

ADMINISTRATIVE REGULATION 3420

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

EQUAL EMPLOYMENT OPPORTUNITY

- I. 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, and must:
- Be developed in collaboration with the District's EEO Advisory Committee;
 - Be reviewed and adopted at a regular meeting of the Board where it is agendaized as a separate action item and not part of the consent agenda;
 - Cover a period of three years, after which a new or revised plan shall be adopted; and
 - Be submitted to the California Community Colleges Chancellor's Office at least 90 days prior to its adoption. Comments received from the California Community Colleges Chancellor's Office on the proposed plan must be presented to the Board prior to adoption.
- II. 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 EEO Plan must include all of the following:
- A. A process for notifying all District employees the provisions of the EEO Plan;
 - B. Specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to implement each year over the life of the plan;
 - C. A schedule identifying the timetables for implementation of the identified EEO strategies;
 - D. Identification of the District EEO officer with delegated responsibility and authority for implementing the EEO Plan and ensuring compliance with Title 5 regulations;

- E. A process for ensuring all individuals directly participating in the screening or selection process 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;
 - F. A process that any unlawful discrimination that is detected in the District's hiring practices is brought to the attention of the Vice Chancellor of Human Resources;
 - G. The procedure for filing complaints with District Human Resources is in accordance with the procedures specified in the EEO Plan and Board Policy and Administrative Regulation 3430 *Unlawful Harassment and Discrimination Prevention and Complaints*;
 - H. 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, diverse pools of applicants for openings within the District;
 - I. A process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from monitored groups, as defined by Title 5 Section 53001, in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. The District shall conduct a data review as part of its plan renewal, and may conduct periodic data reviews more frequently; and
 - J. A process for utilizing data available from reliable public and private sources to determine whether monitored groups are underrepresented within District job categories and strategies for addressing any underrepresentation.
- III. The Vice Chancellor of Human Resources shall ensure that:
- A. The training identified in Section II.E. above is conducted by a qualified member of the District Human Resources staff;
 - B. An EEO Advisory Committee exists as required by Title 5;
 - C. The District makes a continuous good faith effort to comply with the requirements of the EEO Plan; and
 - D. The District posts a copy of the EEO Plan on the District's website.
- IV. Annual Evaluation
- A. The District shall collect and continually monitor its employee and applicant demographic data to evaluate the implementation of the EEO Plan and to conduct the analyses required by Title 5. The District shall report its

employment-related data to the California Community Colleges Chancellor's Office annually in a manner prescribed by the Chancellor. To facilitate analysis, all applicants and employees must be assigned a job category.

- B. The District data collection will allow applicants and employees to identify their gender (including non-binary options), ethnic group identification and, if applicable, disability in a manner prescribed by the California Community Colleges Chancellor's Office consistent with state and federal law.

V. EEO Advisory Committee

- A. The District shall establish an EEO Advisory Committee; and
- B. The advisory committee shall include a diverse membership and include members from District stakeholder groups, including but not limited to, students, faculty, and classified professionals.
- C. Members of the advisory committee as well as members of the District governing board shall receive training in all of the following: applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in drafting and implementing the District's EEO Plan.

VI. Delegation of Authority

The District has designated the Vice Chancellor of Human Resources as the EEO Officer responsible for overseeing the day-to-day implementation of the EEO Plan and programs.

If the EEO Officer is named in a complaint or implicated by allegations in a complaint, the complaint process will be overseen by the Chancellor or designee.

VII. Complaint Procedure

Any person may file a complaint alleging the District violated this regulation and its related policy. An individual should file a written complaint with the Vice Chancellor of Human Resources or designee. The District shall process complaints that allege unlawful discrimination according to the procedures set forth in AR 3430 *Unlawful Harassment and Discrimination Prevention and Complaint* and AR 3433 *Sexual Harassment Prevention and Complaints Under Title IX*.

VIII. Accountability and Corrective Action

The District shall certify annually to the Chancellor of the California Community Colleges that they have timely:

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- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- 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).

References:

Education Code Sections 87100, et seq.

California Code of Regulations, Title 5, Sections 53000 et seq. and 59300 et. seq.

ACCJC Accreditation Standard 3

Government Code Sections 7400 et seq. and 12940 et seq.