

Staff Personnel
400 Series

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
COMPLIANCE PROGRAM

Code No. 401.1R

The Edgewood-Colesburg Community School District has an established policy of Equal Employment Opportunity and Affirmative Action with respect to race, religion, color, sex, age or national origin. We expect the administration to fully accept the Equal Opportunity and Affirmative Action policy and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of race, religion, color, sex, age or national origin. In order to effectively communicate and interpret the district's policy to all levels of the administration, and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

- A. Dissemination of Policy
 - 1. Employees will be reminded annually of the district's written statement of policy by:
 - a. Description of policy by publication or reference is all issues or re-issues of personnel handbooks.
 - b. When appropriate, publicize the Equal Employment Opportunity and Affirmative Action policy and such activities through news stories or other articles in district publications.
 - c. Detailed discussions at administrative conferences and staff meetings.
 - 2. Employment advertisements will contain assurance of equal employment opportunity.
 - 3. All employment and recruiting sources where jobs are listed by the district will be reminded of our policy, both verbally and in writing.
 - 4. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.
- B. Responsibility for implementing the Equal Employment Opportunity and Affirmative Action Policy.
 - 1. Responsibility is assigned to the Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in taking affirmative action.

C. Recruiting

1. Additional emphasis will be given to seeking and encouraging applicants from minority groups, and women's groups, where such applicants with the necessary qualifications or potentials are available.

D. Training

1. All training and in service programs supported or sponsored by the district will continue to be equally open to minority and female employees on the basis of qualifications.

E. Hiring, Placement, Transfer, Layoff and Recall

1. The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity and Affirmative Action policy, continued affirmative action must be taken to ensure that job opportunities of all kinds are called to the specific attention of members of minority groups and that qualified members of minority groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its practices in hiring job applicants.

F. Compensation

1. All employees, including women and minority group employees, will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, religion, color, sex, age or national origin.

G. General

1. Not only in the above matters, but in all other areas of the employer-employee relationship, the district will continue to cooperate with minority groups because being fair is the best assurance that is not discriminating or creating the appearance of discrimination.

This Equal Employment Opportunity and Affirmative Action Program will be reviewed and updated annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the:

Superintendent of Schools
Affirmative Action Coordinator
Edgewood-Colesburg Community School District
P.O. Box 315
Edgewood, Iowa 52042

or by telephoning the Superintendent's office at (563) 928-6411.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the:

Director of the Region VII Office of Civil Rights
US Department of Education
310 W. Wisconsin, Ave., Suite 800
Milwaukee, Wisconsin 53203-2292
(414) 291-1111

or the

Iowa Civil Rights Commission
211 E. Maple
Des Moines, Iowa 50309
(515) 281-4121

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Adopted: 07/16/90
Reviewed: 03/14/16