

Personnel

Nondiscrimination In Employment

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or person contracted to provide services to the District shall be investigated and resolved in accordance with procedures specified in Board Policy and Administrative Regulation 1312.1 (Complaints Concerning District Employees).

Measures to Prevent Discrimination

In order to prevent unlawful discrimination, harassment, and retaliation in District employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the District has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (“DFEH”) posters in regard to workplace discrimination and harassment and the rights of transgender employees, (Government Code § 12950)
2. Publicize the District's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR § 4960; 34 CFR §§ 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment;
 - b. Posting them in all District schools and offices, including staff lounges and other prominent locations;
 - c. Posting them on the District's web site and providing easy access to them through district-supported social media, when available.
3. Disseminate the District's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR § 11023)
 - a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return;
 - b. Sending the policy via email with an acknowledgment return form;

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- c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies;
 - d. Discussing the policy with employees upon hire or during a new hire orientation session. Any other way that ensures employees receive and understand the policy.
4. Provide to employees a handbook which contains information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior.
5. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made. The District may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code § 12950.2)
6. Periodically review the District's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law.
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or with the Equal Employment Opportunity Commission (“EEOC”).

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