

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY	Number: AP 3.02
Legal Authority: California Education Code Sections 87100 et seq.; Title 5 California Code of Regulations Sections 53000 et seq. and Sections 59300 et seq. Accreditation Standard III.A.12	

A. Delegation of Authority

The Chancellor delegates the administration and day-to-day implementation of the Equal Employment Opportunity (EEO) Plan to the Title 5/EEO/ADA Compliance Officer under the supervision of the General Counsel.

B. Equal Employment Opportunity Plan Submission

The EEO Plan shall be reviewed at least every three years and, if necessary, revised and submitted to the California Community Colleges Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the California Community Colleges Chancellor's Office determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the California Community Colleges Chancellor's Office may require the District to modify its policies.

C. Equal Employment Opportunity Plan Components

1. A Policy Statement.
2. Definitions of Equal Employment Opportunity Terms.
3. Delegation of Responsibility, Authority and Compliance.
4. The Equal Employment Opportunity Advisory Committee Role
5. Complaint procedures for violations of Equal Employment Opportunity Regulations and for violations of the Equal Employment Opportunity Plan
6. Public Posting and notification to district employees of the Equal Opportunity Policy and Plan
7. Training for Screening/Selection Committees
8. Annual Written Notice to Community Organizations
9. Analysis of District Workforce and Applicant Pool
10. Other measures necessary to further equal employment opportunity including the implementation of a diversity program.

D. Annual Evaluation

The District shall annually collect the demographic data of its employees and applicants for employment to order to evaluate progress in implementing the EEO Plan and to provide data needed for required analysis.

Recommended by Participatory Governance Council: 12/17/2015 New Policy

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E. Screening and Selection

1. Screening and selection committees are to be representative of the District community and campus and include a diverse membership when possible.
2. Every screening and selection committee may include a non-voting individual trained in EEO and diversity requirements. Any committee member can request a monitor. The request will be granted whenever possible. The monitor's responsibilities shall include:
 - a. training of committee members in EEO accepted principles and practices;
 - b. maintaining records of screening and selection processes;
 - c. monitoring the process for adverse impact;
 - d. consulting with the Title 5/EEO/ADA Compliance Officer concerning any issues.
3. The Title 5/EEO/ADA Compliance Officer will investigate any EEO/diversity issues arising from the screening and selection process and recommend appropriate action if needed. The Chancellor, Title 5/EEO/ADA Compliance Officer, or EEO designee has the responsibility to suspend a selection process if needed and to require corrective actions. Such corrective actions may include the appointment by the Chancellor of additional members to a selection committee for diversity purposes.

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