The MiraCosta College District Equal Employment Opportunity (EEO) Plan is Appendix I.D. of the board policies and administrative procedures. It is reviewed annually and updated as needed by the EEO Advisory Committee.

The EEO Plan components include Annual Evaluation, EEO Advisory Committee, Employment Procedures, Delegation of Authority, Complaint Procedures, Job Announcements, and Dissemination and Revision of the Plan, as excerpted below.

**Annual Evaluation**

The Human Resources Department will annually survey the district’s workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the district’s progress in implementing the EEO Plan, to provide data needed for the reports required by this Plan, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification, and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). 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 each of the following identified job categories:

A. Executive/Administrative/Managerial

B. Faculty and other Instructional Staff:
   - Adult Education
   - Career Education
   - English
   - Health and Physical Education
   - Humanities
   - Instructional and Support Services
   - Mathematics
   - Natural Sciences
   - Social Sciences
   - Part-Time

C. Professional Non-faculty

D. Secretarial/Clerical
EEO Advisory Committee

The district has established an Equal Employment Opportunity Advisory Committee to assist the district in implementing its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the Plan itself. The committee shall include a diverse membership whenever possible. A substantial good-faith effort to maintain a diverse membership is expected. If the district has been unable to meet this objective, it will document what efforts were made to recruit advisory committee members who are members of monitored groups. The committee will be composed of two members of the faculty appointed by the Academic Senate President, two members of the classified staff appointed by the Classified Senate President, two students recommended by the Associated Student Government, two community representatives appointed by the superintendent/president, and one member of the administration appointed by the superintendent/president.

The committee will be convened initially each year and chaired by the equal employment opportunity officer. Terms of office for the voting members shall be for two years. The Equal Employment Opportunity Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings, if needed, to review equal employment opportunity and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the superintendent/president, and the equal employment opportunity officer.

Employment Procedures

Employment procedures will comply with current Title 5 Regulations.

Delegation of Authority

It is the goal of MiraCosta College that all employees promote and support equal employment opportunity because such a goal requires a commitment and a contribution from every segment of the district. 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 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.
B. Superintendent/President

The Board of Trustees delegates to the superintendent/president the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The superintendent/president 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 superintendent/president shall include in the evaluation of the performance of all administrators who report directly to him on actions taken in support of the Plan.

C. Equal Employment Opportunity Officer

The district has designated the Director of Human Resources as its equal employment opportunity officer who is 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 assuring compliance with the requirements of Title 5, §53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in section 6 of the Plan and for ensuring that applicant pools and selection procedures are properly monitored.

D. Equal Employment Opportunity Advisory Committee

The district has established 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 assists in the development and implementation of the Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for Plan revisions as appropriate.

E. Agents of the District

Any 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 and will be given a copy of it.

F. Good-Faith Effort

The district shall make a continuous good-faith effort to comply with all the requirements of its Plan.
Complaint Procedure

A. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 §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. All complaints shall be signed and dated by the complainant and shall 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. Complaints alleging violations of the 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. As directed by the Chancellor’s Office, the decision of the district in complaints pursuant to Title 5 §53026 is final. (See California Community Colleges Chancellor’s Office Guidelines for Minimum Conditions Complaints at: http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm.)

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

The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the superintendent/president. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor’s Office upon receipt.

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

B. Complaints Alleging Unlawful Discrimination or Harassment (Government Code §59300 et seq.): The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Director of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

Job Announcements

Job announcements will clearly state job specifications, setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic,
socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job specifications, including any “required”, “desired”, or “preferred” qualifications beyond the state minimum qualifications that the district wishes to utilize, will be reviewed by the equal employment opportunity officer before the position is announced to ensure conformity with equal employment regulations and state and federal nondiscrimination laws. All job announcements shall state that the district is an “Equal Opportunity Employer.”

Dissemination and Revision of the Plan

The commitment of the Board of Trustees and the superintendent/president to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the college catalog and class schedule. The Plan and subsequent revisions will be distributed to the Board of Trustees, the superintendent/president, administrators, the Academic and Classified Senate Councils, union representatives, and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the district’s Web site and, when appropriate, may be distributed by e-mail. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the district. Each year the district will inform all employees by e-mail of the Plan’s availability, including a written summary of the provisions of the Plan. The annual notice will emphasize the importance of the employee’s participation and responsibility in ensuring the Plan’s implementation.