

Staff Personnel  
400 Series

EQUAL EMPLOYMENT OPPORTUNITY  
Code No. 401.1A

A. District Employment Activities

Applies to aspects of the district's employment programs, including but not limited to, recruitment, advertising, process of application for employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social or recreational programs and any other term, condition or privilege of employment. Specifically, the following personnel employment practices are prohibited:

1. Tests. Administration of any test or other criterion which has a disproportionately adverse effect on persons on the basis of sex unless it is a valid predictor of job success and alternative tests or criterion are unavailable;
2. Recruitment. Recruitment of employees from entities which furnish as applicants only or predominately members of one sex, if such action has the effect of discriminating on the basis of sex;
3. Compensation. Establishment of rates of pay on the basis of sex;
4. Job Classification. Classification of jobs as being for males or females;
5. Fringe Benefits. Provision of fringe benefits on basis of sex; all fringe benefit plans must treat males and females equally;
6. Marital and Parental Status. Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the district as are all temporary disabilities. No inquiry shall be made by the district in job applications as to the marriage status of an applicant, including other whether such the sex of a job not a basis for applicant is "Miss or Mrs." But, inquiry may be made as to applicant for employment if made of applicants and is discrimination.
7. Employment Advertising. Any expression of preference, limitation, or specification based on sex, unless sex is a bonafide occupational qualification for the particular job in question.

B. Policy Enforcement. To ensure compliance with this policy, the Superintendent shall:

1. Designate a member of the administrative staff;
  - a. to coordinate efforts of the district to comply with this policy
  - b. to develop, and ensure the maintenance of a filing system to keep all records required under this policy;
  - c. to investigate any complaints of violations of this policy;
  - d. to administer the grievance procedure established in this policy; and
  - e. to develop affirmative action programs, as appropriate; and

2. Provide for the publication of this policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, such publication to include the name, office address, and telephone number of the compliance administrator designated pursuant to this policy in paragraph B, 1 above.

C. Grievance Procedure. Any student or employee of this district who believes he/she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated in paragraph B, 1, of this policy above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant with ten (10) working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled board meeting following receipt of the response.

The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

- D. Evaluation. The superintendent shall present a report to the Board of Education in a public meeting on or about July, describing the district's compliance with this policy during the previous year, which report can be the basis of an evaluation of the effectiveness of this policy by the Board of Education and a determination as to whether or not additional affirmative action is necessary in light of all the facts.

Legal Reference: Code of Iowa

Adopted: 7/12/84  
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