

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**RESPONSIBILITY FOR IMPLEMENTATION OF NONDISCRIMINATION PROGRAM**

The responsibilities and duties of the Assistant Superintendent/Personnel Services as the Coordinator of the Equal Employment Opportunity (EEO) Nondiscrimination Program are as follows:

- A. To develop policy statements and internal and external communication techniques.
- B. To identify problem areas within the workforce and to assist management in arriving at solutions to any problems.
- C. To design and implement an annual audit and reporting system of all components of the Nondiscrimination program that will:
 - 1. Measure the effectiveness of the program
 - 2. Indicate any need for remedial action.
- D. To serve as liaison between the District and minority organizations, women's organizations and community action groups concerned with employment opportunities for minorities and women.
- E. To keep management and supervisors informed of the latest developments in the equal employment area.
- F. To inform employees of available opportunities for advancement.
- G. To assist in maintaining open lines of communication throughout the work force.
- H. To inform management of changes which may affect the Nondiscrimination Program, and to revise the program as necessary.
- I. To periodically audit the District's orientation program, and its hiring, promotion and termination practices.
- J. To review the qualifications of minority and women employees to ensure that they are given full opportunities for transfers and promotions.
- K. To ensure that EEO posters are properly displayed, and that minorities and women are encouraged to participate in District sponsored activities.
- L. To ensure that supervisors understand that their responsibilities include carrying out the District's commitment to equal employment opportunity.
- M. To assume any contingent responsibilities necessary to ensure effective implementation of the District's Nondiscrimination Program.

REQUIRED WORKFORCE AND UTILIZATION ANALYSIS

To implement the Equal Employment Opportunity Program, the District will generate an annual analysis of presently employed personnel and employable personnel in the community.

- A. This workforce and utilization analysis will be presented to the Board of Trustees as an information item during first semester of each year.
- B. An analysis of personnel records will be made to determine the degree of balance of women

and ethnic minority groups.

- C. Periodic surveys may be conducted to discover availability for employment of ethnic minority groups and women with requisite skills.
- D. Internal training capabilities will be continuously evaluated to provide applicants as well as employees with opportunities for upward mobility.
- E. In the event that changes occur which have a significant impact on the representation of ethnic minority groups, the handicapped and women, goals will be revised accordingly.

DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

To ensure that all employees, applicants for employment, and the public are aware of San Dieguito Union High School District's official policy on Equal Employment Opportunity and its commitment to nondiscrimination, the following shall occur:

A. Internal Dissemination

- 1. The Assistant Superintendent/Personnel Services will meet periodically with department heads and disseminate information on the District's overall Nondiscrimination Program
- 2. The District's policy on Equal Employment Opportunity and the Federal and State Notice of Equal Employment Opportunity will be posted on department bulletin boards at locations where applicants are received for employment.
- 3. The policy statement is available to all District employees. In addition, this policy will be included in all District and site employee handbooks.
- 4. District supervisors who have a responsibility for interviewing, hiring, promoting, transferring, disciplining, and terminating employees, will continue to receive instructions in and review of the District's Equal Employment Opportunity Policy including legal and contractual obligations and resources available to assist them in meeting their own goals set forth in the Nondiscrimination Program.
- 5. A discussion of Equal Employment Opportunity and the Nondiscrimination Program will be included in the orientation of all new employees.
- 6. The District's Equal Employment Policy and the Nondiscrimination Program will continue to be a discussion item in staff meetings for District employees, supervisors and managers.
- 7. The phrase, "San Dieguito Union High School Districts is an Equal Opportunity Employer, Women and Minorities Are Encouraged to Apply", will be included in all job announcements. Such announcements will be posted at all schools.
- 8. A copy of the District's Nondiscrimination Program will be available for review through school principals and through the Personnel Department.

B. Guidelines for dissemination outside the District follow:

Teacher placement offices, recruitment agencies, minority organizations, community agencies, and other interested parties shall be informed of the District's Equal Employment Opportunity Policy and Affirmative Action Program.

ACTION ORIENTATED PROGRAM**A. The District shall utilize the following specific procedures:**

1. The Assistant Superintendent/Personnel Services shall act as Equal Employment Opportunity Officer and shall supervise the execution of the Equal Employment Opportunity Program.
2. The Equal Employment Opportunity Officer shall prepare reports which provide necessary personnel information on affirmative action results.
3. The District will compare each report with prior data in order to evaluate progress in meeting its equal employment opportunity goals in relationship to the racial, ethnic, handicapped, and sex composition of the labor market.
4. The Equal Employment Opportunity Officer shall make an ongoing analysis of anticipated vacancies, turnover, expansion, and promotion opportunities.
5. The Equal Employment Opportunity Officer shall provide an ongoing review of promotional procedures to assure that promotable minority employees are given fair consideration in job categories that need increased integration.
6. The District shall gather information concerning ethnic minority groups available for employment, including information about classified ethnic who are unemployed.
7. The District shall widely disseminate notices of certificated and classified vacancies to educational institutions, placement offices, and other agencies serving a high percentage of ethnic minority populations.
8. The District shall ensure that all selection procedures are job-related and do not adversely affect the opportunities of minorities, the handicapped, and women.
9. The District will continue to encourage, accept, and process applications of qualified ethnic minority group persons even though no current vacancies exist.
10. The District will concentrate recruitment for certificated personnel in those geographic areas where there is evidence that ethnic minority candidates are likely to be more available.
11. The District will use the Annual Welfare Analysis and Utilization Analysis to identify problems and to develop Action Orientated Programs.

EMPLOYMENT SELECTION PROCEDURES**A. Recruitment – General**

A positive recruitment program will be administered to locate and attract the best qualified personnel available. To encourage advancement, every effort will be made to fill vacancies by promoting eligible and qualified employees already on the staff. However, to assure the District of the best skills necessary to the District's operation, outside recruitment as well as in-house applications will be solicited as stated in the Classified Merit System of Rules and Regulations and as outlined in any related Equal Employment Opportunity Action Oriented Plan.

B. Application for Employment and Reference Checking

1. Application for employment with the San Dieguito Union High School District will be accepted when vacancies occur for anticipated vacancies. Applicants will be considered for all positions for which they are qualified.
2. Where the nature and duties of the job warrant it, applicants may be subject to examination which fairly tests capacity and fitness of the candidate to efficiently discharge the duties of the position for which the examination is held.
3. All candidates will be evaluated against requirements set forth in the job description for the position to be filled.

C. Vacancy Announcements

1. All job opportunities will be announced by publication of the vacancy announcements, which will include:
 - a. Job title
 - b. Salary range
 - c. Description of duties
 - d. Job site location
 - e. Minimum education and experience requirements, and any special licenses, certificates or credentials required
 - f. Other information providing for a better understanding of the nature and conditions of the job
 - g. How, where and when to make application
 - h. Statement that the District is an equal opportunity employer

D. Promotion from Within

1. When a position opening exists, the vacancy announcement will be circulated widely and publicly throughout the District, or as a memorandum to all employees. The announcement may, if deemed essential, coincide with outside recruitment efforts as established in E below.
2. On an informal basis, and without making a commitment for employment, managers should encourage employees who are eligible, qualified, and interested, to apply.
3. If there are any eligible and highly qualified candidates by the closing date, screening may proceed. If there are no such candidates from within, outside recruitment becomes mandatory.
 - a. One qualified in-house candidate who responds to the mandatory vacancy announcement is enough to proceed with the screening.
 - b. There must always be an announcement of an opening. If a temporary employee is the only responding candidate to the notice of vacancy, and if she/he is qualified, then screening may proceed.
 - c. Students or other trainees that are considered temporary may be transferred with a waiver of policies.

- d. Annual staff interest surveys may be considered as an official request for a transfer.

E. Outside Recruitment

1. Whenever a new position is created, or a present position becomes vacant and is not filled by in-house promotion, it shall be the policy to advertise the position as widely as possible for at least five (5) working days.
2. All possible steps shall be taken to notify the community, and use many recruitment sources, such as:
 - a. Distribute vacancy announcements to all District sites
 - b. Vacancy notices to state, municipal, or county employment offices
 - c. Through “positions available” in news media, including trade journals, for certain professional positions
 - d. Vacancy notices to community, ethnic, and women’s organizations
 - e. Vacancy notices to free public service announcements on radio and television
 - f. Certificated vacancy notices to neighboring districts and local universities

F. Screening and Selection Guidelines

1. General hiring policies and procedures are intended to foster the selection of competent and effective personnel while maintaining an age, sex, and ethnic balance in relation to the population of areas served.
2. The person(s) doing the initial screening will determine which applicants are adequately qualified to be interviewed for the position for which they are applying by the following guidelines:
 - a. Qualified – An applicant shall be declared qualified if she/he meets, has potential to meet, or exceeds the minimum qualifications for the position as stated in the job description.
 - b. Unqualified – An applicant shall be declared unqualified for lack of any of the required qualifications established for the job.
 - c. Disqualified – An applicant shall be declared disqualified for the following reasons: (1) Falsification of application or attempted deception in connection with the application; (2) Material evidence of conduct that would be detrimental to the purposes and working relationship of the District.
 - d. For classified personnel, the Personnel Commission shall utilize the Merit System Rules and Regulations for selection.

No applicant will be rejected as “unqualified” or “disqualified” without justification and the department supervisor’s approval of the rejection.

G. Oral Interview

1. The interview panel’s responsibilities include interviewing qualified applicants and

- recommending to the selecting official the best qualified candidate(s).
2. The Personnel Officer will review the Job Description, Application For Employment, Action Notice, Rating Forms, and Certification of Best Qualified Candidate to determine the appropriateness of hire. She/he will then forward these documents to the appointing official for her/his approval.

H. Notification of Successful Candidate

1. After confirmation of appointment, the successful candidate will be notified of her/his selection.
2. The candidate who is appointed to the position will have a copy of the certification placed in her/his personnel file.

I. Retention of Records

Records of applicants and interview work sheets will be retained by the selecting official for not less than two years.

GOALS, OBJECTIVE, TIMETABLES AND CORRECTIVE ACTION

Goals do not represent quotas, fixed numbers, or percentages of ethnic minority groups per se, but provide the District with guidelines to follow until a fully integrated staff is reality.

- A. The Superintendent shall periodically review the goals, timetables, and plans to implement the Equal Employment Opportunity Program which may result in reports/ recommendations to the Board of Trustees.
- B. The District shall evaluate the Equal Employment Opportunity Program by good-faith actions and by the rate of progress toward the stated objectives and goals. Failure by any school or office to make reasonable progress will result in a special review.

INTERNAL AUDIT AND REPORTING SYSTEM

The District recognizes the need for close monitoring of its nondiscrimination program. A reporting system designed to measure the progress of the program has been developed and will be monitoring by the EEO coordinator annually. This reporting system will cover the following areas:

- A. Personnel activity records by job group will be maintained and monitored. A review of recruiting sources, applicant flow, offers, hires, promotions, transfers, and terminations will be conducted annually, to analysis the impact of the selection process, and to ensure that the policy of nondiscrimination is effective.
- B. The Equal Employment Opportunity officer will review (prior to the notification of the affected individual) layoffs, terminations (including failure to complete probationary periods), rehiring, and disciplinary practices to ensure nondiscrimination pursuant to our policy.
- C. The Equal Employment Opportunity Office will document formal and informal training activities which will be analyzed quarterly, to ensure nondiscrimination.
- D. Audits will be conducted annually of all wages, salaries, and benefits to assure

nondiscrimination in compensation.

- E. All managers will submit EEO progress reports, as deemed necessary by the Equal Employment Opportunity officer, who will submit a summary report to the Superintendent. This report will include information on the program's effectiveness and recommendation to improve performance, if found deficient.

COMMUNITY SUPPORT FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

- A. The Superintendent shall maintain a continuous liaison with minority groups and community organizations, agencies, and leaders.
- B. The Superintendent and the Board of trustees shall encourage employees to lend support to and actively participate in District's efforts related to affirmative action.

LEGAL REFERENCES**EDUCATION CODE**

- 200 - 261 Prohibition of Discrimination on the Basis of Sex
- 44100 - 44105 Affirmative Action Employment
- 44830 Employment Restricted to Persons Possessing Prescribed Qualifications; Public Policy of State Against Discrimination on Basis of Race, etc.
- 44830.5 Assignment of Certificated Employees to District Ratio

ADMINISTRATIVE CODE, TITLE 5

- 30-31 Affirmative Action Employment Programs

GOVERNMENT CODE

- 12920 - 12921 Nondiscrimination
- 12940 et. seq. Discrimination Prohibited; Unlawful Practices, generally
- Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act
- Executive Order 11246
- Equal Pay Act of 1963