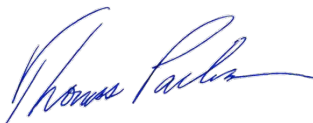


EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

FOR

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
1000 E Victoria St
Carson, CA 90747
(310) 243-3696**

November 1, 2023 - October 31, 2024



Thomas A. Parham, Ph.D.
President



Monica Ponce
AVP of Human Resources

PART I: AAP FOR MINORITIES AND WOMEN

**PART II: AAP FOR PROTECTED VETERANS
AND INDIVIDUALS WITH DISABILITIES**

AA/EEO Contact: Monica Ponce
Associate Vice President, Human Resources
California State University, Dominguez Hills
1000 E Victoria St
Carson, CA 90747
(310) 243-3771

CONFIDENTIAL TRADE SECRET MATERIALS

(Not for distribution except on a need-to-know basis within CSU Dominguez Hills).

This AAP contains confidential information which is subject to the provisions of 18 U.S.C. 1905. Chrysler Corp. v. Brown, 441 U.S. 281, 19 FEP 475 (1979). Copies of this AAP and all related appendices, documents, and support data are made available on loan to the U.S. Government upon the request of said Government on the condition that the Government hold them totally confidential and not release copies to any persons whatsoever. This AAP and all its supporting documents contain much confidential information which may reveal, directly or indirectly, CSU Dominguez Hills' plans for business or geographical expansion or contraction. CSU Dominguez Hills considers this AAP to be exempt from disclosure, reproduction, and distribution under the Freedom of Information Act upon the grounds, among others, that such material constitutes (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. 552(b)(6); (2) confidential, commercial, or financial information, which is exempt from disclosure under 5 U.S.C. 552(b)(4); (3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. 552(b)(7)(C); and (4) matters specifically exempted from disclosure by statute, which are exempt from disclosure under 5 U.S.C. 552(b)(3). Notice is hereby given of a request pursuant to Title 41 Code of Federal Regulations, Part 60-40.3 that portions of this AAP be kept confidential.

CSU Dominguez Hills wishes to make it clear that it does not consent to the release of any information whatsoever contained in this AAP under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this AAP was loaned to such Government, or is considering a request for release of this AAP under the Freedom of Information Act, a request is hereby made that the Government immediately notify the President of CSU Dominguez Hills of any and all Freedom of Information Act requests received by the Government or any other contemplated release of this AAP by the Government which relates to information obtained by the Government from the University. We further request that everyone who has any contact with this AAP or its supporting data treat such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

CSU DOMINGUEZ HILLS AAP

TABLE OF CONTENTS

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN.....	5
Table of Contents.....	6
Chapter 1: Designation of Responsibility	7
Chapter 2: Identification of Problem Areas	11
Chapter 3: Action-Oriented Programs	12
Chapter 4: Internal Audit and Reporting.....	15
PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES	16
Table of Contents.....	17
Chapter A: Policy Statement.....	18
Chapter B: Review of Personnel Processes	20
Chapter C: Physical and Mental Qualifications.....	21
Chapter D: Reasonable Accommodation to Physical and Mental Limitations.....	22
Chapter E: Harassment	23
Chapter F: External Dissemination of Policy, Outreach and Positive Recruitment	24
Chapter G: Internal Dissemination of Policy.....	25
Chapter H: Audit and Reporting System	25
Chapter I: Responsibility for Implementation	27
Chapter J: Training	32
Chapter K: Data Collection Analysis.....	33

STATEMENT OF PURPOSE FOR PARTS I AND II

CSUDH is a public institution of higher education. The University was founded in 1960 in the State of California in Los Angeles County. It is one of 23-campus in the California State University System (CSU). CSUDH cultivates an academic community committed to justice, equity, and inclusion – one that fosters a sense of belonging and advances social mobility for our graduates.

This AAP has been designed to bring women, members of racial and ethnic minority groups, covered veterans, and persons with disabilities into all levels and segments of CSUDH's workforce in proportion to their representation in the qualified relevant labor market.

The AAP, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity (EEO) requirements through the equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated.

There are several reasons for this. First, CSUDH is subject to and must address a variety of State and Federal laws and guidelines dealing with EEO and AA, as well as requirements set forth as a member campus of the CSU System. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the AAP. Furthermore, in determining CSUDH's current EEO and AA position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the AAP, however, all have one common purpose—to allow CSUDH to properly identify three key concepts:

1. Where it stands now,
2. Where it must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

FOR

NOVEMBER 1, 2023 - OCTOBER 31, 2024

PART I

AAP FOR MINORITIES AND WOMEN

TABLE OF CONTENTS

CHAPTER 1:	DESIGNATION OF RESPONSIBILITY 41 C.F.R. § 60-2.17(a)
CHAPTER 2:	IDENTIFICATION OF PROBLEM AREAS 41 C.F.R. § 60-2.17(b)
CHAPTER 3:	ACTION-ORIENTED PROGRAMS 41 C.F.R. § 60-2.17(c)
CHAPTER 4:	INTERNAL AUDIT AND REPORTING SYSTEM 41 C.F.R. § 60-2.17(d)

PART I: AAP FOR MINORITIES AND WOMEN

CHAPTER 1: DESIGNATION OF RESPONSIBILITY

41 C.F.R. § 60-2.17(a)

As part of its efforts to ensure equal employment opportunity to all individuals, CSU Dominguez Hills has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President, the Vice President and Chief Diversity, Equity, and Inclusion Office, the Associate Vice President for Human Resources, and those employed as supervisors and managers have undertaken the responsibilities described below.

President

Dr. Thomas A. Parham, President has primary responsibility and accountability for implementation of CSUDH's equal employment opportunity programs and implementing the AAP. The coordination of the responsibilities for the development and implementation of the AAP and the day-to-day management of the functions have been delegated in a shared responsibility to the Vice President and Chief Diversity, Equity, and Inclusion Officer and the Associate Vice President for Human Resources, who have the full support of CSUDH's President and Senior Management.

Vice President and Chief Diversity, Equity, and Inclusion Officer

CSUDH established the Division for Diversity, Equity, Inclusion and Justice in the previous plan year, overseen by the Vice President and Chief Diversity, Equity, and Inclusion Officer. In their role, this Vice President oversees the University's equal employment opportunity compliance office and shares oversight responsibility with the Associate Vice President for Human Resources for development and implementation of the AAP program and the day-to-day management of its function. This role includes, but is not limited to, the following duties:

1. Designating Advising management in the modification and development of policies to ensure enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guideline.
2. Assisting in the review and revision of campus policies, procedures, and practices to ensure they are not in violation of federal or state laws and regulations.
3. Enhancing CSUDH's strong presence as an equal opportunity employer.

Associate Vice President, Human Resources

The President has assigned shared management and accountability for ensuring full compliance with the plan to the Associate Vice President, Human Resources, an official of the University.

The Associate Vice President, Human Resources in collaboration with the Vice President and

Chief Diversity, Equity and Inclusion Officer, through the department managers and supervisors, are responsible for ensuring that all relevant policies and procedures are adhered to. Responsibilities include, but are not limited to, the following:

1. Ensuring that CSU Dominguez Hills adheres to the stated policy of equal employment opportunity and monitors the application of equal employment opportunity policies.
2. Ensuring that the AAP is reviewed and updated annually in accordance with CSU Dominguez Hills' stated policy.
3. Participating in periodic discussions with management, supervision, and all other employed personnel to ensure AAP and equal employment opportunity policies are being followed.
4. Reviewing the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
5. Conducting periodic audits of: 1) training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives, 2) facilities to ensure they are maintained for the use and benefit of all employees and integrated both in policy and practice, and 3) sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination.
6. Periodically analyzing applicant flow to determine the mix of persons applying for employment by race/ethnic origin and gender.
7. Ensuring that recruitment advertising is placed in minority and female-oriented publications, as applicable.
8. Reviewing job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job related, realistic, and reflect the actual work requirements of the essential job duties.
9. Developing, implementing, and maintaining audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
10. Advising management in the modification and development of CSU Dominguez Hills' policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
11. Conducting periodic audits to ensure all required posters and those advertising CSU Dominguez Hills' equal employment opportunity policies and AAP are displayed and

that CSU Dominguez Hills' equal employment opportunity and AAP policies are being thoroughly communicated.

12. Assisting in the review of University policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
13. Collaborating with the Vice President and Chief Diversity, Equity and Inclusion Officer and the Executive Director of the Office of Equity and Inclusion in the review and implementation of the University's action-oriented programs and activities.

Executive Director of the Office of Equity and Inclusion

Duties include, but are not limited to:

1. Overseeing a comprehensive campus-wide program to reduce discrimination and harassment in all forms.
2. Ensuring institutional accountability in effectively responding to reported concerns and complaints.
3. Ensuring that training is provided on anti-discrimination matters, such as sexual harassment and diversity awareness issues.
4. Evaluating and investigating discrimination complaints filed by students, faculty, and staff.

Managers and Supervisors

In their direct day-to-day contact with CSU Dominguez Hills' employees, managers and supervisors have assumed certain responsibilities to ensure the University's compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

1. Adhering to CSU policies that support equal opportunity and supporting and assisting the Vice President and Chief Diversity, Equity and Inclusion Officer and Associate Vice President, Human Resources, in developing, maintaining, and successfully implementing the AAP.
2. Assigning employees to significant jobs that might lead to greater personal growth and value and counseling them with respect to what is needed for potential upward mobility.
3. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with CSU Dominguez Hills' policy.
4. Providing training and professional development opportunities equitably to all employees under their supervision consistent with AAP goals and objectives.

5. Assisting in identifying problem areas and providing needed information for establishing and meeting department affirmative action goals and objectives.
6. Ensuring that the rights and privileges of employees are upheld.

Faculty and Staff

The responsibility of faculty and staff include, but are not limited, to the following:

1. Upholding the EEO and AA policy.
2. Exhibiting conduct consistent with the EEO and AA policy.
3. Serving as speakers and resources for community groups.
4. Reporting behavior that violates CSU policy, or state or federal laws or regulations,
5. prohibiting discrimination and/or harassment.
6. Fostering a campus of climate of inclusivity, civility and respect.

CHAPTER 2: IDENTIFICATION OF PROBLEM AREAS
41 C.F.R. § 60-2.17(b)

CSU Dominguez Hills performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity might exist. At a minimum, CSU Dominguez Hills evaluates:

1. The workforce by organizational unit and AAP job group to determine whether there are problems of minority or female utilization (*i.e.*, employment in the unit or AAP group), or of minority or female distribution (*i.e.*, placement in the different jobs within the unit or AAP job group);
2. Personnel activity (applicant flow, hires, terminations, promotions, and other personnel actions) to determine whether there are selection disparities;
3. Compensation systems to determine whether there is gender-, race-, or ethnicity-based disparities;
4. Selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of minorities or women; and
5. Any other areas that might impact the success of the affirmative action program.

In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 3 of this AAP.

CHAPTER 3: ACTION-ORIENTED PROGRAMS

41 C.F.R. § 60-2.17(c)

CSU Dominguez Hills tailors our action-oriented programs each year to ensure they are specific to the problem identified.

Action-Oriented Program (AOPs):

The action-oriented programs designed to address the underutilization of women and minorities, the utilization goal set for individuals with disabilities, and the hiring benchmark for the protected veterans are listed below. These action-oriented programs will be carried-out throughout the AAP year. Evaluation of these AOPS will be conducted at least annually. The Associate Vice President, Human Resources, with the help of the managers, will be responsible in ensuring that the following are implemented.

Recruitment:

1. CSU Dominguez Hills will continue to place job advertisements through a broadly inclusive range of publications, including websites, listservs, newspapers, and professional organizations.
2. Due to the extensive technical education and experience required for some positions, CSU Dominguez Hills will also continue to place job opportunity announcements on the campus website, and in national newspapers when appropriate.
3. Job advertisements will always carry an appropriate EEO tagline such as “*CSUDH is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.*”
4. Minority and female applicants will be considered for all positions for which they are qualified.
5. CSU Dominguez Hills will participate in job fairs if there are enough openings to warrant participation.
6. CSU Dominguez Hills will consider targeting universities based in part on the high-level of diversity of its student body.
7. The Vice President and Chief Diversity, Equity and Inclusion Officer will provide consultation to the Office of Faculty Affairs and Development, deans, and academic search committees for this cycle’s tenure-track faculty positions through resources to create active recruitment plans.

Job Specifications/Selection Process:

All selection decisions are based on the announced qualification and duties of the position vacancy. The announced qualifications reflect the skills, knowledge, abilities, experience and educational preparation that are necessary to ensure a minimal level of successful performance in the positions.

1. Develop position descriptions that accurately reflect position functions and are consistent for the same position from one location to another.
2. Develop job qualifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Develop qualifications that are free from bias with regard to age, race, color, gender, religion, national origin, sexual orientation, gender identity, disability, or veteran status, and are consistent with the applicable CSU Classification Standard.
3. Make available approved position qualifications to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.
4. CSU Dominguez Hills will continue to carefully select and counsel all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel actions.

Job Advancement:

1. In the plan year, CSU Dominguez Hills purchased an institutional license for Academic Impressions, an online professional development system focused on providing leadership, personal development, and skills-based training opportunities to faculty and staff in higher education. Through a comprehensive communications campaign, all employees will be informed about the service and encouraged to take advantage of the webinars and certificate programs.
2. CSU Dominguez Hills will continue to post or advertise job opportunities. CSU Dominguez Hills requires postings of all positions up to the Senior Management level.
3. Supervisory personnel will be required to submit justification when apparently qualified minority or female employees are passed over for upgrading.
4. All employees are actively encouraged to participate in University activities and attend sponsored social and recreational activities.
5. Consistent with CSU Policy and the respective bargaining unit requirements, CSU Dominguez Hills will continue to use our formal employee performance evaluation programs. Managers will be trained on conducting effective reviews to ensure employees receive critical feedback on their performance in the review year. Performance Evaluations are used for annual reviews for all employees.

6. Consistent with CSU Policy and the respective bargaining unit requirements, tuition reimbursement is available to CSU Dominguez Hills employees.

CHAPTER 4: INTERNAL AUDIT AND REPORTING
41 C.F.R. § 60-2.17(d)

The CSU Dominguez Hills's auditing and reporting system periodically measures the effectiveness of its total affirmative action program. The Associate Vice President, Human Resources in collaboration with the Vice President and Chief Diversity, Equity and Inclusion Officer:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Requires internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
3. Reviews report results with appropriate levels of management; and
4. Advises top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

**PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND
INDIVIDUALS WITH DISABILITIES**

FOR

NOVEMBER 1, 2023 - OCTOBER 31, 2024

PART II

AAP FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES

TABLE OF CONTENTS

CHAPTER A:	POLICY STATEMENT 41 C.F.R. §§ 60-300.44(a); 60-741.44(a)
CHAPTER B:	REVIEW OF PERSONNEL PROCESSES 41 C.F.R. §§ 60-300.44(b); 60-741.44(b)
CHAPTER C:	PHYSICAL AND MENTAL QUALIFICATIONS 41 C.F.R. §§ 60-300.44(c); 60-741.44(c)
CHAPTER D:	REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS 41 C.F.R. §§ 60-300.44(d); 60-741.44(d)
CHAPTER E:	HARASSMENT 41 C.F.R. §§ 60-300.44(e); 60-741.44(e)
CHAPTER F:	EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT 41 C.F.R. §§ 60-300.44(f); 60-741.44(f)
CHAPTER G:	INTERNAL DISSEMINATION OF POLICY 41 C.F.R. §§ 60-300.44(g); 60-741.44(g)
CHAPTER H:	AUDIT AND REPORTING SYSTEM 41 C.F.R. §§ 60-300.44(h); 60-741.44(h)
CHAPTER I:	RESPONSIBILITY FOR IMPLEMENTATION 41 C.F.R. §§ 60-300.44(i); 60-741.44(i)
CHAPTER J:	TRAINING 41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

CHAPTER A: POLICY STATEMENT
41 C.F.R. §§ 60-300.44(a); 60-741.44(a)

It is the policy of CSU Dominguez Hills and my personal commitment that equal employment opportunity be provided in the employment and advancement for all persons regardless of race, religion, color, national origin, sex, age, sexual orientation/gender identity and status as a protected veteran or individual with a disability at all levels of employment, including the executive level. CSU Dominguez Hills does not and will not discriminate against any applicant or employee regardless of race, religion, color, national origin, sex, age, sexual orientation/gender identity and status as a protected veteran and/or individual with a disability to any position for which the applicant or employee is qualified. In addition, CSU Dominguez Hills is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran employees and qualified employees with disabilities at all levels, including the executive level. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made based on an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. CSU Dominguez Hills will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

1. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities:
2. Filing a complaint;
3. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled persons;
4. Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state, or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or section 503 or its implementing regulations or any other federal, state, or local law requiring equal opportunity for disabled persons; or
5. Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

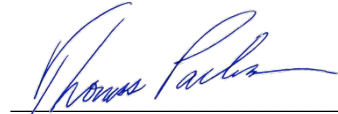
Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to all persons regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity and status as a protected veteran or an individual with disability. CSU Dominguez Hills's EEO policy and affirmative action obligations include the full support from the President, Thomas A. Parham, Ph.D.

The Associate Vice President, Human Resources has been delegated as the person in charge of overseeing the annual preparation and implementation of the Affirmative Action Program. CSU Dominguez Hills will also continually design and implement audit and reporting systems that will measure the effectiveness and the compliance of the AAP, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in company-sponsored activities were extended to all employees and applicants.

CSU Dominguez Hills is also committed to abiding with the Pay Transparency Nondiscrimination Provisions and therefore, will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU Dominguez Hills' employees who have access to the compensation information of other employees or applicants as part of their essential job functions are informed and trained to not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) a response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with CSU Dominguez Hills' legal duty to furnish the information.

It is also CSU Dominguez Hills' policy not to discriminate because of a person's relationship or association with a protected veteran. This includes spouses and other family members. Also, CSU Dominguez Hills will safeguard the fair and equitable treatment of protected veteran spouses and family members regarding all employment actions and prohibit harassment of applicants and employees because of their relationship or association with a protected veteran.

If you have any questions regarding our equal employment opportunity, harassment policies or the complaint procedure, you may contact your local Human Resources representative. Parts of the Affirmative Action Plan may be reviewed, as appropriate, by making an appointment with a local Human Resources representative.



(Signature)

Thomas A. Parham, Ph.D
President

11/1/23

CHAPTER B: REVIEW OF PERSONNEL PROCESSES
41 C.F.R. §§ 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected veterans and employees and applicants with disabilities, reviews are periodically made of the campus' examination and selection methods to identify barriers to employment, training, and promotion.

1. CSU Dominguez Hills periodically conducts a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) known protected veteran applicants and employees; and 2) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. To determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known protected veterans and individuals with disabilities, both applicants and employees. In determining the qualifications of a protected veteran, consideration is given only to that portion of the military record, including discharge papers relevant to the job qualifications for which the veteran is being considered.
2. The campus ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.
3. The campus ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.
4. The campus provides reasonable accommodations, unless such accommodations will cause undue hardship to the campus, to applicants and employees with disabilities to ensure that equal employment opportunity are extended in the operation of its personnel processes. *"Individuals with disabilities requesting accommodations under the Americans with Disabilities Act of 1990 (ADA) may call the Human Resources Management Office at (310) 243-3771."*
5. The campus ensures that information and communications systems are accessible to all employees and applicants with disabilities even in the absence of a specific request for accommodation.

CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS
41 C.F.R. §§ 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified disabilities, reviews are periodically made of the campus' physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The University's physical and mental job requirements are reviewed to determine whether they are job-related and consistent with business necessities and safe performance on the job.

Schedule for Review: Any previously reviewed job description will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)

CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

41 C.F.R §§ 60-300.44(d); 60-741.44(d)

CSU Dominguez Hills will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. Such reasonable accommodations are implemented in the campus' electronic and/or online application systems. The campus ensures that qualified applicants and employees with disabilities, who are unable to fully utilize the system, are provided equal opportunities to apply and be considered for all jobs. CSU Dominguez Hills will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: (a) the employee is having significant difficulty with job performance, and (b) it is reasonable to conclude that the problem is related to the known disability.

Employees may notify their direct supervisor or contact the HR department at any time to formally request accommodation.

Shaun Milton

Workers' Compensation/ADA

Manager (310) 243-3771

Email: adamedicalaccommodations@csudh.edu

Website: www.csudh.edu/hr/employee-ada-accommodations-services.edu

CHAPTER E: HARASSMENT
41 C.F.R. §§ 60-300.44(e); 60-741.44(e)

CSU Dominguez Hills has developed and implemented a set of procedures to ensure that its employees with disabilities and protected veterans are not harassed due to protected characteristics. A copy of the sexual harassment policy, which includes a section prohibiting harassment of individuals with disabilities and/or protected veterans are available for distribution to new as well as to existing employees.

CHAPTER F: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

41 C.F.R. §§ 60-300.44(f); 60-741.44(f)

Based upon the University's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. Activities are the responsibility of the Associate Vice President, Human Resources for staff and management recruitments and the Associate Vice President, Faculty Affairs and Development for faculty recruitments.

1. Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for protected veterans and individuals with disabilities.
2. Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
3. Disseminate information concerning employment opportunities to publications that primarily reach protected veterans and individuals with disabilities.
4. Provide information emphasizing job opportunities for protected veterans and individuals with disabilities to local educational institutions, public and private.
5. Inform recruiting sources, in writing and orally, of the University's affirmative action policy for protected veterans and individuals with disabilities.
6. List with the State Employment Development Department all suitable job openings.

The exemptions for posting jobs are when positions are,

- a. executive and top management positions,
- b. positions that will be filled from within the contractor's organization,
- c. and positions lasting three days or less.

This is an on-going activity. A listing of job opportunities reported to the local State Employment Service Delivery System is always kept current.

7. Participate in veterans "job fairs" and work study programs with Veterans' Administration rehabilitation facilities and schools which specialize in training or educating protected veterans.
8. CSU Dominguez Hills will also grant leaves of absence to employees who participate in honor guards for the funeral of veterans.

CHAPTER G: INTERNAL DISSEMINATION OF POLICY

41 C.F.R. §§ 60-300.44(g); 60-741.44(g)

To gain positive support and understanding for the affirmative action program for protected veterans and individuals with disabilities CSU Dominguez Hills will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Associate Vice President, Human Resources and the Executive Director of the Office of Equity and Inclusion. The following policies and procedures are designed to foster support and understanding from CSU Dominguez Hills's executive staff, management, supervisors, and other employees to encourage all employees to take the necessary actions to aid CSU Dominguez Hills in meeting its obligations.

1. Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the President's attitude.
2. Schedule training sessions for all employees involved in recruiting, selection, promotion, and other related employment issues for protected veterans and individuals with disabilities.
3. Discuss the policy thoroughly in both employee orientation and management training programs.
4. Include articles on accomplishments of protected veterans and workers with disabilities in University publications.
5. Post the policy on University bulletin boards, along with the University's harassment policy which includes protection from harassment on the basis of disability.
6. When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.

CHAPTER H: AUDIT AND REPORTING SYSTEM
41 C.F.R. §§ 60-300.44(h); 60-741.44(h)

CSU Dominguez Hills has developed and currently implements an audit and reporting system that addresses the following:

1. Measures the effectiveness of CSU Dominguez Hills's overall affirmative action program and whether the company is in compliance with specific obligations.
2. Indicates the need for remedial action. Any corrective actions will be the responsibility of the Associate Vice President, Human Resources.
3. Measures the degree to which CSU Dominguez Hills' objectives are being met.
4. Whether there are any undue hurdles for individuals with disabilities and protected veterans regarding company sponsored educational, training, recreational, and social activities. This will also include, but not limited, to the review of the on-line and electronic application system to determine their accessibility and ensuring that procedures to request for accommodations are prominently displayed and that individuals with disabilities can readily obtain the needed accommodation.
5. Ensures that outreach activities are documented and that such documents are kept for at least a period of three (3) years.

CHAPTER I: RESPONSIBILITY FOR IMPLEMENTATION

41 C.F.R. §§ 60-300.44(i); 60-741.44(i)

As part of its effort to ensure equal employment opportunity to protected veterans and individuals with disabilities, CSU Dominguez Hills has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President, Associate Vice President, Human Resources, and those employed as supervisors and managers have undertaken the responsibilities described below.

President

Dr. Thomas A. Parham, President has primary responsibility and accountability for implementation of CSUDH's equal employment opportunity programs and implementing the AAP. The coordination of the responsibilities for the development and implementation of the AAP and the day-to-day management of the functions have been delegated in a shared responsibility to the Vice President and Chief Diversity, Equity, and Inclusion Officer and the Associate Vice President for Human Resources, who have the full support of CSUDH's President and Senior Management.

Vice President and Chief Diversity, Equity, and Inclusion Officer

CSUDH established the Division for Diversity, Equity, Inclusion and Justice in the previous plan year, overseen by the Vice President and Chief Diversity, Equity, and Inclusion Officer. In their role, this Vice President oversees the University's equal employment opportunity compliance office and shares oversight responsibility with the Associate Vice President for Human Resources for development and implementation of the AAP program and the day-to-day management of its function. This role includes, but is not limited to, the following duties:

1. Designating Advising management in the modification and development of policies to ensure enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guideline.
2. Assisting in the review and revision of campus policies, procedures, and practices to ensure they are not in violation of federal or state laws and regulations.
3. Enhancing CSUDH's strong presence as an equal opportunity employer.

Associate Vice President, Human Resources

The Associate Vice President, Human Resources, in collaboration with the Vice President and Chief Diversity, Equity and Inclusion Officer, are responsible for the overall supervision of the AAP and ensures, through the department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Associate Vice President, Human Resources' effective work performance. Responsibilities include, but are not limited to, the following:

1. Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the University's compliance status.
2. Maintaining University-wide management support and cooperation for the University's AAP.
3. Collaborating with Senior Management on EEO and AAP issues.
4. Assisting line management in arriving at solutions to EEO/AA problems.
5. Reviewing results of audit and reporting systems to assess the effectiveness of the University's AA programs and to direct corrective actions where necessary.
6. Ensuring that the AAP is updated annually.
7. Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed in any way, through one-on-one contact, training, and disciplinary action.
8. Reviewing the qualifications of employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
9. Conducting periodic audits of 1) training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives, and 2) the University's sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination. Determine whether known protected veterans and employees with disabilities have had the opportunity to participate in all University- sponsored educational, training, recreation, and social activities.
10. Reviewing all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
11. Ensuring the University's VETS-4212 form is filed annually with the Veterans' Employment and Training Service (VETS).
12. Providing direction to the University's employees, as necessary, to carry out all actions required to meet the University's equal employment opportunity and affirmative action commitments.
13. Developing, implementing, and maintaining audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will

- a. Indicate need for remedial action,
 - b. Determine the degree to which goals and objectives have been obtained.
14. Advising management in the modification and development of the University's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
 15. Identifying problem areas and establishing procedures, goals and objectives to solve these problems.
 16. Conducting periodic audits to ensure that all required posters and the equal employment opportunity policies and AAP are displayed properly. Conducting audits to ensure that the Invitation to Self- Identify (pre and post offer) for protected veterans and individuals with disabilities, the University's equal employment opportunity, and AAP policies are being utilized appropriately and thoroughly communicated.
 17. Consistent with CSU Policy, ensuring that employees are re-surveyed regarding their disability status every five (5) years and send out reminders to employees, at least once during the five (5) year intervals, that they may voluntarily update their disability status at any time.
 18. Developing policy statements, affirmative action programs, internal and external communication techniques.
 19. Assisting line management in arriving at solutions to problems.
 20. Serving as the liaison between CSU Dominguez Hills and enforcement agencies.
 21. Serving as the liaison between CSU Dominguez Hills and organizations and community action groups for protected veterans and individuals with disabilities, in addition to ensuring that representatives are involved in community service programs of local organizations for protected veterans and individuals with disabilities.
 22. Keeping management informed of the latest developments in the equal employment opportunity area.
 23. Working closely with the department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.
 24. Assisting in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
 25. Ensuring overall the University's compliance with the AAP.

Executive Director of the Office of Equity and Inclusion

Duties include, but are not limited to:

1. Overseeing a comprehensive campus-wide program to reduce discrimination and harassment in all forms.
2. Ensuring institutional accountability in effectively responding to reported concerns and complaints.
3. Ensuring that training is provided on anti-discrimination matters, such as sexual harassment and diversity awareness issues.
4. Evaluating and investigating discrimination complaints filed by students, faculty, and staff.

Manager of Disability Accommodations

Duties include, but are not limited to:

Serving as the Americans with Disability Act, As Amended (ADAAA) Compliance Manager for CSUDH, assures that CSUDH is in compliance with the ADA Section 503 of the Rehabilitation Act of 1973 and other federal and state laws and regulations pertaining to person with disabilities.

Managers and Supervisors

In their direct day-to-day contact with the University's employees, managers and supervisors have assumed certain responsibilities to help CSU Dominguez Hills ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. Adhering to the University's equal employment opportunity policy.
2. Supporting and assisting the Associate Vice President, Human Resources and the Vice President and Chief Diversity, Equity and Inclusion Officer, in developing, maintaining, and successfully implementing the AAP.
3. Taking action to prevent harassment of employees placed through affirmative action efforts.
4. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with the University's policy.
5. Implementing the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.

6. Assisting in identifying problem areas and providing needed information for establishing and meeting department affirmative action goals and objectives.
7. Seeking and sharing information on feasible accommodations which have been or could be made for known disabilities.

CHAPTER J: TRAINING
41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

CSU Dominguez Hills trains all employees involved with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the company's stated affirmative action goals.

CHAPTER K: DATA COLLECTION ANALYSIS
41 C.F.R. §§ 60-300.44(k); 60-741.44(k)

CSU Dominguez Hills has adopted the current national percentage of veterans in the civilian labor force of 5.4% as its hiring benchmark for protected veterans. CSU Dominguez Hills will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 5.4% hiring benchmark is applied to each job group within CSU Dominguez Hills.

CSU Dominguez Hills also adopted the current national utilization goal of 7.0% for qualified individuals with disabilities. CSU Dominguez Hills will update its utilization goal as new data becomes available, updated and published. The 7.0% utilization goal is applied to each job group within CSU Dominguez Hills.

CSU Dominguez Hills has collected the required data and conducted studies to identify areas of opportunities in the employment of protected veterans and individuals with disabilities. CSU Dominguez Hills will continue to monitor and update these studies periodically during each AAP year. In each case where the hiring benchmark for protected veterans and/or the utilization goal for individuals with disabilities are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in Chapter F (External Dissemination of Policy and Outreach and Positive Recruitment) and measures described in Chapter H (Internal Audit and Reporting) of this AAP.