

October 2011

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**A REAFFIRMATION OF THE KERN COMMUNITY COLLEGE DISTRICT'S
NON-DISCRIMINATION/EQUAL EMPLOYMENT POLICY**

The Kern Community College District (KCCD) will not tolerate discrimination against any person. Unlawful discrimination is defined as special or disparate treatment based on race, color, religion, gender (or pregnancy related condition), national origin, age, disability (or medical condition), marital status or sexual orientation. The KCCD will enforce all state and federal laws prohibiting discrimination.

Furthermore, KCCD is committed to maintaining a working and educational environment free of sexual harassment. KCCD will not tolerate any behavior that constitutes sexual harassment of staff, students, or visitors. It is the policy of the KCCD that all members of the collegial community including staff, students, visitors, guests, or contractors, will not sexually harass one another or retaliate against one another for making sexual harassment complaints.

KCCD is committed to recruiting, training, and providing advancement opportunities that will result in equal employment opportunities for all qualified applicants and employees. Appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of personnel. Equal opportunity to seek, obtain, hold, and advance in employment in the KCCD shall be afforded to all who qualify without discrimination. KCCD will afford reasonable accommodations for applicants and employees to enable qualified individuals to perform essential job functions. Students with disabilities will be accommodated to ensure accessibility and full participation in all educational programs. To request reasonable accommodations, applicants and employees should contact the Safety Coordinator at (661) 336-5135. Students should contact the Student Services Department at their particular campus or center.

The following have been designated Equal Employment Opportunity Coordinators for 2010-2011:

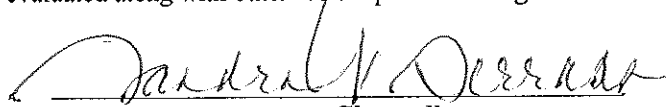
KCCD District Office	Vice Chancellor, HR	(661) 336-5141
Bakersfield College	HR Manager	(661) 336-5141
Cerro Coso College	HR Manager	(760) 384-6259
Porterville College	HR Manager	(559) 791-2457

Inquiries concerning the application of federal and state laws and regulations should be referred to the coordinators. Coordinators are responsible for administering program progress and initiating corrective action when appropriate. All personnel actions are monitored and analyzed to ensure the adherence of this policy. Regular annual reports are submitted through the College Presidents for review and evaluation of progress.

Suppliers and contractors to the KCCD also are expected to meet their obligations to equal employment opportunity under both federal and state law and regulations.

The KCCD provides an expeditious and effective process for resolution of complaints of unlawful discrimination and/or sexual harassment by staff and students (Section 11D4 of the Board Policy Manual).

To achieve the goals of our non-discrimination program, it is necessary that each member of the KCCD understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment. Specifically, managers' and supervisors' efforts toward the success of the non-discrimination program will be evaluated along with other KCCD performance goals.



Sandra V. Serrano, Chancellor

NOTICE TO ALL EMPLOYEES

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in all work places of the KCCD. Violation of this prohibition will result in disciplinary action, up to and including dismissal. Based upon reasonable suspicion of intoxication, KCCD reserves the right to request that an employee submit to blood, breath, or other toxicological tests while on duty. An employee's refusal to submit to such tests will be treated as a presumption that the employee is intoxicated while on duty.

In addition, these acts may constitute violation of the California Education Code and other State laws and may result in compulsory leave without pay in the event that criminal charges are filed.

"Substances" as referred to in this policy statement include all of the following:

- a) Illegal drugs.
- b) Legal drugs (either by prescription or over-the-counter) if these legal drugs are illegally possessed or misused or overused to such an extent as to cause impairment of job performance.
- c) Other mind-altering chemicals or material and other mind altering substances.
- d) Intoxicating beverages.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. It can have significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

A description of the health risks associated with the use of these controlled substances is posted on all employee bulletin boards at the three colleges and District Office.

As a condition of being employed to work under any federal grant received by the KCCD, employees are required to abide by the terms of this statement. These employees are further required to notify the College and the KCCD Human Resources Officer of any conviction for a criminal drug statute violation occurring in the workplace within five days after such conviction.

Employees with substance abuse problems and eligible for insurance benefits may receive assistance by calling the Employee Assistance Program at 1-800-999-7222. This service is a part of the benefit plan provided by the KCCD. You may obtain additional information regarding coverage by contacting the KCCD Benefits Department at (661) 336-5145.

Pursuant to 49 Code of Federal Regulations Part 40, Department of Transportation KCCD has established a policy and procedure to help prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by KCCD employees who drive commercial motor vehicles. KCCD requires alcohol and controlled substance testing for commercial drivers, pre-employment physicals and reasonable suspicion.