

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.20.1 (AP 3420)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.20.1 Equal Employment Opportunity
Revision Date: 12/12; 3/15; 4/15
References: Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; ACCJC Accreditation Standard III.A.11

1. The District has developed a written Equal Employment Opportunity (EEO) plan which can be viewed at:
<https://smccd-public.sharepoint.com/humanresources/Policies%20and%20Procedures/SMCCCD%20EEO%20Plan%20-%20June%202015.pdf>
2. The plan and subsequent revisions shall be submitted to the California Community Colleges Chancellor's Office for review as required.
3. The Vice Chancellor of Human Resources and Employee Relations shall have the responsibility and authority for implementing the plan and assuring compliance with the requirements of this Procedure.
4. Complaints shall be filed with the Vice Chancellor of Human Resources and Employee Relations in accordance with the procedure specified in the plan.
5. The Vice Chancellor of Human Resources and Employee Relations shall ensure that all District employees are notified of the provisions of the plan.
6. 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. The training shall be conducted by a qualified member of the Human Resources Department staff.
7. Any discrimination that is detected in the District's hiring practices should be brought to the attention of the Vice Chancellor of Human Resources and Employee Relations.
8. The Vice Chancellor of Human Relations and Employee Relations shall take steps to address any significant underrepresentation of monitored groups identified in the plan.
9. The plan shall be a public record.
10. The District shall make a continuous good faith effort to comply with the requirements of the plan.