

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Personnel

4111.1 - AR

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COORDINATOR

A. Purpose and Scope

1. This is an implementing administrative procedure to Board Policies 4111.1/4211.1, "Equal Employment Opportunity (EEO) Policy."
2. This procedure defines the role of the EEO Coordinator in the district's Equal Employment Opportunity/Affirmative Action Program.
3. This procedure assigns the EEO Coordinator role to a specific district level administrator.

B. General

1. The Equal Employment Opportunity (EEO) Coordinator is to be responsible for the implementation and administration of the Equal Employment Opportunity/Affirmative Action Program.
2. The Assistant Superintendent, Personnel Services and Staff Development, is hereby designated the district's Equal Employment Opportunity (EEO) Coordinator.
3. Suggestions or questions concerning this procedure should be directed to the designated administrative unit responsible. (See Section G.)

C. Duties of the Equal Employment Opportunity (EEO) Coordinator shall include the following:

1. Disseminate the policy by maintaining communication with local community action groups, recruitment sources, minority organizations, and educational institutions.
2. Keep the Board of Education and district superintendent informed of all developments in the equal employment opportunity areas.
3. Identify problem areas (deficiencies) and indicate need for remedial action by school, division, department and/or office and job categories.
4. Determine the degree to which the district's goals and other equal employment opportunity objectives have been achieved.
5. Monitor records of referrals, placements, transfers, promotions, terminations and other pertinent statistical data to insure that equal employment opportunity policy is carried out.

6. Keep the district's line management informed of the latest developments in the entire equal employment opportunity areas so as to insure awareness of the need to update the district's equal employment opportunity program.
7. Serve as liaison between the district enforcement agencies.
8. Keep abreast of government regulations, legal interpretations and laws, and inform the district staff of significant changes or shifts of emphasis.

D. Procedure

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: Any employee or job applicant (the complainant") who believes he/she has been subjected to prohibited discrimination or harassment shall promptly inform his/her supervisor, the district's Coordinator for Nondiscrimination in Employment, or the Superintendent.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The Coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five school days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The Coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

If the Coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the Coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee or student safety, the Coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The Coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The Coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Corrective Action:** No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 working days of receiving the written report of the Coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days.

E. Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may also file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

F. Reports Required

1. EEO development reports as required (See Sections D.5. and D.9)
2. Annual report to Board (See Section D.12)

G. Record Retention

(See Personnel Division)

H. Responsible Administrative Unit

Assistant Superintendent, Personnel Services

I. Approved by:

<u>Robert Kent</u>	<u>8/30/13</u>	<u>Doug Domene</u>	<u>8/30/13</u>
Responsible Division Head	Date	Superintendent	Date

LEGAL REFERENCE:

Education Code

200-262.4 Prohibition of discrimination

Government Code

12920-12921 Nondiscrimination

12940-12948 Discrimination prohibited; unlawful practices, generally

United States Code, Title 20

1681-1688 Title IX of the Education Amendments of 1972

United States Code, Title 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

United States Code, Title 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2001e-2001e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2001h-2-2001h-6 Title IX of the Civil Rights Act of 1964

12101-12213 Americans with Disabilities Act

Code of Federal Regulations, Title 28

35.101-35.190 Americans with Disabilities Act

Code Of Federal Regulations, Title 34

106.8 Designation of responsible employee for Title IX