

RESPONSIBILITY FOR RESPONSE TO AGENCY COMPLAINTS ALLEGING DISCRIMINATION

Agency	Type of Complaint	Responsibility
I. Employees/Exclusive Representative (on behalf of unit members)	1. Complaint or grievance concerning discrimination on basis of race, religion, creed, color, marital status, veteran status, sex, sexual orientation, gender, ancestry, national origin, ethnic group identification, age, mental or physical disability (Procedure 7110)	1. Human Resource Services Division (Equal Opportunity Program) coordinates response(s); general counsel reviews proposed response(s) when appropriate.
	2. Complaint or grievance on matters other than discrimination	2. Labor Relations Director coordinates response(s); general counsel reviews proposed response(s) when appropriate. (See appropriate collective bargaining contract)
II. Department of Fair Employment and Housing Commission (DFEH)	1. Initial telephone call	(a) If complaint involves employment, Human Resource Services Division (Equal Opportunity Program) responds. (b) Other complaints, refer to general counsel.
	2. Written complaints	(a) If complaint involves employment, Human Resource Services Division (Equal Opportunity Program) prepares response; general counsel reviews proposed response. (b) Other complaints, refer to general counsel.
III. Equal Employment Opportunity Commission (EEOC)	All	Human Resource Services Division (Equal Opportunity Program) coordinates response(s); general counsel reviews proposed response(s).
IV. Department of Labor	All	Human Resource Services Division (Equal Opportunity Program) coordinates response(s); general counsel reviews proposed response(s).
V. Office for Civil Rights (OCR)	1. Title XI (race) 2. Title IX (sex) (Procedure 0100-employees; 0112-students) 3. Disability (Procedure 0110-employees; 4230-students)	(a) If complaint involves alleged discrimination in instructional program, response is prepared under direction of the deputy superintendent, Office of the Deputy Superintendent, responsible for instructional programs, with review by general counsel; (b) All other complaints, refer to general counsel.