

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 3  
General Institution

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**AP 3420 EQUAL EMPLOYMENT OPPORTUNITY**

**References:**

Education Code Sections 87100 et seq.;  
Title 5 Sections 53000 et seq. and 59300 et seq.

The Equal Employment Opportunity (EEO) Plan is a District-wide, written plan that implements the District's EEO Program, includes the definitions contained in Title 5 Section 53001, and complies with all legal requirements as listed in Title 5. The District's EEO Plan will be developed from the Model EEO Plan as provided by the State Chancellor's Office, given local modifications based on legal recommendations from the District legal counsel. The District will comply with implementation timelines of the State Chancellor's Office for the EEO Plan. Prior to implementation, the Board of Trustees will adopt the EEO Plan.

The EEO Plan and subsequent revisions shall be submitted to the State Chancellor's Office for review and approval as required. The Chief Human Resources Officer shall have the responsibility and authority for implementing the EEO Plan and assuring compliance with the requirements of this procedure.

The EEO Plan will include, but is not limited to, the following:

- The Chief Human Resources Officer shall ensure that all District employees are notified of the provisions of the EEO Plan.
- 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 District Human Resources staff.
- Any discrimination that is detected in the District's hiring practices should be brought to the attention of the Chief Human Resources Officer.
- Complaints shall be filed with District Human Resources in accordance with the procedure specified in the EEO Plan.
- The EEO Plan shall be a public record.

- The District shall make a continuous good faith effort to comply with the requirements of the EEO Plan.

Also see BP/AP 3410 titled Nondiscrimination, AP 3435 titled Discrimination and Harassment Investigations, and BP 7100 titled Commitment to Diversity.

Ratified December 2, 2013