



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0116

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CATEGORY: School District, Nondiscrimination

EFFECTIVE: 4-5-94

SUBJECT: Equal Employment Opportunity,
Contractors and Vendors

REVISED: 2-14-2002

A. PURPOSE AND SCOPE

1. To ensure equal employment practices by contractors and vendors doing business with San Diego Unified School District.
2. **Related Procedures:**

District contracts	1570
Purchasing, supply, and distribution system	2400

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy: A-3000, D-6000, I-1200; Cal. Const. Article 1, Section 31.

C. GENERAL

1. **Originating Office.** Suggestions or general questions concerning this procedure shall be directed to the Procurement and Distribution Department, Business Services Division, Administrative Operational Support.
2. The Procurement and Distribution Manager and Chief of Business Services shall be responsible for the administration of this program.
3. **Definitions**
 - a. **Vendor:** Any individual subcontractor, service contractor, company, supplier, or other group, including a bank or other institution that receives money for deposit from the school district, which provides, or offers to provide, labor, materials, or services of any kind or type, by direct purchase or pursuant to a purchase order, contract, or subcontract.
 - b. **Contractor:** Any individual or firm to whom contracts are awarded for construction, alteration, maintenance, or demolition, including its subcontractors and suppliers.
 - c. **Consultant:** An individual or company hired by district staff for technical or educational advice.

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4. **Nondiscrimination**

- a. Vendors, contractors, and consultants doing business with the San Diego Unified School District shall maintain employment practices that comply with nondiscrimination laws and ensure equal employment opportunities.
 - b. Vendors, contractors, and consultants doing business with the San Diego Unified School District will be required to retain and make available to the district employment records to enable the district to monitor adherence with this procedure.
5. **Program as Part of All Contracts/Purchase Orders.** This procedure shall be incorporated by reference in all contracts/purchase orders covered herein and each contractor and subcontractor shall be required to comply with this program. Contractors and vendors are responsible for informing their subcontractors of their respective obligations under this procedure.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. RECORDS AND RECORDS

G. APPROVED BY



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