

Note: This procedure is **legally required** to comply with changes to Title 5. Local practice may be inserted that conforms to the 2002 revisions of Title 5 Sections 53000 et seq, or reference the current District EEO Plan. Identifies points in hiring process where consultation with legal counsel may be prudent. **New – GCCCD Procedure**

First Reading–8/13/12
Second Reading–9/4/12
Final Reading–10/8/12

AP 3420 Equal Employment Opportunity

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

Date Issued:

[CCLC template language, except italicized language]

The *Grossmont-Cuyamaca Community College District* (District) Equal Employment Opportunity (EEO) Plan is a district-wide, written Plan that implements the District's EEO Program, and addresses, but may not be limited to the following:

- Definitions related to EEO as contained in Title 5, Section 53001
- The delegation of authority to a single responsible District officer designated as the EEO Officer charged with overseeing the day to day implementation of the Plan
- 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 Procedure
- The establishment and responsibilities of the EEO Advisory Committee, which shall include a diverse membership whenever possible
- The procedure for filing complaints and the designation of the responsible District Officer with whom such complaints are to be filed
- A process for notifying all District employees of the provisions of the Plan and the policy statement required
- A process for ensuring that District employees who are to participate on screening or selection committees shall receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws
- 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 such organizations in identifying qualified applicants for openings within the District
- An analysis of the number of persons from "monitored groups," as defined by Title 5 Section 53001(i), who are employed in the District's work force and those who have applied for employment in each of the job categories listed below
- An analysis of the degree to which monitored groups are underrepresented in comparison to the numbers of persons from such groups whom the California Community Colleges Chancellor's Office determines to be available and qualified to

perform the work required for each such job category and whether or not the underrepresentation is significant

- The steps the District will take to promote diversity in its work force
- Methods for addressing any discrimination that is detected in the District's hiring practices
- Additional steps to address any significant underrepresentation of monitored groups identified in the District's Plan
- GCCCD EEO compliance in job announcements, employment and hiring procedures
- Dissemination of the Plan to appropriate District personnel including the Academic Senates and exclusive representatives of any units of employees
- Submission of the Plans and subsequent revisions to the California Community Colleges Chancellor's Office for review and approval as required

The District's Plan is a public record. The Plan shall be posted on the District's website and a hardcopy may be requested from the division of Human Resources.

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

Annual Evaluation of EEO Plan

- An annual survey review of its the GCCCD employees and applicants for employment shall be conducted in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses.
- Submission of an annual report to the Chancellor's Office of the California Community Colleges on the results of its annual survey of employees. The report shall identify each employee as belonging to one of the following seven job categories:
 - Executive/administrative/managerial
 - Faculty and other instructional staff
 - Professional non-faculty
 - Secretarial/clerical
 - Technical and paraprofessional
 - Skilled crafts
 - Service and maintenance
- The opportunity for each employee to identify his/her gender, ethnicity and, if applicable, disability. This opportunity does allow for a person to designate multiple ethnic groups with which he/she identifies. However, the person may only be counted in one group for reporting purposes.