

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT EMPLOYMENT POLICIES

Policies on Equal Employment Opportunity

1. The San Mateo County Community College District is committed to equal employment opportunity and full recognition of the diversity of cultures, ethnicities, language groups and abilities that are represented in its surrounding communities and student body. The District shall demonstrate its commitment to the cultural competence of its employees and students through policies, procedures, training programs, services and activities which promote diversity and mutual respect within the District work force and student body, without regard to gender, ethnicity or ability.
2. The San Mateo County Community College District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.
3. The District shall monitor the success of equal opportunity in its recruitment, selection, retention and promotional policies and procedures by monitoring outcomes to assure no adverse impact against any person or group of individuals, due to ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental ability.
4. The District complies with the spirit and law of the Americans with Disabilities Act of 1990 by providing equal opportunity for persons with disabilities. The District shall make reasonable accommodations so that persons of all levels of ability enjoy equal access to all aspects of employment and education in our District, including but not limited to educational services, selection procedures, retention and promotion.
5. The District will not tolerate discourteous, offensive or abusive conduct or language including jokes, slurs, derogatory comments, or behaviors or language regarding a person's race, color, religion, national origin, age, gender, disability, marital status, sexual orientation or medical condition relating to other employees, students or the public.

"Cultural Competence" refers to the skills and ability of individuals to act in a sensitive, inclusive and respectful manner in interactions with persons who are different from themselves.

AMERICANS WITH DISABILITIES ACT

Pursuant to the spirit and law of the Americans with Disabilities Act, the District provides accommodations which are reasonable, in order to assure full access by applicants, students and employees to all District programs, services, employment activities and essential functions.

IMMIGRATION REFORM AND CONTROL ACT

All persons employed by the San Mateo County Community College District are required to provide proof of identification as well as authorization to work in the United States of America. A valid Social Security card is required of all individuals who are employed by the District.

OTHER EMPLOYMENT POLICIES

New District employees are required to be screened for freedom from tuberculosis and are required to provide proof of freedom from tuberculosis every four years, at no cost to the employees.

All new employees are required to be fingerprinted.

APPLICANT SELECTION PROCEDURES SUMMARY

GENERAL APPLICATION INFORMATION: all applicants are required to submit a packet of specific materials in order to be considered candidates for a particular District job opening.

The specific list of required application materials is on each job announcement. One of the items that always appears on the lists of required application materials is the standard District employment application form.

Faxed materials will be accepted by the Office of Human Resources; however, you will be required to submit the originals of your application packet as soon as possible, preferably before the stated closing date of recruitment.

During the selection process, you may be contacted either by telephone or by mail. Please notify the Office of Human Resources immediately, and in writing, of any changes to your current address or contact telephone numbers.

Please note: If you are selected as a finalist, the three individuals whose names you provide on the District application form as Business References will be asked to discuss details concerning your applicable previous training, job duties and applicable job responsibilities as they relate to the vacant position. Please provide only those persons as references who will be able to fully participate in such a discussion.

DISTRICT SELECTION PROCESS: application packets are received in the Office of Human Resources until the stated closing date. Job announcements that do have specific closing dates, but instead state "Open until Filled" are subject to close at any time.

Following the close of recruitment, application packets are forwarded to the hiring manager and Screening Committee for the start of the selection process. Screening Committees are comprised of individuals who are familiar with the position and its requirements.

The basic District selection procedure consists of a Committee review of the application packets received; an interview for those candidates who most closely meet the stated qualifications (meeting the minimum requirements does not guarantee an interview), and a "final interview" for those candidates who are selected for the next step in the process. Candidates are often asked to demonstrate their job-related skills.

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.