

ADMINISTRATIVE REGULATION 3420

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

EQUAL EMPLOYMENT OPPORTUNITY

Board Policy 3420 reflects the District's commitment to ensure equal opportunity and promote the value of having a diverse workforce. Diversity in the academic environment fosters cultural, social, and civic awareness as well as mutual understanding and respect. The District's policies, regulations, and practices are fully described in the Equal Employment Opportunity (EEO) Plan, a District-wide, written plan that implements the District's EEO Program. The EEO Plan includes the definitions contained in Title 5 Section 53001 and complies with all legal requirements as listed in Title 5.

The EEO Plan and subsequent revisions shall be submitted for adoption by the Board of Trustees and to the State Chancellor's Office for review and approval as required. The Vice Chancellor of Human Resources shall have the responsibility and authority for completing, updating, and implementing the EEO Plan and ensuring compliance with all state and local requirements related to the EEO Plan.

The Vice Chancellor of Human Resources shall ensure that:

1. All District employees are notified of the provisions of the EEO Plan;
2. District employees who are to participate on screening or selection committees receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity; the elimination of bias in hiring decisions; and best practices in serving on a screening or selection committee. The training is conducted by a qualified member of the District Human Resources staff;
3. Any unlawful discrimination that is detected in the District's hiring practices is brought to the attention of the Vice Chancellor of Human Resources;
4. Complaints are filed with District Human Resources in accordance with the procedures specified in the EEO Plan and Board Policy and Administrative Regulation 3430 – *Unlawful Harassment and Discrimination Prevention and Complaints*;
5. The EEO Plan is a public record;
6. Employee and applicant demographic data is collected and evaluated annually to monitor EEO Plan progress;
7. An Equal Employment Opportunity Advisory Committee exists as required by Title 5; and
8. The District makes a continuous good faith effort to comply with the requirements of the EEO Plan.

References:

Education Code Sections 87100, et seq.;

California Code of Regulations, Title 5, Sections 53000 et seq.;

ACCJC Accreditation Standard III.A.12