) (4) and be expected to have a less exclusionary effect; and

(7) consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.

(c) For purposes of this section, "a reasonable period of time" means three years, or such longer period as the Chancellor may approve, upon the request of the equal employment opportunity advisory committee and the President/Superintendent, where the district has not filled enough positions to appreciably affect its work force in the job category in question.

(d) Nothing in this subchapter shall be construed to prohibit a district from taking any other steps it concludes are necessary to ensure equal employment opportunity, provided that such actions are consistent with the requirements of federal and state constitutional and statutory nondiscrimination law.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

9. Section 53020 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53020. Responsibility; Delegation of Authority; Complaints.**

(a) The Board of Trustees of each community college district is ultimately responsible for proper implementation of this subchapter at all levels of district and college operation and for making measurable progress toward equal employment opportunity by the methods described in the district's equal employment opportunity plan. In carrying out this

responsibility, the Board of Trustees, upon the recommendation of the President/Superintendent, shall ensure that an equal employment opportunity officer is designated to oversee the day-to-day implementation of the requirements set forth in this subchapter.

- (b) The administrative structure created by any delegation of authority to the equal employment opportunity officer or others shall be described in the district's equal employment opportunity plan submitted pursuant to section 53003 and shall be designed in such a manner so as to ensure prompt and effective implementation of the requirements of this subchapter. The plan shall also designate a single officer, who may be the equal employment opportunity officer, who shall be given authority and responsibility for receiving complaints filed pursuant to section 53026, for ensuring that such complaints are promptly and impartially investigated, and ensuring that selection procedures and the applicant pool are properly monitored as required by sections 53023 and 53024.
- (c) Any organization or individual, whether or not an employee of the district, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel is an agent of the district and is subject to all of the requirements of this subchapter. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

10. Section 53021 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53021. Recruitment.**

(a) Except as otherwise provided in this section, community college districts shall actively recruit from both within and outside the district work force to attract qualified applicants for all new openings vacancies. This shall include outreach designed to ensure that all persons, including persons from monitored groups, are provided the opportunity to seek employment with the district. The requirement of open recruitment shall apply to all new full-time and part-time openings vacancies in all job categories and classifications, including, but not limited to, faculty, classified employees, categorically funded positions, the President/Superintendent, and all other executive/administrative/managerial positions. Recruitment for full-time faculty and educational administrator positions shall be at least statewide

and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry. Recruitment for part-time faculty positions may be conducted separately for each new opening vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

(b)(1) "In-house or promotional only" recruitment shall not be used to fill any new opening vacancy for any position described in sub-departments (a) except when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or series of interim appointments exceeds one two years in duration. The Chancellor may approve an extension of up to one additional year if the district demonstrates "business necessity" as defined in section 53001(b).

(2) If a district believes justification exists for use of the exception listed in subsection (b)(1), it shall so notify the Equal Employment Opportunity Advisory Committee established pursuant to section 53005 and the Chancellor at least ten (10) working days prior to offering the position to a candidate.

(3)(2) Where in-house or promotional only recruitment is permitted utilized to fill a position on an interim basis pursuant to sub-departments (b)(1), the district shall comply with its established hiring procedures and all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified.

(4)(3) The job announcement for the interim position shall comply with section 53022 and the selection process shall be consistent with the requirements of this subchapter.

(c) For purposes of this section, a vacancy new opening is not created, and the requirements of sub-departments (a) and (b) do not apply, when:

(1) there is a reorganization that does not result in a net increase in the number of employees;

(2) one or more lateral transfers are made and there is no net increase in the number of employees;

(3) a position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual;

(4) the faculty in a departments or department elect one faculty member to serve as a chairperson for a prescribed limited term;

(5) the position is filled by a temporary, short-term, or substitute employee appointed pursuant to Education Code sections 87422, 87480, 87482.5(b), 88003, 88106 or 88109;

(6) a part-time faculty member is assigned to teach the same or fewer hours he or she has previously taught in the same discipline without a substantial break in service. For purposes of this section, "a substantial break in service" means more than one calendar year or such different period as may be defined by a collective bargaining agreement; or

(7) an individual not currently employed by the district, who is specially trained, experienced, and competent to serve as an administrator, and who satisfies the minimum qualifications applicable to the position, is engaged to serve as an administrator through a professional services contract. No appointment or series of appointments pursuant to this provision may exceed a period of one two years. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

11. Section 53021.5 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is repealed:

**§ 53021.5. Waiver of Limitation on Term of Administrative Contracts.**

The Chancellor may waive the one year limit on the length of an appointment or series of appointments to an administrative position accomplished by means of a professional services contract pursuant to sub-departments (c)(7) of section 53021 with respect to appointments made by the Lassen Community College District if the Chancellor determines that all of the following requirements are satisfied:

- (a) the district is on probationary status with the Accrediting Commission for Community and Junior Colleges (ACCJC);
- (b) the Chancellor has appointed a special trustee to manage the district pursuant to section 58312;
- (c) the district requests a waiver of the limitation on the length of an appointment or series of appointments to an administrative position imposed by sub-departments (c)(7) of section 53021 and demonstrates that the delay and disruption associated with full and open recruitment for the administrative position may jeopardize the fiscal stability of the district or its ability to satisfy conditions for removal from probation which have

- been established by ACCJC;
- (d) the special trustee assigned to the district recommends granting the waiver;
  - (e) the total length of the appointment or series of appointments to the administrative position will not exceed three years; and
  - (f) all other requirements of this subchapter are satisfied with respect to the appointment. Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

12. Section 53022 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53022. Job Announcements and Qualifications.**

Job announcements shall state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For faculty and administrative positions, job requirements shall include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. Job specifications, including any "required," "desired" or "preferred" qualifications beyond the state minimum qualifications (set forth in subchapter 4, commencing with section 53400 of this chapter) which the district wishes to utilize, shall be reviewed before the position is announced, to ensure conformity with the requirements of this subchapter and state and federal nondiscrimination laws.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923 973, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

13. Section 53023 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53023. Applicant Pool Review.**

- (a) The application for employment shall afford each applicant an opportunity to voluntarily provide for self-identification of the applicant's identify his or her gender, ethnic group identification and, if applicable, his or her disability. This information shall be kept confidential and shall be used only in research, validation, monitoring, evaluating the effectiveness of the district's equal employment opportunity program, or

any other purpose specifically authorized in this subchapter, or by any applicable statute or regulation.

- (b) After the application deadline has passed, the composition of the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee. Analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application deadline shall be extended and additional recruitment shall be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide a full and fair opportunity for participation to a wide diversity of potential applicants. When recruitment efforts have offered an opportunity for participation to a wide diversity of potential applicants or further recruitment efforts would be futile, applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement.

All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

- (c) Before the selection process continues, the composition of the qualified applicant pool shall be analyzed reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a) to ensure that no monitored group is adversely impacted pursuant to section 53001(a). If adverse impact is found to exist, the President/Superintendent or his or her designee shall take effective steps to address the adverse impact before the selection process continues. Such steps may include, but are not limited to:

- (1) extending the deadline and undertaking inclusive outreach efforts to ensure that members of the adversely impacted group have equal opportunity to seek employment with the district;
- (2) including all applicants who were screened out on the basis of any locally established qualifications beyond state minimum qualifications which have not been specifically demonstrated to be job-related and consistent with business necessity through a process meeting the

requirements of federal law or which are not among those which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.

- (d) If adverse impact persists after taking steps required under sub-departments (c), the selection process may proceed only if:
  - (1) the job announcement does not require qualifications beyond the statewide minimum qualifications; or
  - (2) locally established qualifications beyond state minimum qualifications, if any, are demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law and suitable alternative selection procedures to reduce the adverse impact were unavailable; or
  - (3) the particular qualification beyond statewide minimum qualifications which are used in the job announcement are among those which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.
- (e) The district may not advertise or utilize in future hiring processes for the same position or a substantially similar position any locally established qualifications beyond state minimum qualifications that the district was unable to verify under subsection (b)(2) unless such qualifications are so verified in advance of commencing any such future hiring process. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

14. Section 53024 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53024. Screening or and Selection Procedures.**

- (a) All screening or and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:
  - (1) provided to the Chancellor upon request;
  - (2) designed to ensure that for faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. “Meaningful consideration” means that candidates shall be required to



demonstrate sensitivity to diversity in ways relevant to the specific position;

- (3) based solely on job-related criteria; and
  - (4) designed to avoid an adverse impact, as defined in section 53001(a), and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.
- (b) If monitoring pursuant to subsection (a)(4) reveals that any selection technique or procedure has adversely impacted any such group, the President/Superintendent or his/her designee shall suspend the selection process and timely and effective steps shall be taken to remedy the problem before the selection process resumes. The equal employment opportunity officer, or other official charged with responsibility for monitoring selection procedures, may assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed. If adverse impact results from locally established qualifications beyond state minimum qualifications that have not been verified as described in section 53023(c)(2) or replaced with suitable alternatives having a lesser adverse impact, the use of such qualifications shall be immediately discontinued and any applicant eliminated on the basis of that qualification shall be continued in the hiring process. Where necessary, the position may be re-opened at any time and a new selection process initiated in a way designed to avoid adverse impact.
- (c)(b) A district may not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry or sexual orientation, or engage in any other practice which would result in discriminatory or preferential treatment prohibited by state or federal law. Nor may a district apply the district's equal employment opportunity plan in a rigid manner which has the purpose or effect of so discriminating.
- (d)(c) Seniority or length of service may be taken into consideration only to the extent it is job related, is not the sole criterion, and is included in the job announcement consistent with the requirements of section 53022.
- (e)(d) Selection testing for employees shall follow procedures as outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

(f)(e) Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.

(g)(f) Notwithstanding any other provision of this departments, the Board of Trustees or its designee shall have the authority to make all final hiring decisions based upon careful review of the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and to order further review by the screening committee or to reopen the position where necessary to further achievement of the objectives of the equal employment opportunity plan or to ensure equal employment opportunity. However, a consistent pattern of not hiring qualified candidates from a monitored group who are recommended by screening committees may give rise to an inference that the selections are not consistent with the objectives of equal employment opportunity that are required by this subchapter.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

15. Section 53024.1 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is added to read:

**§ 53024.1. Developing and Maintaining Institutional Commitment to Diversity.**

Establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort. Districts shall locally develop, and implement on a continuing basis, indicators of institutional commitment to diversity. Such indicators may include, but are not limited to the examples listed in this section. Appropriate steps will depend on the unique circumstances of each institution, and not every example listed in this section is appropriate for every institution. Nothing in this list is mandatory, unless a district is directed to adopt specific measures by the Chancellor pursuant to section 53024.2(b)(2).

- (a) The district conducts surveys of campus climate on a regular basis, and implements concrete measures that utilize the information drawn from the surveys.
- (b) The district conducts exit interviews with employees who voluntary leave the district, maintains a data base of exit interviews, analyzes the data for

patterns impacting particular monitored groups, and implements concrete measures that utilize this information.

- (c) The district provides training on elimination of bias in hiring and employment.
- (d) The district provides cultural awareness training to members of the campus community.
- (e) The district maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.
- (f) The district has audited and/or maintains updated job descriptions and/or job announcements.
- (g) The district's board of trustees receives training on the elimination of bias in hiring and employment at least once every election cycle.
- (h) The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this departments, and takes appropriate corrective action in all instances where a violation is found.
- (i) The district timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB1825]), and includes all forms of harassment and discrimination in the training.
- (j) The district's publications and website convey its diversity and commitment to equal employment opportunity.
- (k) The district's mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.
- (l) The district's hiring procedures require applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.
- (m) District staff members serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement.
- (n) The district maintains updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline.
- (o) The district addresses issues of inclusion/exclusion in a transparent and collaborative fashion.

- (p) The district attempts to gather information from applicants who decline job offers to find out why, records this information, and utilizes it.
- (q) The district conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and sections 11138 and 12950.1, Government Code. Reference: Statutes 1988, chapter 923, section 4; sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and sections 11135-11139.5, Government Code.

16. Section 53024.2 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is added to read:

**§ 53024.2. Accountability and Corrective Action.**

- (a) Districts shall certify annually to the State Chancellor that they have timely complied with all of the following:
  - (1) recorded, reviewed and reported the data required regarding qualified applicant pools;
  - (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
  - (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this departments.
- (b) Upon review of a district's certification, data reports, or any complaint filed under this subchapter, the State Chancellor may review a district's EEO Plan and Strategies Component pursuant to section 53024.1 for the required indicia of institutionalized and on-going efforts to support diversity and/or a district's compliance with section 53006. Where the State Chancellor finds that a district's efforts have been insufficient, he/she will inform the district of his/her specific area(s) of concern, and direct the district to submit a revised EEO Plan within 120 days. Upon review of the revised EEO plan, the State Chancellor will either:
  - (1) determine the revisions are sufficient, and provide a deadline by which the district must provide proof that the new measures have been implemented; or
  - (2) if the Chancellor finds that the revised plan is still lacking, he/she will direct the district to implement specific measures from those listed in section 53024.1, and provide a timeline for doing so. Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and section 11138,

Government Code. Reference: Statutes 1988, chapter 923, section 4; sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and sections 11135-11139.5, Government Code.

17. Section 53025 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53025. Persons with Disabilities.**

- (a) Districts shall ensure that applicants and employees with disabilities receive reasonable accommodations consistent with the requirements of Government Code sections 11135 et seq. and 12940(m), section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aids such as readers, interpreters, and notetakers. Such accommodations may be paid for with funds provided pursuant to article 3 (commencing with section 53030) of this subchapter.
- (b) If a district established a goal for persons with disabilities prior to the effective date of this subsection and if significant underrepresentation still exists, it shall update that goal, set a new target date for achieving projected representation in the category or categories in question, and concurrently comply with subsections (a)(1), (a)(2) and (b) of section 53006 with respect to persons with disabilities.
- (c) Where persons with disabilities are found to be significantly underrepresented, measures required under subsections (a)(1) and (a)(2) of section 53006 shall be implemented concurrently with setting a goal with a target date for achieving projected representation for persons with a disability in each job category where the underrepresentation was found to exist. Goals shall remain in effect only until projected representation has been achieved for that group in the category or categories in question. Until the Chancellor's Office provides data regarding the availability of persons with disabilities by job category, an aggregate labor force availability rate shall be utilized for setting goals for hiring persons with disabilities with respect to the total district work force. The district may also concurrently take other additional steps which take disability into account, so long as such measures are discontinued when projected representation is achieved for persons with disabilities in the category or categories in question.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code; title 29 U.S.C. United States Code section 794, and title 42 U.S.C. United States Code Sections 12101, et seq.

18. Section 53026 of article 2 of subchapter 1 of chapter 4 of departments 6 of title 5 of the California Code of Regulations is amended to read:

**§ 53026. Complaints.**

Each community college district shall establish a process permitting any person to file a complaint alleging that the requirements of this subchapter have been violated. A copy of the complaint shall immediately be forwarded to the Chancellor who may require that the district provide a written investigative report within ninety (90) days. Complaints which also allege discrimination prohibited by Government Code sections 11135 et seq. shall be processed according to the procedures set forth in subchapter 5 (commencing with section 59300) of chapter 10 of this departments.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.