



Ventura County Community College District

2021-2024

# Equal Employment Opportunity Plan



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## Plan Component 1 – Introduction

The Ventura County Community College District (“VCCCD”) proudly serves a rich and diverse community of people from varied backgrounds and disparate lived experiences. Our community is represented by people of numerous racial, ethnic, and socioeconomic backgrounds as well as those from a myriad of national origins and linguistic heritages. Members of our community thrive at work and in life with a wide range of physical and mental abilities, hold a multitude of political and religious beliefs, represent varying gender identities and expressions, and have individual and shared experiences, energy, and wisdom that reflect multiple generations.

The VCCCD Equal Employment Opportunity Plan (“the Plan”) was adopted by the Board of Trustees on December 14, 2021. The Plan signifies the District’s commitment to develop and maintain a diverse, talented, and highly skilled workforce. We believe that by engaging in intentional actions to ensure equal employment opportunities and by fostering a working and academic environment that is open and welcoming to all, our colleges and the district office will promote diversity and cultivate excellence within the district and throughout our greater community.

To serve our increasingly diverse population properly, the VCCCD commits to recruit, hire, and support employees who are knowledgeable of, and empathetic towards, the needs of our ever-evolving student body. We recognize that we can best foster innovation and model excellence for our students by employing and supporting a fundamentally diverse workforce. To realize the intentions of the Plan, we commit to these values and actions:

- Diversity, equity and inclusion will be promoted through lawful, nondiscriminatory measures under which the VCCCD seeks to proactively recruit the most qualified candidates at every level.
- All faculty and staff possess the ability to positively impact students and provide equitable instruction and services; to that end, we will support all employees to achieve these academic and professional aspirations.
- The successful implementation of the Plan requires institutional commitment that is proactive, sustained, and that demands accountability of all employees.

### **LETTER FROM CHANCELLOR:**

As Chancellor, I appreciate the thoughtful work of the EEOAC committee members in reviewing information and developing this EEO plan for the VCCCD. I am committed to the successful implementation of this EEO Plan. I look forward to working with employees across the VCCCD to engage in the dedicated institutional effort needed to meet the plan outcomes and drive improvement.

Greg Gillespie, Chancellor  
Ventura County Community College District

## Plan Component 2 – Definitions

**Adverse Impact:** 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 California 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.

**Bias:** Prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair. It is a particular tendency, trend, inclination, feeling, or opinion, especially one that is preconceived or unreasoned.

**Chancellor’s Office:** California Community College’s Chancellor’s Office.

**Diversity:** A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, parental status, physical or mental disability, race, religion, sexual orientation, or veteran status. Broad inclusion in an employment environment that offers equality 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.

**Equity:** Recognizing institutional and structural barriers and working towards eradicating them in an effort to recruit and retain a qualified and diverse workforce which will close the gaps for underrepresented groups and build diversity in the workplace with an emphasis on groups who are disproportionately impacted by institutional barriers that hinder advancement and support. Equity requires efforts to mitigate, minimize, and eradicate thereby creating a welcoming and supportive culture for all groups within the District.

**Equity Mindedness:** The term "Equity Mindedness" refers to the perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes.

**Equal Employment Opportunity:** 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 services and maintenance. Equal employment opportunity also involves:

1. Identifying and eliminating barriers to employment that are not job related; and
2. Creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to California Government Code section 12940.

**Equal Employment Opportunity Plan:** An “equal employment opportunity plan” (“EEO plan”) is a written document that describes a district’s EEO program. A district’s EEO plan shall include: 1) analysis of the district’s work force; and 2) descriptions of the district’s program and strategies, informed by the district’s work force analysis, which it is implementing or will implement, to promote equal employment opportunity.

**Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Caucasian/White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Biracial or Multiracial:** A person who identifies with two or more racial groups.

**Job Category:** 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 Non-Faculty; 4.) Secretarial/Clerical; 5.) Technical and Paraprofessional; 7.) Skilled Crafts; and 8.) Service and Maintenance

**Hostile Work Environment:** Any work or learning environment where unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other legally protected status, is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, abusive, or offensive.

**In-house or promotional only recruitment/hiring:** Only existing District employees are allowed to apply for a promotional position. Pursuant to Title 5, section 53021(b)(1), in-house or promotional only recruitment shall not be used to fill any vacancy for any position except when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or services of interim appointments exceeds two years in duration. Pursuant to Title 5, section 53021(b)(2), where in-house or promotion only recruitment is utilized, all District employees shall be afforded the opportunity to apply.

**Longitudinal Analysis:** An analysis of data regarding job applicants, for the purpose of identifying whether, over multiple job searches, a monitored group is disproportionately failing to move forward from the initial pool of applicants who meet State or Personnel Commission minimum qualification requirements to the final applicant pool.

**Monitored Group:** Those groups identified in Title 5, section 53004, subdivision (b), for which monitoring and reporting is required pursuant to Title 5, section 53004, subdivision (a).

Monitored groups include women, men, American Indians or Alaskan natives, Asians, Native Hawaiians or Other Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Whites, biracial or multiracial, and persons with disabilities.

**Person with a Disability:** 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.

**Projected Representation:** The percentage of persons from a monitored group determined by the Chancellor's Office to be available and to perform the work in question.

**Protected Status:** Includes race, national origin, hair texture or hairstyles commonly associated with a particular race or national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Sexual harassment is considered a form of sex discrimination.

**Reasonable Accommodation:** The efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. “Reasonable accommodations” may include the items designated in Section 53025; the efforts made on the part of the District in compliance with Government Code Section 12926.

1. Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities.
2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

**Screening or Selection Procedures:** Any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include, when appropriate, 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 materials.

**Significantly Underrepresented Group:** Any monitored group for which the percentage of persons from that group employed by the district in any job category listed in Title 5, section 53004, subdivision (a), is below eighty percent (80%) of the projected representation for that group in the job category in question.

**Merit System:** A personnel management method that guides the selection and retention of classified employees on the basis of merit, fitness, and the principle of like pay for like work. Merit system districts are required to maintain a Personnel Commission.

**Personnel Commission:** An independent, third body, composed of three persons appointed for three-year staggered terms, that is charged with ensuring fair and objective treatment of applicants and employees in all aspects of classified personnel administration.

**Unlawful Workplace Discrimination:** Occurs when an employee is treated differently in a manner that relates to the terms and conditions of employment, or experiences an adverse employment action (e.g. termination, demotion) based on a characteristic or activity protected by law.

**Unlawful Workplace Harassment:** Occurs when an employee is subjected to verbal, visual, or physical conduct based on the employee’s legally protected status; the conduct is both subjectively and objectively unwelcome; and the conduct is sufficiently severe or pervasive to alter the conditions of the employee’s working environment so as to create an abusive working environment.

## **Plan Component 3 – EEO & Nondiscrimination Employment Policy Statement**

The Ventura County Community College District (District) is committed to providing learning and working environments which ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. The District strives to provide a work and educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

Diversity in the academic environment fosters awareness, engagement, mutual understanding, respect, increased student success, and better enables students to flourish as citizens of the world. Therefore, the Board commits to promoting the total realization of equal employment through a continuing equal employment opportunity program.

In accordance with AP 3410 - Nondiscrimination, AP 3430 Prohibition of Unlawful Harassment and Discrimination, and the District Equal Employment Opportunity Plan, the District is committed to the concept and principles of providing equal opportunity in education and employment for all persons, and does not condone unlawful discrimination.

No person shall be subjected to unlawful discrimination in any program or activity of the District on the basis of age, ancestry, color, ethnic group identification, familial status, gender, gender expression, gender identity, genetic information, language or gender status, marital status, medical condition, mental disability, military and veteran status, national origin (including language and accent), physical disability, race, religion, sex, and sexual orientation.

No person shall be subjected to discrimination on the basis of these actual or perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. In addition, the District also has an interest in nondiscrimination based on additional factors such as accent, citizenship status, transgender status, and economic status even though students or employees could not make a legal claim of discrimination based on these factors.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer.

- All recruitments for vacant positions will be conducted with the goal of finding the most qualified candidate who meets the minimum qualifications from a diverse pool of applicants
- Every recruitment notice shall contain approved statements on EEO, equity and equivalency.

The District strives to employ administrators, faculty, and staff members who are dedicated to student success through a workforce that reflects and welcomes diversity to ensure an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

Each employee is accountable for strict application and enforcement of the EEO Plan area(s) of authority. It is only through combined efforts that the District will successfully develop and maintain a workforce that is welcoming to all.

The District's policies and procedures regarding nondiscrimination, EEO, prohibition of harassment, commitment to diversity, and recruitment and selection can be found under Policies at [BoardDocs® Plus](#).

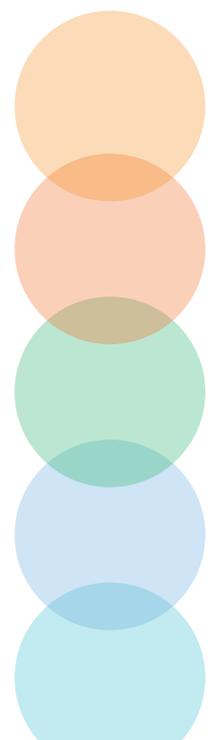
The Board of Trustees supports the intent set forth by the California Legislature to ensure a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds including but not limited to:

- Race
- Ethnicity
- Religion (including but not limited to religious dress and grooming practices)
- National origin, ancestry, citizenship
- Hair texture or hair style that is closely associated with a particular race or national origin
- People with varying physical and mental abilities
- Health and Medical situation/standing/state
- Protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act)
- Marital status
- Family status (including but not limited to pregnancy, childbirth, breastfeeding, related medical conditions, parenting, foster parenting, adoptive parents, aging parent care, or those who do not have dependents);
- Gender, gender identity, gender diversity (including but not limited to those who identify as Transgender, Cisgender, or Non-Binary)
- Sex
- Sexual orientation
- Age (over 40)
- Veteran and/or military status
- Interpersonal violence experience(s) (including but not limited to people experiencing domestic or community violence, psychological abuse, or physical abuse)
- Political/community affiliation; and/or
- Any other status protected by state or federal law or on the basis of these real or perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

The District shall foster a welcoming working and academic environment that is open to all groups who are protected from discrimination and thereby ensuring the District is inclusive and equitable. Such an environment promotes and advocates for cooperation, acceptance, democracy, and free expression of ideas.

The District's efforts to foster a welcoming environment shall include promoting inclusion based on physical attributes that are often associated with a protected group, or related to a persons protected status. The law now recognizes and protects employees based on the physical attributes of hair style and hair texture associated with a particular race or national origin. In addition, the District recognizes that attitudes regarding other physical attributes—such as weight and height—are often tied to attitudes, stereotypes and expectations related to gender, gender identity, sexual orientation, national origin, and/or perceived medical conditions. Such attitudes, stereotypes and expectations run counter to the values and goals of the District to create a welcoming, equity-minded workplace and educational environment.

An Equal Employment Opportunity Plan is maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws. The District shall make a continuous good faith effort to comply with all the requirements of the Plan and commit to ongoing strategies for increasing the diversity of the district workforce.



## **Plan Component 4 – Delegation of Responsibility, Authority, and Compliance**

The Ventura County Community College District's goal will be that its employees promote and support equal employment opportunity. Equal Employment Opportunity requires a commitment and a contribution from every segment of the District's workforce. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

### **A. Board of Trustees**

The Board of Trustees is ultimately responsible for the 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 including regular review of data, data-informed policy development and guidance to the Chancellor. The Board shall adopt a policy statement setting forth the District's commitment to an equal employment opportunity program. The Board shall also evaluate the Chancellor on their DEI efforts, and the Board shall be evaluated based on their DEI efforts.

### **B. Chancellor**

The Board of Trustees 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 Board of Trustees 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 Chancellor shall evaluate the performance of all administrative staff that report directly to them on their ability to follow and implement the Plan, including but not limited to, advocating for evaluating all employees on their efforts to support DEI efforts.

### **C. Equal Employment Opportunity Officer**

The District designates the Director of Employment Services as its Equal Employment Opportunity Officer as the party primarily 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 ensuring compliance with the requirements of Title 5, section 53000 et seq. The Equal Employment Opportunity Officer is also responsible for receiving complaints described in Component 6 of the Plan, and for ensuring that applicant pools and selection procedures are properly monitored.

The EEO Officer will collaborate with the Vice Chancellor of Human Resources and the Chancellor as well as other administrators to:

- Create job announcements using race-conscious and equity-minded language and set qualifications for employment positions consistent with all the requirements set forth in section 53022 of Title 5 of the California Code of Regulations.
- Promote job announcements on list serves that target equity minded professionals as well as affinity organizations for various underrepresented groups.
- Ensure each criterion for recruiting candidates is applied, followed, and tracked by HR for all recruitments.

- Conduct applicant pool reviews to ensure hiring pools are diverse, and take appropriate action as necessary, including but not limited to reopening the application process.
- Identify job-related criteria that enhance the diversity of the applicant pool and develop job descriptions that reflect these criteria.
- Prepare job-related questions for applicants that will allow interviewing committees to assess applicants understanding of and commitment to diversity, equity, and inclusion.
- Plan inclusive recruitment strategies that access professional organizations, media outlets, personal contacts, and other sources to maximize the diversity of applicant pools.
- Ensuring that those involved in implementation of the EEO Plan including the EEO Advisory Committee, Equity Employment Facilitators (EEFs), and those serving on screening committees receive training regarding EEO hiring and the EEO Plan in compliance with Title 5 and this EEO Plan.
  - EEFs shall also receive regular training on the educational benefits of workforce diversity, racial equity, the importance of closing racial equity gaps in the workplace, and the elimination of hiring bias in hiring decisions.

**D. Equal Employment Opportunity Advisory Committee**

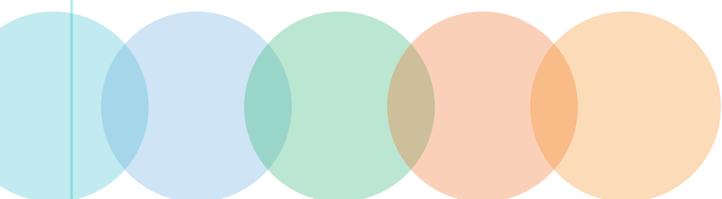
The District has established and will continue to maintain an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the review, update, and implementation of the Plan in compliance with the requirements of Title 5, section 53000 et seq.

**E. Agents of the District**

Any authorized organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees 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.

**F. Good Faith Effort**

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



## Plan Component 5 – Equal Employment Opportunity Advisory Committee Role

The District's Equal Employment Opportunity Advisory Committee will assist the District in implementing its Plan. The Equal Employment Opportunity Officer shall be responsible for training the Advisory Committee on equal employment compliance and the Plan itself. The Equal Employment Opportunity Advisory Committee shall meet quarterly during the academic 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 Board of Trustees, the Chancellor, and the Equal Employment Opportunity Officer.

Charge of the committee: The District will maintain an Equal Employment Opportunity Advisory Committee to assist the District in implementing its EEO Plan. The EEOAC may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The EEOAC may sponsor events, training, or other activities that promote equal employment opportunities, nondiscrimination, retention, and diversity.

The Vice Chancellor of Human Resources or designee shall train the EEOAC on the following: (a) equal employment compliance, including Title 5 regulations regarding equal employment opportunity and state and federal non-discrimination laws; (b) identification and elimination of bias in hiring; (c) the educational benefits of workforce diversity; and (d) the role of the EEOAC in carrying out the District's EEO Plan.

Committee membership will consist of:

- Three faculty members (one from each college) appointed by the Academic Senate Presidents at each college;
- Three classified members appointed in accordance with the agreement between the Ventura County Community College District and the Service Employees International Union, Local 99; and
- Three administrators/managers/supervisors appointed by the Chancellor.
- Ex officio members shall include the:
  - Vice Chancellor, Human Resources;
  - Equal Employment Opportunity Officer (Director of Employment Services); and
  - Director of Employee Relations and Human Resources Operations.

The composition of the committee should reflect diversity in, but not be limited to, the areas of race, gender, disability status, belief, age and national origin. Per the requirements of Title 5, section 53005, the Advisory Committee shall receive training in all of the following areas:

- The requirements of Title 5, section 53003, and State and federal nondiscrimination laws;
- Identification and elimination of bias in hiring;
- The educational benefits of workforce diversity; and
- The role of the Advisory Committee in carrying out the District's EEO Plan.

## Plan Component 6 – Complaint Procedures

### A. *Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5, Section 53026).*

The District has 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. (e.g., violations of current in-house and promotional hiring processes). All complaint forms shall be made available on the District's websites, shall be signed and dated by the complainant, and contain, to the best of the complainant's ability, the names of the 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 the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. A complainant may not appeal the District's determination pursuant to Title 5, section 53026, to the Chancellor's Office, but under some circumstances, violations of the equal employment opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the California Community Colleges Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by Title 5, section 53026.

**Complaints alleging violations of the EEO 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. A complainant may not appeal the District's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that they made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026.

*See California Community Colleges Chancellor's Office Legal Division for updated information:*

*<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel>*

Other complaints filed by any person who believes that EEO regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints filed with the Equal Employment Opportunity Officer or the Vice Chancellor of Human Resources and be investigated by the EEO Officer. Upon completion, the Vice Chancellor of Human Resources shall review the complaint, and ensure that an investigation and investigative report with a final determination of the allegations is finalized. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The Equal Employment Opportunity Officer will forward copies of all written complaints to the California Community Colleges Chancellor's Office upon receipt.

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action with no rights to appeal the District's determination

In the event that a complaint filed under Title 5, section 53026, alleges unlawful discrimination, the complaint will be processed according to the requirements of Title 5, section 59300 et seq.

It shall be the District's objective to provide all job applicants, employees, and students with an expeditious and effective procedure for resolution of complaints alleging unlawful discrimination. Complaints involving the hiring process shall be addressed by the VC of Human Resources (or designee), or the Director of Employment/Personnel Commission, whomever is appropriate.

Investigations shall be conducted in a manner which seeks to balance issues of confidentiality and privacy with the need to conduct thorough, objective investigations of all complaints. Rights of complainants to freedom from retribution shall be protected.

***B. Complaints Alleging Unlawful Discrimination or Harassment (Title 5, Section 59300 et seq.)***

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor of Human Resources is responsible for receiving such complaints and shall conduct or assign the investigation in a timely manner in accordance with the process set forth in subsection (a) above.

The District's discrimination and sexual harassment complaint policies and procedures are stated in AP 3430 and can be located at the District website: <http://go.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=8592BT016EF8>

From AP 3430:

D. Formal complaints not related to employment discrimination must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.

E. Formal complaints related to employment discrimination must be filed with the District within one hundred eighty (180) days of the date that the alleged harassment or discrimination occurred. However, this timeframe will be extended by no more than 90 days if the complainant first obtained knowledge of the alleged violation after the expiration of the 180-day filing period.

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulation. All returned complaints must include a District statement of the reason for returning the complaint without action.

Investigations shall be conducted in a manner which seeks to balance issues of confidentiality and privacy with the need to conduct thorough, objective investigations of all complaints. Rights of complainants to freedom from retribution shall be protected.

## **Plan Component 7 – Notification to District Employees of EEO Plan & Policy**

The commitment of the Ventura Community College District to equal employment opportunity is emphasized through the broad dissemination of the District's Equal Employment Opportunity Policy Statement and the EEO Plan. The District's EEO Policy Statement is posted on the websites of the District's Office of Human Resources and the Personnel Commission. The following statement shall be posted on all employment announcements and recruitment materials: The Ventura Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District.

The Plan and subsequent revisions of the Plan will be distributed via email to:

- the District's Board of Trustees and Chancellor
- all administrators and managers of the District;
- VCCCD's Academic Senate Presidents and Classified Senate Presidents
- the President of AFT , the Chief Steward of SEIU
- all members of the District's Equal Employment Opportunity Advisory Committee; and
- all District faculty and staff.

The EEO Plan will be available on the District's Human Resources website through a link on the Human Resources' gateway page as well as on the Diversity, Equity & Inclusivity @ VCCCD website. Also, the District's Office of Human Resources will provide a paper or electronic copy of the Plan to any person requesting it; whether the Plan is provided in paper or electronic form is dependent on the wishes of the requesting person.

Each year, at the beginning of the Fall semester, the Office of Human Resources will email all District employees (via District emails) a copy of the EEO Plan as well as an annual notice as described below. The Office of Human Resources will provide the Plan and notice described below via email to all new employees when they commence their employment with the District. For employees without District emails, the District's Office of Human Resources will mail them a copy of the annual notice to their home addresses.

The annual notice will contain the following provisions:

- the importance of the employee's participation and responsibility in ensuring the Plan's implementation;
- the availability of the Plan on the Office of Human Resources website and at the Office of Human Resources; and
- that any person may request a paper or electronic copy of the Plan from the District's Office of Human Resources

## Plan Component 8 – Training for Screening / Selection Committees

Screening/selection committees are a group of individuals involved in the recruitment and selection of employees. The committee members may or may not be employees of the District, but act on behalf of the District. All Screening/Selection Committee members are subject to the equal employment opportunity requirements of Title 5 and of this Plan. Such persons shall receive appropriate Title 5 training which shall include, but need not be limited to:

- Title 5 state and federal nondiscrimination laws related to EEO;
- the educational benefits of workforce diversity;
- the elimination of bias in hiring decisions; and
- best practices in serving on a selection or screening committee
- and principles of diversity and cultural competence.

The VCHR and the Equal Employment Officer is responsible for providing, or designating qualified individuals to present, the mandatory training to employees who wish to serve on a hiring committee.

Persons serving on hiring committees are required to complete training within the 24 months (two years) prior to serving on the Committee. Individuals who do not receive training will not be allowed to serve on any screening/selection committee. Screening/Selection Committees will also receive EEO compliance and diversity awareness instruction at the start of each hiring committee. Cultural awareness and equity training is required for all staff and faculty who serve on hiring committees per Title 4, Section 53024.1(c)(d).

The purpose of this training is:

- to assist the participants in identifying and eliminating biases in hiring and employment;
- and to address issues of inclusion/exclusion in a transparent and collaborative fashion.

The Director of Employment Services or Vice Chancellor of Human Resources is responsible for accountability of issuing the training and recording participants who successfully completed the training. Participants are required to be retrained every two years.

### **Accountability plan for Training for Screening/Selection Committees:**

- HR tracks who has completed training
- Include training(s) verification in a shared location
- HR keeps this list current and available to determine who is eligible to serve on hiring committees per Title 4, Section 53024.1(c)(d).
- Provide completion of training(s) sent in an email to employees who have completed the training

## Plan Component 9 – Annual Written Notice to Community Organizations

The EEOAC will provide annual written notice to numerous, appropriate community-based and professional organizations, including all protected and/or historically and disproportionately impacted groups, concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and will solicit their assistance in identifying diverse candidates. The notice will include:

- a summary of the Plan
- locations where employment information can be obtained
- the internet address and contact information for the Office of Human Resources

The EEOAC will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. The EEOAC will network with community and professional institutions, organizations and agencies, to seek assistance in identifying diverse candidates.

A list of organizations that will receive this notice is attached (Attachment A – ADD THE LIST). This list may be revised from time to time as necessary.

### **Sample Notice to Community Organizations**

*The Ventura County Community College District (“District”) is a community of people from diverse racial, ethnic, linguistic and socio-economic backgrounds, representing a wide range of national origins, religions, political beliefs, physical and mental abilities, ages, sexual orientation and gender expression. To properly reflect our growing population, we strive to achieve a workforce that is welcoming to all in order to ensure that the District provides an inclusive educational and employment environment. To that end, we have adopted an Equal Employment Opportunity Plan, which illustrates our commitment to providing equal employment opportunities and underscores our dedication to providing a learning experience that will better prepare our students to work and live in an increasingly global society.*

*We are seeking your help to identify qualified candidates who can assist us in creating an environment that welcomes all, fosters diversity, and promotes excellence. We ask that you refer potential applicants to the Human Resources web page on the District website, where they can learn about the District and review our current job vacancies. We also hope that you will contact us with suggestions you may have regarding how we can better reach out to diverse populations.*

*In the weeks to come, we will send you more information about activities at the District and keep you abreast of job vacancies as they occur. We have enclosed a summary of our Equal Employment Opportunity Plan and the current job listings for your review.*

*We look forward to networking with you in the future. If you have any questions or suggestions, please feel free to contact me at [lbarroso@vcccd.edu](mailto:lbarroso@vcccd.edu).*

*Respectfully,*

*EEO Advisory Committee Chair*

*Attachments:*

*Current VCCCD Job Vacancies*

*Equal Employment Opportunity Plan Summary*

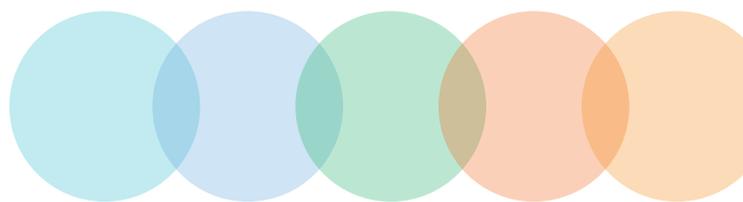
## Plan Component 10 – Periodic Longitudinal Analysis of District Workforce and Applicant Pool

The District, through its Office of Human Resources, shall annually collect employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the implementation of its EEO plan, to provide data needed for the analyses required by this Plan, and to determine whether any monitored group is underrepresented. The District shall annually report to the Chancellor, in a manner prescribed by the Chancellor, this data for employees of the District. Monitored groups include women, men, American Indians or Alaskan natives, Asians, Native Hawaiians or Other Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Whites, biracial or multiracial, and persons with disabilities.

Each employee shall be reported so that they 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 Non-Faculty;
4. Secretarial/Clerical;
5. Technical and Paraprofessional;
6. Skilled Crafts; and
7. Service and Maintenance

For purposes of the data collection and reporting required under this section, each applicant or employee shall be afforded the opportunity to identify their gender, ethnic group identification and, if applicable that they have a disability. The information request should also state clearly that this personal information is for data analysis purposes only, and is not shared with anyone involved in the selection process. A person may designate multiple ethnic groups with which to identify, but shall be counted in the biracial or multiracial categories for ethnic group reporting purposes. This information is kept confidential and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s).



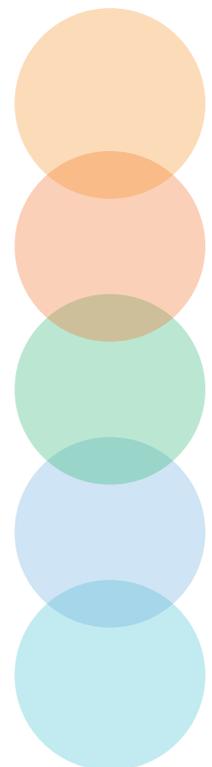
## Plan Component 11 – Utilizing Data to Determine Underrepresentation

At least once every 3 years, but more often if determined as necessary by the Chancellor or designee, the Office of Human Resources shall review the data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. The analyses used in the review shall include, but need not be limited to:

- longitudinal analysis of data regarding job applicants 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;
- 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
- analysis pursuant to Section 53003(c)(7) of Title 5 of the California Code of Regulations to determine whether a group is significantly underrepresented.

Data collection will be done for each college in the District and the District Administrative Center. At least every three years, the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in the above-identified job categories.

The District shall annually report to the State Chancellor the employee demographic data.



## Plan Component 12 – Methods for Addressing Underrepresentation

The District seeks to employ persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit and will extend to all candidates a fair, impartial examination of qualifications based on job-related criteria. Upon analysis, where significant underrepresentation of a monitored group is supported by the data, the District shall implement additional measures designed to address the specific area(s) of concern. These additional measures shall include the following:

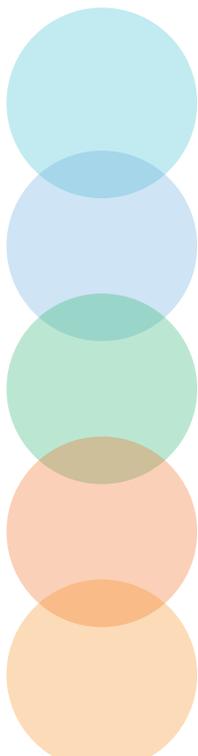
- Consider various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account and implement any such techniques which are determined to be feasible and potentially effective;
- Review each locally established “required,” “desired,” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:
  - any requirements of all applicable federal, state, and local laws; and
  - 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.
- Discontinue the use of any locally established qualification that has not been found to satisfy the requirements set in this section
- Continue using qualification standards meeting the requirements of this section only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of this section, and be expected to have a less exclusionary effect
- Consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.
- Use appropriate statistical analyses to determine whether the group is still significantly underrepresented in the category or categories in question after the measures described above have been in place for a reasonable period of time.
  - For purposes of this section, “a reasonable period of time” means three years, or such longer period as the Chancellor may approve upon the request of the Equal Employment Opportunity Advisory Committee and the Vice Chancellor of HR and EEO Officer

Nothing in this section shall be construed to prohibit the 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 all applicable laws.

## Plan Component 13 – Persons with Disabilities

Districts shall ensure that applicants and employees with disabilities receive reasonable accommodations consistent with the requirements of California Government Code sections 11135 et seq., and 12940, subdivision (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, hybrid online schedules, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aids such as readers, interpreters, and note-takers.

Such accommodations may be paid for with funds provided pursuant to Title 5 Section 53030.



## **Plan Component 14 – Developing and Maintaining Commitment to EEO and DEI through Pre-Hiring, Hiring, and Post-Hiring Strategies**

The District will ensure equal employment opportunity. Equal employment opportunity means that all 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. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to all persons, including persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

### **PRE-HIRING**

To address any identified underrepresentation of monitored groups that may be the result of non-job-related factors in the employment process, the District will revise its recruitment and hiring procedures and policies in accordance with the following provisions. These provisions will be in place henceforth, whether or not underrepresentation exists, because the provisions are also valuable in ensuring EEO. The District's administrative procedures will include the following provisions:

1. Ensure the District's Board of Trustees receives training on the elimination of unlawful discrimination, bias in hiring and employment, Diversity Equity Inclusion, and cultural competency at least once every election cycle.
  - a. Year: One
  - b. Responsibility: HR and Chancellor
  - c. Assessment of Initiative Effectiveness: HR will engage with the training provider and recommend that an assessment tool be created for administering to Board members. This tool should successfully assess their understanding of, and ability to apply, the key concepts and aspects related to unlawful discrimination, bias in hiring and employment, Diversity Equity Inclusion, and cultural competency
2. Review applicable board policies and administrative procedures to ensure diversity, equity, and inclusivity is emphasized.
  - a. Year: One and Two
  - b. Responsibility: DCHR
  - c. Assessment of Initiative Effectiveness: The board policies and administrative procedures will be reviewed by the accreditation deadline and will include DEI review and/or revisions.

3. Create new incentives for hard-to-hire disciplines and areas to include diverse candidates in their hiring pools.
  - a. Year: Two
  - b. Responsibility: HR and EEOAC
  - c. Assessment of Initiative Effectiveness:  
Gather, compile, and analyze data trends regarding hard-to-hire disciplines and areas.
  
4. Establish and maintain a transparent and easily found “Diversity, Equity, and Inclusivity at VCCCD” online presence by highlighting the District’s diversity and equal employment opportunity, Americans with Disabilities Act (ADA), sexual harassment and nondiscrimination policies, procedures and programs on the District’s website. The website will also list contact persons and resources for the reporting of unlawful discrimination, bias, and equal employment opportunity resources.
  - a. Year: One
  - b. Responsibility: HR and District Marketing
  - c. Assessment of Initiative Effectiveness: The presence of items on the website, webpage data analytics, survey of webpage usability
  
5. Use social media such as the District’s Twitter, Facebook, and YouTube to reach a broader audience and to keep employees and the public up-to-date on employment opportunities throughout the District.
  - a. Year: Two
  - b. Responsibility: HR and District Marketing
  - c. Assessment of Initiative Effectiveness: Gather, compile, and analyze data trends regarding job announcements and social media
  
6. At least every two years, or when employment data indicate a necessity, the District shall host an open house and/or virtual information sessions for persons interested in employment with the District. The open house will allow potential candidates to meet deans, department chairs, faculty, and classified employees of the District. Attendees will be provided with information regarding current job openings, the demographic makeup of the student body, hiring criteria and procedures, and information on the District’s commitment to equal employment opportunity. Efforts will be made to attract diverse groups of individuals to the open house.
  - a. Year: Two
  - b. Responsibility: HR
  - c. Assessment of Initiative Effectiveness: Assessing metrics related to sessions; surveying attendee demographics and satisfaction; and assessing the diversity of recruitment pools.

7. Through the District's mission statement, which undergoes regular review and revision as necessary, and with the EEOAC's collaboration, convey the District's commitment to diversity, equity and inclusion and its commitment to a diverse, equitable, and inclusive workforce that promotes the District's educational goals and values.
  - a. Year: Three
  - b. Responsibility: Board of Trustees and EEOAC
  - c. Assessment of Initiative Effectiveness: Discussion of the mission statement takes place at the Board meeting. Input from EEOAC will be submitted timely for consideration by the Board.

## **HIRING**

The District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of individuals from which to hire. With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The EEO provisions below are applicable to all full-time and part-time hiring, including any hiring meant to address the ratio of full-time to part-time faculty that may be required by Education Code Section 87482.6.\*\* Education Code Section 87102 requires each district's Plan to address how the District will make progress in achieving the ratio of full-time to part-time faculty hiring as required by Education Code Section 87482.6, while still ensuring equal employment opportunity.

It is the policy of the District to aggressively pursue a program of recruitment that is inclusive and open to all individuals. Intentional efforts will be taken on a regular basis to develop and contact new recruitment sources that ensure diverse pools of candidates. Diverse pools should include, but not be limited to, persons without regard to gender or disabilities, and individuals from all ethnic and other groups protected by law and regulation from discrimination. The Equal Employment Opportunity Advisory Committee is encouraged to utilize and notify the District of additional recruitment options that may enable the District to obtain a diverse pool of applicants. The District's recruitment and hiring processes will include the following provisions:

1. Implement recruitment strategies designed to maximize the equity and diversity of qualified applicant pools.
  - a. Year: One
  - b. Responsibility: HR
  - c. Assessment of Initiative Effectiveness: Gather, compile, and analyze data trends related to recruitment efforts and applicant pools.

2. Require all academic, classified, and management selection processes to assess 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.
  - a. Year: One
  - b. Responsibility: HR, Personnel Commission, EEOAC, Employment Equity Facilitators
  - c. Assessment of Initiative Effectiveness: Creation of an assessment tool for HR Analysts and EEFs to use in assessing and reporting back to the EEOAC
3. Conduct regular surveys related to the EEO campus climate on a regular basis of once per year to implement concrete measures of continuous quality improvement that utilize the information drawn from the surveys to the EEO process.
  - a. Year: One
  - b. Responsibility: HR and campus administration
  - c. Assessment of Initiative Effectiveness: The colleges share results and action plans with EEOAC
4. Survey candidates who decline job offers.
  - a. Year: One
  - b. Responsibility: HR
  - c. Assessment of Initiative Effectiveness: Gather, compile, and analyze data trends related to declined job offers.
5. Implement surveys for evaluating individual recruitment satisfaction, performance, and integrity and the role of the EEF/HR Analyst.
  - a. Year: Two
  - b. Responsibility: HR
  - c. Assessment of Initiative Effectiveness: Compile and analyze data related to recruitments.

## **POST-HIRING**

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse, equitable and inclusive workforce. Establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort. The following are tools that may be used by the District in developing and maintaining its ongoing commitment to diversity:

1. In collaboration with the EEOAC, provide training on DEI, cultural competency, and elimination of bias for all members of the VCCCD community. Such trainings will support a culture of mutual respect and be conducted on a regular basis of no less than every six months with a maximum of twelve months to elapse between trainings.
  - a. Year: Two
  - b. Responsibility: EEOAC and HR
  - c. Assessment of Initiative Effectiveness: Implement a post-training assessment for attendees to ensure principles are comprehended and properly applied.
2. Commit to a formal diversity program that is part of the structure of the District and that will be adequately funded and supported by the District and college leadership.
  - a. Year: Three
  - b. Responsibility: EEOAC, Administration, HR, and the Board of Trustees
  - c. Assessment of Initiative Effectiveness: Budget and position prioritization and approval
3. Conduct DEI focused exit interviews with employees who voluntarily leave the District, maintain a database of such exit interviews, analyze the data for patterns impacting monitored groups, and implement concrete measures, such as but not limited to, that utilize this information to develop strategies to retain employees from underrepresented groups.
  - a. Year: Two
  - b. Responsibility: HR
  - c. Assessment of Initiative Effectiveness: Gather, compile, and analyze data trends related to employee turnover.
4. Maintain a variety of programs to support newly hired employees such as mentoring, professional development, and leadership opportunities which focus on the creation of an equitable campus climate.
  - a. Year: Three
  - b. Responsibility: HR and Administration
  - c. Assessment of Initiative Effectiveness: Survey employees and assess data pertaining to onboarding and professional development efforts

## APPENDIX

**Pregnancy Discrimination Act:** This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**Title VII of the Civil Rights Act of 1964** This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

**LGBTQ+:** Relating to lesbian, gay, bisexual, transgender, queer and inclusive to all individuals on the gender identity and/or sexual orientation spectrum.

**Equal Pay Act of 1963 (EPA):** This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**The California Fair Employment and Housing Act (FEHA)** prohibits harassment and discrimination in employment which includes but may not be limited to an employee, unpaid intern, applicant or a volunteer.

FEHA specifically provides protection from harassment or discrimination in employment because of:

- Race
- Color
- Religion (includes religious dress and grooming practices)
- Sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Gender identity, gender expression
- Sexual orientation
- Marital status
- Medical Condition (genetic characteristics, cancer or a record or history of cancer)
- Military or veteran status
- National origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)
- Ancestry
- Disability (mental and physical, including
- HIV/AIDS, cancer, and genetic characteristics)
- Genetic information
- Request for family care leave
- Request for leave for an employee's own serious health condition
- Request for Pregnancy Disability Leave
- Retaliation for reporting patient abuse in tax-supported institutions
- Age (over 40)