COMMITMENT TO DIVERSITY

BP No. 7100

NOTE: *This policy is legally required.*

I. The District is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

II. Source/Reference
Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.; Board resolution on equity of 14 September, 1994

I. The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

II. A. An Equal Employment Opportunity Policy shall be implemented according to Title V and Board Policy 3420.

B. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

III. The Superintendent/President is authorized to employ Academic/Classified part-time, short-term, and substitute employees as needed within the budget allowance. Part-time, short-term, and substitute employees' names shall be submitted to the Board for approval or ratification.

The Superintendent/President is also authorized to employ persons as needed to fill positions resulting from any federal or state legislative enactment or any other special funding as part of the classified service. (Education Code Sections 88003, 88004, 88005, 88006) New classifications required for such positions will be established based on equitable relationships and available funding.

IV. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision making.

V. The criteria and procedures for hiring classified employees shall be established after first affording the CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.

VI. Source/Reference

EC 70902*(b)(7)*& (d); *87100 et seq. 70901.2, 70902,* and 87100 et seq.; *Title 5, Section 53000, et seq., 51023.5; Accreditation Standard III.1.A*

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VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

AP No. 7125

I. In accordance with the Immigration Reform and Control Act of 1986, the District will not knowingly hire or recruit a person for employment if it knows an applicant is not authorized to be employed in the United States.

II. Reliable documentation of eligibility is required for employment from all persons hired. "Reliable documentation" as set out in federal law includes one or more of the following. The Office of Human Resources will examine documents to determine their authenticity and correlations to the person who presents them. The Office of Human Resources will not accept documents which appear to be forged, fraudulent, or subject to tampering.

A. A United States passport or a permanent resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States; or

B. A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a valid driver's license or similar identification document containing a photograph of the prospective employee.

III. The District will complete for each new employee the verification form or forms required by the United States Government. The District will retain such forms for at least three years for persons it does not hire. For persons that are hired, the District will retain such forms for at least three years or until one year after the person leaves the District's employment, which ever is later. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I9. The employee must affirm that he or she has the right to work in United States. Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date.

IV. A former employee who is rehired must also complete the form if he or she has not completed and I9 Form with the District within the past three years, if the employee's previous I9 is no longer valid, or is no longer on file with the Office of Human Resources.

V. The District will protect the privacy of the information it collects pursuant to this procedure.

VI. Sources / Reference: 8 U.S.C Section 1324a

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APPLICANT BACKGROUND CHECKS

AP No. 7126

Board Reviewed: 9/12/12

This procedure is legally advised

I. Applicants for positions will be subject to background or reference checks.

II. Where a background investigation is performed by a third party, the Human Resources department shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. If the applicant is not hired, or the District takes other action that adversely affects any applicant based in whole or in part upon the third-party report, the Human Resources Director shall provide oral notice of:

A. the name, address, and telephone number of the third party agency that furnished the report;

B. the applicant's right to dispute the accuracy or completeness of any of the information in the report.

III. Source / References:

Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.;
Fair Credit Reporting Act (federal)

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FACULTY SERVICE AREA, MINIMUM QUALIFICATIONS AND EQUIVALENCY

BP No. 7211

Board Adopted: 3-16-77; Rev. 2-8-78; 1-10-79; 5-4-82, 6-8-94; 4-13-05

I. Any General Secondary Credential and all Faculty Service Areas for which an academic employee is qualified for shall be registered with the Office of Human Resources upon hire, or upon qualifying for it. After initial employment, a faculty member may apply to the district to add faculty service areas for which the faculty member qualifies. This should be done prior to February 15 of any academic year in order to be considered in any proceeding during the academic year in which the application is received.

II. Only those registered and on file will be considered as a basis for reassignment in the event of staff reductions pursuant to Education Code Section 87743.

III. Education Code Section 87359 and Title 5, Section 53430 provide for the development of the process, criteria and standards for determining "equivalency" jointly by representatives of the Governing Board and the Academic Senate and approval by the Governing Board.

IV. Responsibility for developing the process, criteria and standards for determining equivalency is assigned to the Academic Senate; the process, criteria and standards shall be approved by the Governing Board prior to implementation.

V. The process shall include procedures to ensure that the Governing Board relies upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum standards specified in Title 5, Section 53420.

VI. Source/Reference

EC 87359, 87743, 87743.3 and Title 5, Section 53430 BP 1115

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I. Employment of faculty shall be in compliance with Board Policies relating to Title V, Title IX, AB 1725, and other legal requirements. All applicants shall be treated identically whether they are current employees or off-campus applicants.

II. PROCEDURE

A. Open faculty positions shall be reviewed and approved for announcement of the vacancy after budget verification from the Vice President of Finance and Business.

B. Recruitment shall be in accord with applicable state laws. Applications shall be screened for qualifications by the Office of Human Resources. The Director of Human Resources shall be responsible for analysis of job applicants to determine whether the group is significantly underrepresented. If the applicant pool demonstrates significant underrepresentation of monitored groups, the District shall implement additional measures as described in Title V, § 53006.

C. The Division Dean, together with a minimum of three Rio Hondo faculty members, selected by the Division faculty, shall constitute the Division Selection Committee. Two of the three faculty members should teach in the discipline, assuming there are two or more. The Committee shall elect a chair, evaluate the applications, identify those to be interviewed, interview candidates, and provide a written recommendation. The committee shall make a reasonable effort to forward at least three candidates but no more than five that in its judgment are qualified for the position and worthy of recommendations.

D. The Division Dean shall provide the written recommendation(s) of the Division Selection Committee to the Vice President of the applicable area.

E. The Vice President of the applicable area, along with the Division Dean and the Committee Chair (if applicable) will interview the recommended applicants and shall forward the best qualified candidate(s) from the name(s) recommended by the Committee to the Superintendent / President for interview.

F. The final evaluation and recommendation to employ shall rest with the Superintendent/ President of the College. Should none of the candidates forwarded by the Division Selection Committee be recommended for employment, the Superintendent / President will communicate to the Division Selection Committee Chair his / her justification.

G. Notification of selection shall be from the Office of Human Resources.

III. CRITERIA

Criteria for selecting personnel for certificated positions shall include the following:

A. Possession of the appropriate California community college instructor credential prior to employment by Rio Hondo Community College District, or

B. Academic background: A Master's degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable.

1. Possession of a Master's degree from an accredited institution in the discipline of assignment, or

2. Possession of a Master's degree from an accredited institution in a discipline reasonably related to assignment and possession of a Bachelor's degree from an accredited institution in the discipline of assignment.

3. For faculty in disciplines where a Master's degree is not generally expected or available, either of the following:

    a) Possession of a Bachelor's degree from an accredited institution in a discipline reasonably related to assignment plus two years of professional experience, plus appropriate certification to practice or licensure if available; or,

    b) Possession of an associate degree from an accredited institution in a discipline reasonably related to the faculty member's assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.

C. "Equivalency" to either academic or vocational requirements shall be determined in accordance with CP 5165 BP 7210.

D. Individual departments may add information on educational requirements placing emphasis on a specific area.

E. Other departmental interests may be shown under "Desirable Qualifications". These are limited to job related factors.

F. All applicants selected for hire must show a sensitivity to an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

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EQUAL EMPLOYMENT OPPORTUNITY

BP No. 3420

Board:11/08; 2/18/09

I. Rio Hondo Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

III. The Superintendent / President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

V. Source/Reference
Education Code Sections 66250, et seq., 72010, et seq.; 87100 et seq.; Title 5, Sections 53000, et seq.; Government Code 12940, et seq.; Penal Code Section 422.55;

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III. The Superintendent / President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

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VII. This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures.

IX. Source/Reference

California Code of Regulations, Title 5, sections 59300 et seq
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California Education Code, section 212.5;44100; 66252; 66281.5
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Civil Rights Act of 1964 (Title VII) and amendments thereto
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Sex Equity in Education Act (Education Code sections 200 et seq)
Title 29 Code of Federal Regulations, section 1604.11
United States Department of Education Office of Civil Rights Sexual Harassment Guidance, May 1997

I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information marital status, sex, gender, gender identity, gender expression age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

II. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

III. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

IV. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

V. To this end the President / Superintendent shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

VI. The President / Superintendent shall establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of

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V. The District officer responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Affirmative Action Officer/Director of Personnel.

VI. The District will provide annual notice of its policy against unlawful discrimination to students, new employees when they commence working, and to all current employees.

VII. Reference:

Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.; Title 5, Sections 53000, et seq., 59300 et seq,; Penal Code Section 422.55; Government Code 12926.1, 12940, et seq.

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BP No. 3410

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Note: This policy pertaining to "Mission" is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.

I. As stipulated in AB 1725, California Community Colleges are charged with the following broad missions: Transfer, vocational education, community services contract education, economic development.

II. Vision – The Vision of the Rio Hondo Community College District is as follows:

"Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations" (Board: 6/21/06)

III. Mission - The Mission of the Rio Hondo Community College District is as follows:

"Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings-for its diverse students and community." (Board: 6/21/06)

The mission is evaluated and revised on a regular basis.

Note: Institutional mission defines the broad-based educational purposes the district seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.

IV. Value(s) Statement – The Value(s) of Rio Hondo Community College District is/are as follows:

- Quality Teaching and Learning
- Student Access and Success
- Diversity and Equity
- Fiscal Responsibility
- Integrity and Civility

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