

VENTURA COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 4030**

ADOPTED: 06/05/97

CLASSIFICATION: Personnel

REVISED: 04/10/23

SUBJECT: Nondiscrimination in Employment

All allegations of discrimination in employment, including those involving an employee/educator, job applicant, intern, volunteer, or other person contracted to provide services to VCOE shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The County Superintendent designates the position identified below as its Coordinator for Nondiscrimination in Employment (Coordinator) to organize and manage VCOE's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding VCOE's nondiscrimination policies. The Coordinator may be contacted at:

Dr. Juan Santos, Chief Human Resources Officer
Ventura County Office of Education
5189 Verdugo Way, Camarillo, CA 93012
805-383-9337
jsantos@vcoe.org

MEASURES TO PREVENT DISCRIMINATION

To prevent unlawful discrimination, harassment, and retaliation in VCOE employment, the County Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees/educators, and post electronically in a conspicuous location on computers for employee/educator use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees/educators, and the rights and obligations of employees/educators who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize VCOE's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee/educator recruitment

- b. Posting them in all VCOE-operated schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the VCOE web site and providing easy access to them through social media, when available
- 3. Disseminate VCOE's nondiscrimination policy and administrative regulation to all employees/educators by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy to all employees/educators, with an acknowledgment form for each employee/educator to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on the VCOE intranet with a tracking system ensuring all employees/educators have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees/educators upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees/educators receive and understand the policy
- 4. Provide to employees/educators a handbook which contains information that clearly describes VCOE's nondiscrimination policy, procedures for filing a complaint, and resources available to employees/educators who believe they have been the victim of any discriminatory or harassing behavior
- 5. Provide training regarding VCOE's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

VCOE may also provide bystander intervention training to employees/educators which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees/educators with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

- 6. Periodically review the recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure compliance with law
- 7. For any VCOE facility where 10 percent of employees/educators have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce. (2 CCR 11023)

COMPLAINT PROCEDURE

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30.

Any other complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. NOTICE AND RECEIPT OF COMPLAINT:

A complainant may inform a direct supervisor, another supervisor, the coordinator, the County Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. INVESTIGATION PROCESS:

The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe VCOE's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee/educator safety, the coordinator may discuss the complaint with the County Superintendent or designee, legal counsel, or the risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **WRITTEN REPORT ON FINDINGS AND REMEDIAL/CORRECTIVE ACTION:**

No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the County Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **APPEAL TO THE COUNTY SUPERINTENDENT:**

The complainant or the person accused may appeal any findings to the County Superintendent within 10 business days of receiving the written report of the coordinator's findings. The County Superintendent or designee shall review all information presented during the investigation. If the County Superintendent or designee finds it necessary to conduct further investigation, he/she may designate up to ten additional working days for such investigation and shall respond to the complainant in writing within ten days of completing the investigation.

OTHER REMEDIES

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960.
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s). (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 USC 2000e-5)