EMPLOYEE ASSISTANCE PROGRAM

Cerritos College provides an Employee Assistance Program (EAP) to help its employees and their immediate families with problems related to stress; marital, working and relationship difficulties; financial and legal problems; alcohol and drug use or addiction. Information concerning the District-paid EAP plan may be obtained through Human Resources, extension 2284.

It is hard to be alone when you or someone you care for is having problems. Our employees are our most valuable asset. The college encourages its employees to seek assistance when having problems.

In order to clarify your rights or to get a copy of complaint procedures and complaint forms, please contact:

Cynthia Convey, J.D.
Manager of Employment Services/
Faculty & Staff Diversity Officer
Title IX Officer
Human Resources Office
Administration Building, Cerritos College
(562) 860-2451, extension 2276

Gary Cain
Coordinator of Student Judicial Affairs
Student Activities Office, Cerritos College
(562) 860-2451, extension 2472

Nancy Montgomery
Coordinator of Student Health Services
Student Health & Wellness Center
(562) 860-2451, extension 7830

Maggie Cordero, J.D.
Director, Pathway Programs
C.I.T.E.
(562) 860-2451, extension 2487

For complaints concerning the Americans Disabilities Act and/or Section 504, please see:

Dr. Lucinda Aborn
Dean of Disabled Students Programs and Services
DSPS Office, Santa Barbara Building, Cerritos College
(562) 860-2451, extension 2334

Individuals with concerns or questions regarding discrimination or sexual harassment may also contact any manager for assistance.

Information concerning discrimination and complaints of discrimination can also be obtained from:

The U.S Equal Employment Opportunities Commission
www.eeoc.gov

The California Department of Fair Employment and Housing
www.dfeh.ca.gov

The U.S. Office for Civil Rights
www.ed.gov/offices/OCR
CERRITOS COLLEGE BOARD POLICY 3410: NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

President/Superintendent shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

For Information regarding who to contact and how to file, see Administrative Procedure 3435.

CERRITOS COLLEGE BOARD POLICY 7027: SEXUAL HARASSMENT

7027.1 It is the policy of the Cerritos Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state statute.

7027.3 It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Cerritos Community College District, to engage in sexual harassment as defined below.

7027.6 Formal complaints under this policy shall be processed according to Administrative Procedure 3435.

WHAT IS DISCRIMINATION OR SEXUAL HARASSMENT?

Board Policy 3410 is found in this brochure and on the District website. It describes the District’s policy on equal opportunity for employees and students.

Board Policy 7027. Sexual Harassment, can be found on the website at http://cms.cerritos.edu/board/policies/board-policies.

If you have questions, you may contact the Human Resources Department to get those questions answered.

If you are interested in training sessions on Discrimination and Sexual Harassment Prevention, contact the Human Resources Department for information on the next scheduled program.

In accordance with Section 508 of the Rehabilitation Act, this information is available in alternate formats by calling 562-860-2451, ext. 2333.

YOU SHOULD KNOW THAT YOU HAVE A DUTY TO REPORT DISCRIMINATION OR SEXUAL HARASSMENT IF:

- You have become aware of acts of discrimination or sexual harassment.
- You have witnessed acts of discrimination or sexual harassment.
- Any member of the campus community has reported acts of discrimination or sexual harassment to you.

Discrimination and Sexual Harassment violate Board Policy and state and federal statutes. Contact Human Resources with questions and to make reports at (562) 860-2451, extension 2284.

You and all members of the campus community have the right to work and study in an environment free of discrimination and sexual harassment.