1.0 Equal Employment Opportunity Objective and Responsibilities

Columbia Basin College (CBC), recognizing its responsibility to provide cultural and social leadership and uphold the laws of the United States and the state of Washington, commits to following equal employment practices and conducting outreach within geographic areas where analysis of current employment shows underrepresentation of women, ethnic minorities, persons with disabilities, Vietnam era and disabled veterans, and persons over the age of forty within the various job categories of the College. Underutilization analysis and outreach efforts shall be documented in an affirmative action plan.

1.1 The Vice President of Human Resources and Legal Affairs is the responsible administrator for the development, monitoring and maintenance of the CBC affirmative action plan and updates.

1.2 CBC's affirmative action plan and updates shall be designed with the objective of increasing the representation of affected group members in the workforce when it is determined that a particular affected group is underutilized.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Department of Personnel (DOP): State of Washington department charged under Chapter 357-25 WAC with administering the statewide affirmative action program.

2.2 Affirmative action program: a tool designed to ensure equal opportunity through procedures and active good faith efforts to correct underutilization of qualified affected group members. It shall not mean any sort of quota system.

2.3 Affirmative action plan: results-oriented programs to which employers commit their good faith efforts to attain and maintain equal employment opportunity. Guidelines for development of affirmative action plan are established by DOP and are consistent with the requirements set forth by federal Executive Order 11246 and affirmative action guidelines issued by the U.S. Departments of Labor and Justice.

2.4 GAAP Com: the Governor's Affirmative Action Policy Committee oversees the development and approval of affirmative action plans and updates. The committee is established by the governor's executive order on affirmative action.

2.5 Underutilization: exists when the utilization percent is less than the availability percent for a particular affected group within a job group.

3.0 Plan Development and Updates

CBC shall report affirmative action information to GAAPCom and the Department of Personnel on a four-year cycle as set by the department, with an update to the affirmative action plan two years into the cycle.

4.0 Affirmative Action Plan Contents

4.1 Per Chapter 357-25 WAC, the CBC affirmative action plan and updates shall address recruitment, appointment, promotion, transfer, training and career development practices and outcomes. The CBC plan shall include, at a minimum, all of the following components:

4.1.1 A workforce profile reflecting total employees and total employees sorted by affected group status. The affirmative action update will show a comparison between the current workforce profile and the previous submission.

4.1.2 A utilization and goals report by job group, for each affected group, showing where goals have been set. The affirmative action update must reflect a goals analysis report indicating where goals have been met for the reporting period.

4.1.3 Affirmative action goals for hiring and/or promoting members of affected groups when underutilization exists within a job group.

4.1.4 A section containing a detailed narrative of the strategies to be employed to reach goals. The affirmative action update must also reflect the strategies employed during the reporting period.

4.1.5 A response to GAAP Com's recommendations from the previous plan or update.