

**Coast Community College District**  
**BOARD POLICY**  
Chapter 5b  
Classified Employees Personnel Policies

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## **BP 7856 Classified Staff Hiring**

### Legal References

42 U.S.C. §§ 2000d et seq. (Title VI)  
42 U.S.C. §§ 2000e et seq. (Title VII)  
20 U.S.C. §§ 1681 et seq. (Title IX)  
Executive Order 11246, as amended by Executive Order 11235  
Education Code Sections 87100-87105  
Title 5, Sections 53000 - 53006, 53020-53026

The goal of the Coast Community College District is to recruit, select and employ qualified, diverse classified staff dedicated to providing exemplary support necessary to maximize the success of the educational community in its service to students. This is achieved through consistent hiring processes that have integrity, are honest and cooperative, and support diversity and the principles of equal opportunity employment. Hiring processes are compliant with Board Policy 7121.

The Board of Trustees, administration, faculty and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring quality classified staff who:

- understand their roles and responsibilities in advancing the mission of the colleges and the District;
- engage in the life of the college/District;
- commit to professional development;
- represent the diverse communities we serve;
- are sensitive to the needs of, and committed to the success of, the students, faculty, staff, and community.

Hiring quality classified staff is accomplished through the development of fair and consistent screening criteria by committees, with broad and diverse representation, that forward recommendations to the President or appropriate administrator. Recommendations for employment will be made through the Chancellor to the Board of Trustees. Coast Community College District hiring committee members will participate cooperatively and effectively in all appropriate phases of the hiring process.

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Adopted March 3, 2010  
Revised January 18, 2012  
Replaces CCCD Policy 070-1-6, Spring 2011