

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.05010 DR

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

3.05010 DR

3.25030 Employee Grievance

I. Definition

- A. Protected Class: Protected classes are those defined by applicable law.
- B. Affirmative Action Program: A plan of action to:
 - (1) provide effective representation of employees of protected classes
 - (2) ensure a reasonable rate of progress toward immediate and long range affirmative action goals and objectives
 - (3) ensure that all prospective contractors, vendors, and/or bidders, where appropriate, have on file a statement of compliance pertaining to equal opportunity.
- C. Affirmative Action Officer: Appointed by the chancellor to implement and monitor the overall affirmative action program.
- D. Affirmative Action Coordinator: Appointed by the unit officer to monitor affirmative action at the unit level.
- E. District Unit: The administrative center and each college.
- F. Affirmative Action Objectives: Used to annually articulate the desired result of the affirmative action program.
- G. District Affirmative Action Goal: Used to define the end result of bringing the district in compliance with any affirmative action laws which it is found to be violating.

II. Affirmative Action Program

The affirmative action officer will be responsible for developing and updating the affirmative action program. The affirmative action officer will keep abreast of federal, state and local laws and court decisions concerning equal employment opportunity and affirmative action.

III. Districtwide Affirmative Action Committee

A districtwide affirmative action committee will be appointed by the chancellor with one (1) representative from each unit. The committee is to be representative of members of

protected classes whenever possible. The committee will be chaired by the affirmative action officer. The committee will work with and advise the affirmative action officer. The director of human resources will serve as an ex-officio member of the committee.

IV. Unit Affirmative Action Committee

- A. An affirmative action coordinator, appointed by the unit officer, will be assisted by three to five affirmative action representatives selected by the employee governance groups at that unit. The coordinator, or a representative, will serve on each selection committee and will advise supervisors in the selection process.
- B. The chair of the selection committee, or supervisor, responsible for recommending candidates for employment, will consult with the affirmative action coordinator before beginning the selection process.

V. Inservice Training

The districtwide affirmative action officer will develop inservice training:

- A. for administrators, faculty, and staff responsible for recommending candidates for employment.
- B. to increase skills and develop positive attitudes of employees as they work with protected classes.

VI. Responsibilities of the Human Resources Director

- A. Receive all reports of alleged discrimination in any district unit.
- B. Investigate all claims of discrimination made against a district unit or an employee.
- C. Review the results of any investigation with the affirmative action officer and the appropriate unit officer.
- D. Recommend an appropriate resolution to the vice chancellor of administrative services.

VII. Responsibilities of the Vice Chancellor of Administrative Services

- A. The vice chancellor will be responsible for initiating appropriate action to correct any discrimination.
- B. The vice chancellor or designee will communicate the results of the investigation and any proposed action to the complainant and other appropriate parties.
- C. If the complainant is dissatisfied with the proposed action, an employee grievance may be pursued.

VIII. Responsibilities of the Affirmative Action Officer

- A. Ensure that guidelines related to equal opportunity and affirmative action are adhered to in employment, retention, nonprobationary status, transfer and promotion of employees.
- B. Review the procedures and criteria for employment, retention, nonprobationary status, transfer and promotion to ensure that qualified candidates are not excluded from consideration.
- C. Consult with the affirmative action coordinators when advice is requested.
- D. Take positive steps to create a work climate receptive to members of protected classes.
- E. Review the findings of investigations of alleged discrimination.
- F. Prepare evaluations and submit reports for the units as required.
- G. Serve in an advisory capacity to unit officers, and review and verify all personnel actions and contractual agreements as related to equal opportunity/affirmative action provisions.
- H. Supervise districtwide surveys of the work force within the district that illustrate the utilization of protected classes.
- I. Make certain that posters regarding equal employment and affirmative action are posted and visible in appropriate areas throughout the district.
- J. Analyze internal personnel utilization surveys and recommend objectives and/or goals to increase the utilization of protected classes.
- K. Serve in an advisory capacity to the chancellor.
- L. Evaluate and analyze the effort in the district to show progress toward objectives.

IX. Annual Affirmative Action Report

A report which includes an analysis of effort, will be submitted to the board.

Approved: Chancellor
April 1, 1975

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(Editorial Corrections 7/11/06)