

## Equal Employment Practices

The High Desert ESD's Human Resources Director will coordinate all ESD activities to ensure equal employment opportunities for all persons. The affirmative action officer will:

1. At least annually convene the equal employment committee to review the agency's long- and short-term goals;
2. Assure the committee representation includes a cross-section of all levels who have authority for hiring and/or making recommendations for hiring, including but not limited to:
  - a. Directors of each division;
  - b. A representative of the supervisory staff;
  - c. A representative of the confidential staff.
3. At the meeting, review the equal employment policy and formulate long- and short-term goals which address the intent of the Board policy;
4. Each year thereafter, evaluate the goals established the previous year and develop new job goals or reaffirm current goals for the succeeding year;
5. Assure all applicants for employment, all current employees, all persons responsible for hiring within the ESD and all employee associations are informed of the ESD's equal employment opportunity policy;
6. Provide, upon employment, to each new employee a copy of the ESD policy and equal employment plan;
7. Provide a written report of committee progress towards meeting long- and short-term goals to the superintendent to be shared with the Board.

From time to time, studies regarding hiring practices may be necessary for the committee to assess future goals and directions.