

NONDISCRIMINATION PROCEDURES AND FACULTY AND STAFF DIVERSITY PROGRAM (FSDP)*

The District shall have in place procedures that ensure nondiscriminatory practices.

1. Responsibilities of the District

- a. The Chief Human Resources Officer is responsible for the coordination and review of the Governing Board's Nondiscrimination Policy, Procedures and Faculty and Staff Diversity Program. The Chief Human Resources Officer shall consult, as appropriate, with the Chancellor's Cabinet, employee organizations, and District Governance Council to:
 - 1) review all District policies affecting personnel to provide equitable treatment for all employees and job applicants consistent with legal requirements for nondiscrimination and principles of equal employment opportunity; and
 - 2) ensure that the practices and procedures of the District are nondiscriminatory.

2. Application of Personnel Policies

Personnel actions dealing with recruitment, appointment, promotion, transfer, employee training and development are of critical importance to the success of the District's nondiscrimination procedures that ensure equal employment opportunity. The education, experience, skill, knowledge, and any other qualifications required for a position shall be limited to those qualifications directly related to the satisfactory performance of the duties and responsibilities of the position, and shall be periodically reviewed for adverse impact. The following guidelines shall be observed.

- a. **Recruitment:** Current methods of outreach and recruitment shall be reviewed and, when necessary, new or modified methods shall be introduced in order to broaden the scope of the search. Good faith efforts shall be undertaken to recruit applicants from all ethnic and gender groups. Outreach and recruitment efforts shall be undertaken for individuals with disabilities and for special disabled and Vietnam era veterans.
- b. **Employment Practices:** The District shall not discriminate in employment based on ethnic group identification, race, color, age, citizenship, ancestry, religion, marital status, national origin, sex, sexual orientation, gender, gender identification, gender expression, mental or physical disability, medical condition, genetic information veteran status, parental status, or because he or she is perceived to have one or more of these characteristics. Such anti-discrimination policies shall apply to all aspects of employment, including, but not limited to, recruitment, selection, promotion, transfer, and employee training and development.

*This procedure has been amended in accordance with guidance from the Office of the State Chancellor issued October 19, 2001 and in light of *Connerly v. State Personnel Board* (2001) 92 Cal.App. 4th 16.