

**EMPLOYEES - Series 400**

**401 Employees and Internal Relations**

**401.1 Equal Employment Opportunity**

The West Branch Community School District shall 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 shall 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 shall be given notice of this policy annually.

The board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall 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 shall consider the qualifications, credentials, and records of the applicants without regard to race, sex, national origin, religion, age, marital status, sexual orientation, gender identity or disability. In keeping with the law, the board shall consider the veteran status of applicant.

Advertisements and notices for vacancies within the district shall contain the following: EOE. The district application form shall include the statement: "The West Branch Community School District is an equal employment opportunity/affirmative action employer."

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, shall be directed to the Affirmative Action Coordinator, West Branch Community School District, P.O. Box 637, West Branch, Iowa 52358; or by telephoning (319) 643-7213.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including

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but not limited to complaints of discrimination, may also be directed in writing to the Iowa Civil Rights Commission, 211 East Maple, 2<sup>nd</sup> Floor, Des Moines, Iowa 50309 (515-281-4121), or to the United States Office of Civil Rights, Midwest Division, 8930 Ward Parkway, 2<sup>nd</sup> Floor, Kansas City, Missouri 64114, (816-329-2965). 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.

Adoption Date: December 12, 2000

Review Date: April 11, 2011

Revision Date: October 18, 2007

Legal Reference: 29 U.S.C. Sections 621-634 (1988).  
42 U.S.C. Section 2000e et seq. (1988).  
42 U.S.C. Section 12101 et seq. (Supp. 1990).  
Iowa Code Sections 19B; 20; 35C; 73; 216; 279.8 (1995).  
281 I.A.C. 12.4; 95.

Cross Reference: 403.4 Harassment  
405.2 Licensed Staff Recruitment  
405.3 Licensed Employee Qualifications, Recruitment, Selection  
411.3 Support Staff Employee Qualifications, Recruitment, Selection