

**Proposed Addition to  
Kern Community College District Board Policy Manual  
Section Eleven – General Personnel - Administration**

Governance Process: Share as Information Only

Reason for Revision: To Establish/Amend District Policy

**11D Equal Employment Opportunity and Unlawful Discrimination (Revised  
December 17, 2009)**

**11D1 Equal Employment Opportunity in the Employment of Personnel**

It shall be the policy of the Kern Community College District that equal opportunity to seek, obtain, hold, and advance in employment in the District shall be afforded to all who qualify without discrimination because of race, color, ethnic group identification, ancestry, religion, national origin, sex (gender), sexual orientation, gender identity or expression, marital status, age, genetic information, medical condition, and/or physical or mental disability, pregnancy or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of personnel. Additional efforts will be made to recruit, develop, and to promote qualified members of groups that are underrepresented in the District workforce, even if that underrepresentation cannot be traced to particular discriminatory actions on the part of the District.

**11D1A** The District will continuously review its policies, procedures, practices, pool and workforce statistics, and any other factor that might contribute to workforce imbalance or adversely impact employment opportunities of members of protected groups.

**11D1A1** The District will annually review the Equal Employment Opportunity Plan and revise as appropriate to address any

problems with regard to recruiting a diverse workforce on the schedule provided by the State Chancellor's Office.

**11D1A2** Information regarding Equal Employment Opportunity will be made available annually to the staff and community.

**11D1A3** The District's Human Resources Department will continue to assure reasonable accommodation for applicants and employees with disabilities upon request.

**11D1A4** Pre-employment physicals or drug testing shall be conducted only following an offer of employment. This offer of employment is conditioned on the employee either passing these tests, or providing proof of disability [as defined in the Americans with Disabilities Act (ADA)]. The District will provide reasonable accommodation upon request to applicants and employees in accordance with Federal Americans with Disabilities Act (ADA).

**11D1A5** Whenever possible the names, titles, office locations, and office telephone numbers of individuals serving as liaisons of Equal Employment Opportunity programs, Equal Employment Opportunity officers, receivers of unlawful discrimination complaints, responsible personnel, ADA coordinators, and others responsible for Equal Employment Opportunity functions shall be identified and made public to employees and students.

**11D1B** The Board of Trustees recognizes and accepts its responsibilities under the California Education Code and the California Code of Regulations (Title 5) to:

**11D1B1** Assume overall responsibility for the success of the District's effort to achieve Equal Employment Opportunity.

**11D1B2** Approve the District and College Staff Availability Data as well as any revisions; and assure that these are submitted to appropriate agencies in a timely fashion.

**11D1B3** Assure that in all employment procedures for all positions there is no unlawful discrimination.

**11D1B4** Provide a supportive environment free of cultural bias for all staff and students.