



Policy

**3420 Equal Employment Opportunity**

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

**Cross References (see also):**

YCCD Policy 7120 – Recruitment and Hiring

**References:**

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

**Adopted:** June 28, 2004

**Revision Adopted:** ~~November 12, 2014~~, July 13, 2016

**Last Reviewed:** July 13, 2016

## Administrative Procedure

### 3420 Equal Employment Opportunity

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

The District's EEO Plan was adopted by the governing Board and reflects the YCCD's commitment to equal employment opportunity and delineates the policies and procedures pursuant to the applicable Title 5 regulations.

Subsequent revisions shall be submitted to the California Community College Chancellor's Office for review as required.

#### Delegation of Responsibility, Authority and Compliance

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

1. **Governing Board:** The governing Board is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.
2. **Chancellor:** The governing Board delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the governing Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chief Executive Officer shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.
3. **Equal Employment Opportunity Officer:** The District has designated the Vice Chancellor, Human Resources as its equal employment opportunity officer who is responsible for the day-to-day implementation of the Plan. If the designation of the equal employment opportunity officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5 Sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.
4. **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 as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

- 1           5. Agents of the District: Any organization or individual, whether or not an employee of the  
2           District, who acts on behalf of the governing Board with regard to the recruitment and  
3           screening of personnel, is an agent of the District and is subject to all the requirements of this  
4           Plan.
- 5           6. Good Faith Effort: The District shall make a continuous good faith effort to comply with all  
6           the requirements of its Plan.

7           Advisory Committee:

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

11          Complaints:

12          Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026) shall be  
13          filed with the Vice Chancellor of Human Resources in accordance with the procedure specified in the Plan.

14          Notification to District Employees:

15          The commitment of the governing Board and the Chancellor to equal employment opportunity is  
16          emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and  
17          Plan as specified in the Plan.

18          Training for Screening/Selection Committees:

19          Any organization or individual, whether or not an employee of the District, who is involved in the  
20          recruitment and screening/selection of personnel shall receive appropriate training on the requirements  
21          of the Title 5 regulations and of federal and state nondiscrimination laws. The training shall be conducted  
22          by a qualified member of the Human Resources department staff.

23          Annual Written Notice to Community Organizations:

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

26          Analysis of District Workforce and Applicant Pool:

27          The Human Resources Department will annually survey the District's workforce composition and shall  
28          monitor applicants for employment on an ongoing basis to evaluate the District's progress in  
29          implementing the Plan.  
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31          **References:**

32          Education Code Sections [87100 et seq.](#); Title 5 Sections [53000 et seq.](#) and [59300 et seq.](#); [ACCJC](#)  
33          [Accreditation Standard III.A.12](#); YCCD EEO Plan  
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35          **Procedure Last Revised:** July 13, 2016

36          **Last Reviewed:** July 13, 2016  
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