

1.0 Administrative Officer

- 1.1 The following employees are designated as Administrative Officer:
 - 1.1.1 At the Colleges, Vice President of Administration;
 - 1.1.2 At Central Maintenance, Director of Plant Facility;
 - 1.1.3 At District Office, Chancellor; Vice Chancellors; Director, Personnel Services.

2.0 Adverse or Disparate Impact

- 2.1 A statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnicity, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if:
 - 2.1.1 The numbers involved are too small to permit a meaningful comparison;
 - 2.1.2 The disparity is attributable to the fact that affirmative action recruitment resulted in large numbers of persons from historically underrepresented groups in the applicant pool; or
 - 2.1.3 The disparity occurs because the District is taking corrective action pursuant to 5 California Code of Regulations (hereinafter Title 5) §53006 to overcome the significant underrepresentation of another group.

3.0 Affirmative Action Employment Programs

- 3.1 Programs utilizing all the various methods by which equal employment opportunity is ensured and expected representation is to be achieved for qualified members of historically underrepresented groups. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking other steps to ensure equal employment opportunities, promoting diversity in the work force, and taking corrective action consistent with the requirements of Title 5 §53006.

4.0 Applicant

- 4.1 A person who has made a formal request (application) for employment.

5.0 Business Necessity

- 5.1 Circumstances which justify an exception to affirmative action requirements of Title 5 §53021 because compliance would result in substantial additional cost to the District or pose a significant threat to human life or safety. Business necessity

requires greater financial cost than does mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

6.0 Candidate

6.1 An applicant who meets the qualifications for an open position.

7.0 Classified Service

7.1 The classified service shall consist of employees employed in positions not requiring certification except as provided in Section 19.0 below. (Education Code § 88004)

8.0 Conditional Employee

8.1 A permanent employee who is reassigned to a new position through promotion, transfer or voluntary demotion.

9.0 Demotion

9.1 A transfer from a position in one class to a position in another class having a lower salary range.

10.0 District Location

10.1 For purposes of administrative transfer, locations within the District are as follows: American River College, Cosumnes River College, Sacramento City College, and District Office. Each location includes its satellites and outreach centers.

11.0 Diversity

11.1 A condition the District must strive to achieve to ensure the District's work force includes men and women, persons with disabilities, and individuals from all ethnic groups in numbers adequate to provide an inclusive educational and employment environment which fosters cooperation, acceptance, democracy and the free exchange of ideas. Diversity should exist at all levels and in all job categories listed in Title 5 §53004(a). Although there is no universal or specific measure for determining when diversity has been achieved, the demographics of the adult population of the state and of the community served by the District should both be considered.

12.0 Equal Employment Opportunity

12.1 The effort to ensure that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District.

13.0 Expected Representation

- 13.1 The percentage of persons from an historically underrepresented group in the applicable work force is substantially the same as the percentage that members of that group would be expected to represent given the number of persons from that group in the pool of persons who are determined by the Chancellor to be available and qualified to perform the work in question.

14.0 Faculty and Staff Diversity Plan

- 14.1 A written document in which the District's work force is analyzed and specific result-oriented plans and procedures are set forth for ensuring equal employment opportunity, promoting diversity, and achieving expected representation of qualified members of historically underrepresented groups.

15.0 Goals

- 15.1 A statement that the District will strive to attract and hire additional qualified members of an historically underrepresented group in order to achieve the level of expected representation for that group by a target date established by taking into account the expected turnover in the work force and the availability of persons from that group who are qualified to perform a particular job. Goals are not "quotas" or "rigid proportions."

16.0 Historically Underrepresented Groups

- 16.1 Ethnic minorities, women and disabled persons.

17.0 In-house or Promotional Only Hiring

- 17.1 Circumstance(s) in which only existing District employees are allowed to apply for a position.

18.0 Minority Categories

- 18.1 The minority categories recognized by the State Chancellor include:
- 18.1.1 American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
 - 18.1.2 Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes for example, China, Japan, Korea and Samoa.
 - 18.1.3 Black/African-Americans: All persons having origins in any of the Black racial groups of Africa.

- 18.1.4 Hispanic (Chicano/Latino): All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

19.0 Non-classified Employee

- 19.1 A non-certificated employee who fits into one of the following categories:
- 19.1.1 Long-Term Temporary Employee - A temporary employee appointed to fill the position of a regular classified employee or to perform a non-continuing service for the District for a period of six (6) months or more, but less than seventy-five percent (75%) of a fiscal year.
 - 19.1.2 Short-Term Temporary Employee - A temporary employee assigned to fill the position of a regular classified employee or to perform a non-continuing or seasonal service to the District usually for a period of less than six (6) months, but in all cases for less than seventy-five percent (75%) of a fiscal year.
 - 19.1.3 On-Call Substitute Employee - A temporary employee assigned to fill the position of a regular classified employee on a day-today basis as needed.
 - 19.1.4 Student Employee - A Los Rios student employed part-time on the student help, work study or special programs.
 - 19.1.5 Special Services Employee - A temporary employee hired pursuant to a written employment services agreement setting forth the terms and conditions of employment.

20.0 Permanent Employee

- 20.1 A permanent employee is a classified employee who has passed the required one-year probationary period. (For employees on a work year of less than twelve (12) months, one (1) year means the number of required months of service for the position held by the employee which fall between the date of employment and the same day one year later.)
- 20.1.1 Full-Time Permanent Employee - A permanent employee appointed on a continuing basis to an authorized position which requires service of eight (8) hours a day or forty (40) hours a week for a designated work year.
 - 20.1.2 Part-Time Permanent Employee - A permanent employee appointed on a continuing basis to an authorized position which requires service of less than eight (8) hours a day or less than forty (40) hours a week for a designated work year.

21.0 Person with a Disability

- 21.1 Any person who:

21.1.1 Has a physical or mental impairment which substantially limits one or more of such person's major life activities;

21.1.2 Has a record of such an impairment; or

21.1.3 Is regarded as having such an impairment.

21.2 A person with a disability is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of such an impairment.

22.0 Probationary Employee

22.1 A new employee in the first year of service in a regular position.

23.0 Promotion

23.1 A reassignment from a position in one class to an open position in another class having a higher salary range.

24.0 Reasonable Accommodation

24.1 The efforts made on the part of the employer to remove artificial or real barriers which prevent or limit employment and upward mobility of persons with disabilities.

25.0 Regular Employee

25.1 A classified employee who has conditional, probationary or permanent status.

26.0 Screening or Selection Procedure

26.1 Any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

27.0 Significantly Underrepresented Group

27.1 Any historically underrepresented group for which:

27.1.1 The percentage of persons from that group employed by the District in any job category listed in Title 5 §53004(a) is below seventy percent (70%) of the percentage that members of that group would be expected to represent given the pool of persons who are available and qualified to perform the work in question; or

27.1.2 The number of persons from that group employed by the District in any job category listed in Title 5 §53004(a) is lower than the number that would be expected given the number of persons from that group in the pool of persons available and qualified to perform the work in question, and that discrepancy is found to be statistically significant using the chi square test or any other statistical test the Chancellor determines to be appropriate for this purpose; or

27.1.3 Where small numbers are involved, both Sections 2.11.1 and 2.11.2 above are satisfied. The Chancellor shall issue guidelines to assist the District with the proper application of these rules in determining significant underrepresentation.

28.0 Target Date

28.1 A point in time by which the District plans to meet an established goal and achieve expected representation for a particular historically underrepresented group in a particular job category.

29.0 Timetable

29.1 A set of specific annual hiring objectives that will lead to meeting a goal by a projected target date.

30.0 Transfer

30.1 A transfer is the assignment of an employee to another position within the same classification or to a lower classification at the same or a different work location within the District. A change in work shift is not a transfer.

30.1.1 Administrative Transfer: a transfer initiated by the District. An administrative transfer cannot be to a lower classification.

30.1.2 Voluntary Transfer: a transfer initiated by the employee.

30.1.3 Reassignment: a transfer to another position or operating unit within the work location. A change in work shift is not a reassignment

(Formerly R-6114 and R-6117)

LRCCD

Adm. Regulation Adopted: 4/28/97

Adm. Regulation Revised:

Adm. Regulation Reviewed:

Board Policy: [P-6011](#)