



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0100

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CATEGORY: District, Nondiscrimination

EFFECTIVE: 7-01-75

SUBJECT: Equal Opportunity in Employment

REVISED: 2-14-2002

A. PURPOSE AND SCOPE

1. To provide the equal opportunity in employment policy and procedure for certificated and classified personnel as adopted by the Board of Education.
2. **Related Procedures:**
 - Nondiscrimination on basis of handicap, employees 0110
 - Nondiscrimination on the basis of sex in instructional practices 0112
 - Employee complaints alleging harassment or discrimination 7110
 - Agency complaints alleging discrimination 0120

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-3000, D-6000, I-1000, I-1020, I-1050, I-1300, I-1800, I-5500, I-7150, I-7151; Cal. Const. Article I, Section 31.

2. Board Policy

- a. **In conformance with the principle of equal opportunity**, which the San Diego Unified School District believes is morally right, educationally sound, and consistent with the law, and in the implementation of this policy, all applicants for employment by the San Diego Unified School District, or for promotion within the staff of the district, shall be accorded equal opportunity regardless of race, religion, creed, color, marital status, veteran status, sex, sexual orientation, national or ethnic origin, age, or disability.

Furthermore, it is the policy of the San Diego Unified School District not to subject any person to intimidation, coercion, or retaliation because they have attempted to secure for themselves, or for others, rights or privileges established by this Nondiscrimination Policy, including participation in activities conducted to enforce this policy.

- b. **It is also the policy of the district in employment and promotion** to seek equal opportunity and nondiscrimination for all eligible candidates within major organizational units, major occupational groups (management, teacher, classified) and major classification (salary) levels. To achieve this, the district shall pursue an aggressive policy of identification, encouragement, and counseling of all eligible candidates with potential for leadership.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative Operational Support.
2. **Program Description**
 - a. **The equal opportunity in employment program** of the San Diego Unified School District is a comprehensive, practical, results-oriented personnel program designed to ensure equal opportunity in the district's work force and to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based on their disability.

Applicability. The equal opportunity nondiscrimination program applies districtwide to the total work force, to all job classifications, and to all responsibility levels; it applies to all categories and statuses of employment.

3. **Program Goals**
 - a. **Developing, maintaining, and publishing descriptions** of job duties, responsibilities, and qualifications for each approved district position class.
 - b. **Maintaining a continuing program of:**
 - (1) **Validating minimum qualifications and selection methods** for position classes to ensure their relevancy to actual job requirements.
 - (2) **Reviewing recruitment materials, job descriptions and specifications, applications, and other forms** to eliminate statements or questions that might appear to indicate a preference for or discriminate against any applicants.
 - (3) **Redesigning jobs** when appropriate to provide job opportunities more closely aligned to the job market.
 - (4) **Reviewing job titles** to eliminate job titles that restrict by sex those applying for any position not requiring such a designation.
 - (5) **Reviewing all physical qualifications** to ensure that they are job related and are consistent with business necessity and the safe performance of the job.

- c. **According all applicants** equality of consideration and impartiality of selection regardless of race, religion, creed, color, sex, sexual orientation, national or ethnic origin, age, marital status, or disability.
 - d. **Maintaining recruitment and selection procedures** that carry out the employment and promotional policies of the district in a positive manner.
 - e. **Giving priority consideration** in selection of teachers and other professional staff to relevant, specialized, and qualitative training and experience beyond that specified in the minimum qualification standards for a given position class. This consideration shall include, but not be limited to, such factors as:
 - (1) Ability to relate to student, parent, and community groups
 - (2) Experience in working with minority ethnic groups
 - (3) Experience and training in urban education programs
 - (4) Unique job- and program-related factors
 - f. **Maintaining liaison** with community groups and employee organizations, as well as with district staff, in order that community needs and district accomplishments will become known.
 - g. **Providing reasonable accommodation** to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the district, as set forth in the Americans with Disabilities Act of 1991.
4. **Division and Department Responsibilities**
- a. **Division and department heads** will monitor the process for hiring and promotion for compatibility with equal opportunity/nondiscrimination and, where appropriate, will take action to ensure that managers and supervisors adhere to principles of equal opportunity and nondiscrimination.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

SUBJECT: **Equal Opportunity in Employment**

NO: **0100**

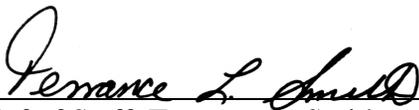
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EFFECTIVE: **7-01-75**

REVISED: **2-14-2002**

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education