

## STAFF PERSONNEL

### Series 400

#### POLICY TITLE EQUAL OPPORTUNITY EMPLOYMENT

No. 401.1

The Johnston Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, genetic information or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment, the school district will perform background checks for all employees as required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

Advertisements, notices and applications, will contain a statement of the school district's equal employment opportunity and affirmative action policies.

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, will be directed to Dr. Nate Zittergruen, Executive Director of Human Resources, the district's Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Johnston Community School District, 6510 NW 62<sup>nd</sup> Ave., Johnston, Iowa 50131; or by telephoning 515-278-0470.

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 Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (515) 281-4121 or (800)-457-4416, <http://www.state.ia.us/government/crc/index.html> 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.

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at 6510 NW 62<sup>nd</sup> Ave., Johnston, IA 50131. For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedure to respond to such a report or complaint.

Legal Reference: 29 U.S.C. §§ 621-634 .  
42 U.S.C. §§ 2000e et seq.  
42 U.S.C. §§ 12101 et seq.  
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8.  
281 I.A.C. 12.4; 95.

Cross Reference: 102 Equal Educational Opportunity  
104 Bullying/Harassment  
405.2 Licensed Employee Qualifications, Recruitment, Selection  
411.2 Classified Employee Qualifications, Recruitment, Selection

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