

**All Personnel**

**AFFIRMATIVE ACTION PLAN**

**I. Policy Statement**

The West Sonoma County Union High School District maintains as its policy equal opportunity in employment for all persons. It prohibits discrimination based on race, sex, color, religion, age, physical handicap, ancestry, or national origin in every aspect of personnel policy and practice; including employment, development, advancement, and treatment of employees. It promotes the total realization of equal employment opportunity through a continuing affirmative action program.

A. Definition:

Equal Employment Opportunity is a condition where persons are hired, promoted, or transferred without regard to race, sex, color, religion, age physical handicap, ancestry, or national origin.

B. Commitments:

The West Sonoma County Union High School District shall make additional good faith efforts to recruit, employ, and promote qualified members of groups formerly excluded, even if that exclusion cannot be traced to particular discriminatory actions on the part of the employer. The premise of the affirmative action concept is that unless positive action is undertaken to overcome the effects of institutional forms of exclusion and discrimination, a benign neutrality in employment practices will tend to perpetuate the status quo ante indefinitely.

**II. Responsibilities**

A. Governing Board and Superintendent:

The West Sonoma County Union High School District Board of Trustees and the superintendent have the overall responsibility for assuring affirmative action and equal employment in recruiting, assignment, promotion, retention, compensation, and training; and for improving representation of minority, racial, and ethnic groups and women.

B. Affirmative Action Officer

The Superintendent of Schools shall designate an Affirmative Action Officer to administer this Affirmative Action Program and shall operate within the highest administrative level and in affirmative action matters be directly responsible to the superintendent.

C. Affirmative Action Advisory Committee:

An Affirmative Action Advisory Committee shall be established to assist the West Sonoma County Union High School District through the District Superintendent of Schools to achieve understanding and support of this Affirmative Action Plan and Program.

This committee shall assist in developing the affirmative action programs in conformity with state and federal statutes, regulations, and guidelines, monitoring its progress and acting as an advisory body to the Affirmative Action Officer.

### **III. Goals and Timetables**

Goals, timetables, and affirmative action commitments shall be designed to correct and identify deficiencies in representation for racial and ethnic minority groups and women at all employment levels within the agency.

### **IV. Procedural Implementation**

#### **A. Recruitment:**

The West Sonoma County Union High School District shall not wait for minority applicants to appear, but rather it shall use affirmative action techniques which include positive recruiting programs, tapping all available sources to insure that men and women of all racial and ethnic backgrounds have an opportunity to compete for employment.

#### **B. Selection:**

1. All job specifications shall clearly set fourth those skills necessary to job performance and the required training and experience related to those skills. The requirements shall be based on a careful analysis of the job.
2. Choose and design selection devices such as interviews and tests so that they are based solely on the job requirements.
3. Establish selection practices which are job-related and in compliance with existing State of California fair employment practices, laws, federal executive orders, and any other relevant state and federal statutes, regulations, and guidelines.
4. Insure that tests and other selection procedures are fair to all applicants, keeping in mind the special problems faced by some racial and ethnic minority applicants who may feel that tests tend to exclude them.
5. Provide a rejected candidate for employment or promotion a written explanation for his or her rejection when requested.
6. When vacancies occur in professional and management positions, special effort will be made to select ethnic minority and female candidates; affirmative action requiring an integration of all levels of the work force,, not just the lowest job categories.

#### **C. Employment Procedures:**

In personnel transactions which relate to selections, assignment, promotion, transfer, demotion, discharge, or termination, the decision should be based on all relevant factors. Such factors include, but are not limited to, qualifications, capabilities, and the goals of the affirmative action plan.

#### **D. Training:**

The West Sonoma County Union High School District shall:

Encourage minority and women employees to participate in training programs including those which lead to improvement of skills necessary to achieve advancement.

**E. Promotion:**

Until such time as the West Sonoma County Union High School District reaches its established minority employment goals, all vacant classified job announcements shall be designated as "OPEN" so that minority candidates may compete for the positions.

**V. Miscellaneous**

**A. Instructions to Contractors:**

During the performance of any contract for construction projects of \$10,000 or more involving labor, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, sex, color, religion, age, physical handicap, ancestry, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their race, sex, color, religion, age, physical handicap, ancestry, or national origin. Such action shall include, but not be limited to, the follow: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, sex, color, religion, age, physical handicap, ancestry, or national origin.
3. The contractor will include the provisions of paragraphs (1) and (2) in every sub-contract or purchase order unless exempted by one of the following:
  - a. Contracts and sub-contracts not exceeding \$10,000.
  - b. Except in the case of sub-contracts for the performance of construction work at the site of construction, the clause shall not be required to be inserted in sub-contracts below the second tier.
  - c. Contracts and sub-contracts not exceeding \$100,000 for standard commercial supplies or raw materials are exempt.

**B. Public Information**

On all written communications such as letter, job announcements, official correspondence, purchase orders, publication, etc., the West Sonoma County Union High School District shall be identified as an Equal Opportunity and Affirmative Action Employer.