



West Hills Community College District EEO Plan – Annual Notice

Contact the Director of Human Resources/EEO Officer, Becky Cazares, with questions at beckycazares@whccd.edu

Equal Employment Opportunity Policy Statement

West Hills Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the district's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities within the district and are not subjected to discrimination in any program or activity of the district on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/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. The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws

Importance of Participation and Responsibility in Ensuring EEO Plan Implementation

The West Hills Community College District's Equal Employment Opportunity Plan (Plan) was adopted by the governing board on April 21, 2020. It is the district's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence. The Plan will reflect the district's commitment to equal employment opportunity.

Summary of the EEO Plan

The EEO Plan contains West Hills Community College District Policy Statement and describes the responsibilities for EEO Plan implementation. The Equal Employment Advisory Committee is the Equity and Diversity Committee. The EEO Plan also describes the process for filing complaints per section 53026. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the district's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in title 5 may constitute a violation of a minimum

condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026. (See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at: [Guidelines for Filing Minimum Conditions Complaints \(cccco.edu\)](https://www.cccco.edu/guidelines-for-filing-minimum-conditions-complaints))

Communitybased and professional organizations are encouraged to refer diverse, qualified individuals. All employment opportunities are posted on the [District Employment Opportunities Page](#).

Locations Where Complete Copies of the EEO Plan is Available

The 2019-22 EEO plan for West Hills CCD is available online at: [eeo-and-diversity-plan.pdf \(westhillscollge.com\)](https://www.westhillscollge.com/eeo-and-diversity-plan.pdf)

Community members and others may also request a copy by emailing humanresources@whccd.edu or calling 559-934-2155.