

## **AP 3420 Equal Employment Opportunity**

References:

***Education Code Sections 87100 et seq.;***  
***Title 5 Sections 53000 et seq. and Sections 59300 et seq.***

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The EEO plan should be a District-wide, written plan that implements the District's EEO Program, includes the definitions contained in Title 5 Section 53001. The District's EEO Plan is attached herein.

**Last Review Date: 10/13/2015**



Santa Clarita  
Community College District  
Equal Employment Opportunity Plan

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**I. Introduction**

The Santa Clarita Community College District Equal Employment Opportunity Plan (*Plan*) was first adopted by the District Board of Trustees on November 28, 2010, and revised on October 13, 2015. The *Plan* reflects the district's commitment to equal employment opportunity. It is the district's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is to ensure equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq. and 59300 et. seq.).

The *Plan* also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; the identification of methods to support equal employment opportunity, continuation of our efforts to create and sustain an environment which is welcoming to all; and the development of procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the district will continue our efforts to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.



Dr. Dianne G. Van Hook  
Chancellor, Santa Clarita Community College District

## II. District Plan Requirements

**The following section outlines the Equal Employment Opportunity plan requirements per Title V section 53003.**

- (a) The governing board 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 shall be submitted to the State Chancellor's Office. The State Chancellor's Office retains the authority to review district plans on a case-by-case basis.
- (b) Each district shall review its EEO Plan at least once every three years and revise as determined necessary. Any revised EEO Plan shall be submitted to the State Chancellor's Office, which retains the authority to review such revisions on a case-by-case basis.
- (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 receive training, prior to their participation. Training shall include, but need not be limited to:
    - (A) 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 analysis of the district's employees and applicants, broken down by number of persons from monitored group status, 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 State 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 paragraph (7) of this subdivision; and
- (9) a process for developing and implementing strategies, as described in section 53024.1, necessary to demonstrate on-going, institutional commitment to diversity and equal employment opportunity, as defined in sections 53001(c) and (e).
- (10) The plans submitted to the State Chancellor shall be public records.
- (11) Each community college district shall make a continuous good faith effort to comply with the requirements of the plan required under this section.

### **III. District Evaluation and Report to the State Chancellor**

Per Title V Section 53004, each district shall annually collect 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 State Chancellor, in a manner prescribed by the State Chancellor, this data for 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.

For purposes of the data collection and report required pursuant to 53304(a), 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.

The District's optional confidential applicant data collection sheet is included as Appendix A of the Plan.

The District's annual employee data collection sheet is included as Appendix B of the Plan.

#### IV. Definitions

- a. *Adverse Impact*: means a statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that 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. 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.
- c.
- d. *Diversity*: means a condition of broad inclusion in an employment environment that promotes equal employment opportunity and respect 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.
- e. *Equal Employment Opportunity (EEO)*: 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 in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non faculty, 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
  - 1. (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.
- f. *Equal Employment Opportunity Officer*: means the designated person in charge of administering the District's EEO plan as well as investigating EEO complaints.
- g. *Equal Employment Opportunity Plan*: means a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- h. *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 California Code of Regulations, Title 5 section 53006.
- i. *Ethnic Group Identification*: means an individual's identification in one or more of the ethnic groups reported to the State Chancellor pursuant to California Code of Regulations, Title 5 section 53004. These groups shall be more specifically defined by the State Chancellor consistent with state and federal law.
- j. *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.

- k. *Monitored Group*: means those groups identified by the State Chancellor's Office for which monitoring and reporting is required pursuant to California Code of Regulations, Title 5 section 53004(a). Current monitored groups include:
  - 1. American Indian/Alaskan Native
  - 2. Asian
  - 3. Black/African-American
  - 4. Caucasian
  - 5. Hispanic
  - 6. Native Hawaiian/Other Pacific Islander
- l. *Person with a Disability*: means any person who (1) has a physical or mental impairment as defined in California 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.
- m. *Reasonable Accommodation*: means the efforts made on the part of the District in compliance with Government Code section 12926.
- n. *Screening or Selection Procedures*: means any measure, combination of measures, or procedures 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; physical, educational, and work experience requirements; interviews; and review of application forms.
- o. *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.

## V. Policy Statement

The Santa Clarita Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, **race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, marital status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.**<sup>1</sup> The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

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<sup>1</sup>Individuals in the protected categories bolded above, and those perceived as having or associated with persons or groups having one or more of these characteristics, are covered by the nondiscrimination regulations adopted by the Board of Governors (Title 5, sections 59300 et seq.). Individual districts may broaden the scope of protected categories, and in some cases may be required to do so by other law or local ordinance. Although districts may broaden who is protected under their nondiscrimination statement, these additional groups will not be entitled to the safeguards under the Title 5 regulations in regards to appeal and/or review by the State Chancellor's Office.

## VI. Delegation of Responsibility, Authority and Compliance

It is the goal of the Santa Clarita Community 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.

*a. Governing Board*

The governing board is ultimately responsible for proper implementation of the District's *Plan* at all levels of district and college operation, and for ensuring equal employment opportunity as described in the *Plan*.

*b. Chief Executive Officer*

The governing board delegates to the chief executive officer the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The chief executive officer shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges.

*c. Equal Employment Opportunity Officer*

The District has designated the Assistant Superintendent/Vice President, Human Resources as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the Equal Employment Opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Equal Employment Opportunity Officer is responsible 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.

### *Equal Employment Opportunity Advisory Committee*

The District has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District. The Equal Employment Opportunity Advisory Committee assists in the development and implementation of the *Plan* in conformance with state and federal regulations and guidelines and provides suggestions for *Plan* revisions as appropriate.

*e. Agents of the District*

Any organization or individual, 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 the requirements of this *Plan* and will be given a copy of it.

*f. Good Faith Effort*

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

## VII. Advisory Committee

The District has established an Equal Employment Opportunity Advisory Committee (EEOAC) to assist the District in developing, revising, and implementing its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may serve as a pilot group for the newly revised hiring committee training, sponsor events and/or additional training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity.

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.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. The committee will be composed of four faculty members, one to two adjunct faculty members, four classified members, four administrators, and one to two students, if available. Ex officio members shall include the human resources director, the Equal Employment Opportunity Officer, the Title IX Officer, and the ADA coordinator.

The Equal Employment Opportunity Advisory Committee will be chaired by the Equal Employment Opportunity Officer and shall hold a minimum of two (2) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Equal Employment Opportunity Officer, the Chief Executive Officer, and the Governing Board.

## VIII. Complaints

**Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 Section 53026).** The District established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after such occurrence of the alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify compelling reason for the District to waive the sixty (60) day limitation. 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 and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the State Chancellor's Office, the decision of the District in complaints pursuant to section 53026 is final.

The District may return without action any complaints that are inadequate because they do not state 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 Chief Executive Officer. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of filing the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The Equal Employment Opportunity Officer will forward copies of all written complaints to the State Chancellor's Office upon receipt. The State Chancellor's Office may require that the district provide a written investigative report within ninety (90) days. In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

**Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.).** The District has adopted Board Policies #3410 and 3430 for complaints alleging unlawful discrimination or harassment. The Assistant Superintendent/Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

## **IX. Notification to District Employees**

The commitment of the governing board and the Chief Executive Officer to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and the *Plan*. The policy statement will be printed in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to all District employees, Foundation employees, and the Governing Board. The *Plan* will be available on the District's Website, and when appropriate, distributed by e-mail. The Office of Human Resources will provide all new employees with a copy of the Plan when they commence employment with the District. Each year, the District will inform all employees of the EEO policy and *Plan's* availability. The annual notice will:

- a. Emphasize the importance of the employee's participation and responsibility in ensuring the *Plan's* implementation, and;
- b. Provide notification on where complete copies of the *Plan* are available, including in every campus library, on the District Internet site, the Office of the Chief Executive Officer, and the Office of Human Resources.

## **X. Training for Screening/Selection Committees**

Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening/selection of personnel, is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan. Such an individual shall receive appropriate training prior to their participation on a screening and/or selection committee on the following topics:

- a. The requirements of the Title 5 regulations on equal employment opportunity (section 53000 et seq.),
- b. The requirements of federal and state nondiscrimination laws,
- c. The requirements of the District's Equal Employment Opportunity Plan,
- d. The District's policies on nondiscrimination, recruitment, and hiring,
- e. The educational benefits of workforce diversity,
- f. The elimination of bias in hiring decisions; and
- g. best practices in serving on a selection or screening committee.

Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The District's Equal Employment Opportunity Officer ensures that the required training is provided.

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

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the *Plan*. The notice will include a summary of the *Plan*, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the Internet address where the District advertises its job openings and the Office of Human Resources phone number to call in order to obtain employment information. The District will actively seek to reach those institutions, organization, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations, which will receive this notice, is included in this *Plan* as appendix C. This list may be revised from time to time as necessary.

## **XII. Additional 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. To that end the District will engage in the following analysis, per Title V section 53006 on an annual basis for each employee group:

(a) Districts shall review the information gathered pursuant to section 53003, subdivision(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 subdivision, 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 subdivision (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) 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:
  - (A) any requirements of federal law; and

- (B) qualifications which the Board of Governors has found to be job-related 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
  - (5) discontinue the use of any locally established qualification that has not been found to satisfy the requirements set forth in paragraph (4) of this subdivision; and
  - (6) continue using qualification standards meeting the requirements of paragraph (4) of this subdivision only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (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 State Chancellor may approve, upon the request of the equal employment opportunity advisory committee and the chief executive officer, 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.

### **XIII. Developing and Maintaining Institutional Commitment to Diversity**

Establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort. The Santa Clarita Community College District shall develop, and implement on a continuing basis, the following indicators of institutional commitment to diversity:

- (a) conduct surveys of campus climate on a regular basis, and implement concrete measures that utilize the information drawn from the surveys.
- (b) conduct exit interviews with employees who voluntarily leave the district, maintain a data base of exit interviews, analyze the data for patterns impacting particular monitored groups, and implement concrete measures that utilize this information.
- (c) provide training on elimination of bias in hiring and employment.
- (d) provide cultural awareness training to members of the campus community.
- (e) maintain a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.
- (f) audit and/or maintain updated job descriptions and/or job announcements.
- (g) train the district's board of trustees on the elimination of bias in hiring and employment at least once every election cycle.
- (h) investigate 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 division, timely and thoroughly and take appropriate corrective action in all instances where a violation is found.
- (i) comply with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB1825]), in a timely manner and includes all forms of harassment and discrimination in the training.
- (j) convey via the district publications and website its diversity and commitment to equal employment opportunity.
- (k) convey via the district mission statement its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.
- (l) require via district hiring procedures that applicants for all positions 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) address issues of inclusion/exclusion in a transparent and collaborative fashion.

(n) attempt to gather information from applicants who decline job offers to find out why, records this information, and utilizes it.

(o) conduct longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.

Ensuring equal employment opportunity also involves creating an environment that 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. To that end the District will implement a diversity program. Having a district that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. Institutionalizing a diversity program that is visible, well planned, well-funded, and supported by the leadership of the District can be of great value. The District will sponsor cultural events and speakers on issues of diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural awareness, learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. Pending budget availability, in implementing a diversity program the District shall strive to:

- a. Establish an Office of Diversity that is part of the structure of the District and that will be supported by the District leadership;
- b. Include guest speakers from monitored groups who are in leadership positions and who may inspire students and employees alike;
- c. Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications;
- d. Conduct diversity dialogues, forums, and cross-cultural workshops;
- e. Work with the District's Professional Development's Faculty Development Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty to infuse diversity and multiculturalism into their instruction or services to students;
- f. Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award;
- g. Offer a series of EEO/diversity workshops at instructional improvement days (flex week or staff development day) accessible to all employees;
- h. Evaluate administrators on their efforts to meet the District's equal employment opportunity and diversity efforts;
- i. Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's

Website. The Website will also list contact persons for further information on all of these topics;

- j. Promote sabbaticals that will assist the District in achieving its equal employment opportunity and diversity objectives;
- k. Promote various cultural celebrations and diversity activities on campus through the District's Diversity Partnership Committee;
- l. Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees;
- m. Consider alternative educational or experience requirements for nonacademic positions;
- n. Ensure that top administrative staff support diversity objectives and that the diversity and/or Equal Employment Opportunity Officer position is maintained as a cabinet or other high-level administrative position;
- o. Consider seeking input from student, professional, community and other organizations that represent the diverse community we serve on matters related to the District's EEO and diversity efforts, as appropriate;
- p. Make progress on diversity activities designed to promote student success for all students which have been identified in the District's Student Equity Plan.

#### **XIV. Persons with Disabilities**

The District 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 note takers.

The Human Resources Benefits Coordinator is responsible for handling requests for accommodations from current employees. The Senior Human Resources Generalist facilitating the applicable recruitment is responsible for handling requests from applicants seeking such accommodations during the application process. Requests for accommodation must be made in writing.

#### **XIV. Accountability and Corrective Action**

The District 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 division.

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 State 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.

Appendix C

Annual Written Notice to Community Organizations

Effective January 1, 2016 the following community organizations will receive an annual written notice regarding the District's Equal Employment Opportunity Plan as provided for in Section XI of the EEO *Plan*. This list may be revised from time to time as necessary.

AppleOne Employment Services  
24305 Town Center Dr., #140  
Valencia, CA 91355

Sage Staffing  
27101 Tourney Rd., #210  
Valencia, CA 91355

Concept One Staffing  
28415 Industry Dr. #501  
Valencia, CA 91355

Sanford Rose Associates  
27240 Turnberry Lane, #200  
Valencia, CA 91355

CSEA  
Costa y Valles Field Office  
1505 Gardena Ave,  
Glendale, CA 91204

Scvjobs.com  
25852 McBean Parkway., Unit 534  
Santa Clarita, CA 91355

Encore Staffing Solutions, Inc.  
28405 Sand Canyon Rd, Ste. B.  
Canyon Country, CA 91387

SCV Teachers Association/CTA  
26111 Bouquet Canyon Rd., #H-5  
Santa Clarita, CA 91350

Express Personnel  
25375 Wayne Mills Pl.  
Valencia, CA 91355

Staffing for Hire  
19425-B Soledad Canyon Rd., #155  
Canyon Country, CA 91351

Labor Finders  
20655 Soledad Canyon Rd., Unit 30  
Santa Clarita, CA 91351

United Staffing Services, Inc.  
28159 Avenue Stanford, #160  
Santa Clarita, CA 91355

NewMarket Careers  
28456 Constellation Rd.  
Santa Clarita, CA 91355

Volt Services Group  
28245 Ave Crocker, #110  
Santa Clarita, CA 91355

Personnel Plus  
25060 W. Avenue Stanford, #240  
Valencia, CA 91355

Work Force Solutions  
24932 Ave Kearny, #3  
Valencia, CA 91355

ProTrades Connection  
26111 Bouquet Canyon Rd., Unit A3  
Santa Clarita, CA 91350

Santa Clarita WorkSource Center  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

APPENDIX E

**Santa Clarita Community College District  
College of the Canyons  
Workforce Analysis  
As of May 1, 201\_**

The District employed a total of \_ employees as of May 1, 201\_. Of this number, \_ or \_\_\_% were members of monitored groups. This represents a \_% increase in representation of monitored groups since \_\_/ / . The breakdown of the District's workforce by gender, disability status, and ethnicity is included below.

EEO Category		Total	Male	Female	Persons With Disabilities	Race and Ethnicity Unknown	Non-Resident Aliens	Hispanics of Any Race	American Indian or Alaska Native	Asian*	Black or African American	Native Hawaiian or Other Pacific Islander*	White	Two or More Races
1	Executive/Administrative/Managerial													
2	Full-time Faculty and Other Instructional Staff													
	Part-time Faculty													
3	Professional Non-Faculty													
4	Secretarial/Clerical													
5	Technical/Paraprofessional													
6	Skilled Crafts													
7	Service and Maintenance													

**Santa Clarita Community College District  
College of the Canyons  
Workforce Analysis  
As of May 1, 201\_**

\* The Asian and Pacific Islander ethnicity data is broken down further as follows:

EEO Category		Total	Chinese	Japanese	Korean	Cambodian	Laotian	Vietnamese	Asian Indian	Filipino	Guamanian	Hawaiian	Samoan
1	Executive/Administrative/ Managerial												
2	Full-time Faculty and Other Instructional Staff												
	Part-time Faculty												
3	Professional Non-Faculty												
4	Secretarial/Clerical												
5	Technical/Paraprofessional												
6	Skilled Crafts												
7	Service and Maintenance												

APPENDIX F

**Santa Clarita Community College District  
College of the Canyons  
Applicant Pool Analysis  
July 1, 201\_ through June 30, 201\_**

The District received a total of \_\_\_ applications for positions for the period reported. Of this number, \_ or \_\_\_% were members of monitored groups. This represents a \_\_\_% increase in representation of monitored groups since \_\_\_ / \_\_\_ / \_\_\_. The breakdown of the total applicant pool by gender, disability status, and ethnicity is included below.

EEO Category		Total	Male	Female	Persons With Disabilities	Race and Ethnicity Unknown	Non-Resident Aliens	Hispanics of Any Race	American Indian or Alaska Native	Asian*	Black or African American	Native Hawaiian or Other Pacific Islander*	White	Two or More Races
1	Executive/Administrative/Managerial													
2	Full-time Faculty and Other Instructional Staff													
	Part-time Faculty													
3	Professional Non-Faculty													
4	Secretarial/Clerical													
5	Technical/Paraprofessional													
6	Skilled Crafts													
7	Service and Maintenance													

**Santa Clarita Community College District  
 College of the Canyons  
 Applicant Pool Analysis  
 July 1, 201\_ through June 30, 201\_**

\* The Asian and Pacific Islander ethnicity data is broken down further as follows:

EEO Category		Total	Chinese	Japanese	Korean	Cambodian	Laotian	Vietnamese	Asian Indian	Filipino	Guamanian	Hawaiian	Samoan
1	Executive/Administrative/ Managerial												
2	Full-time Faculty and Other Instructional Staff												
	Part-time Faculty												
3	Professional Non-Faculty												
4	Secretarial/Clerical												
5	Technical/Paraprofessional												
6	Skilled Crafts												
7	Service and Maintenance												