

EMPLOYEES - Series 400

401 Employees and Internal Relations

401.2 Affirmative Action Compliance Program

The West Branch Community School District has an established policy of Equal Employment Opportunity (EEO) with respect to race, creed, color, gender, national origin, religion, age, sexual orientation, gender identity, marital status, veteran status or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities and people with disabilities. In order to effectively communicate and interpret the district's policies 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 in all issues or re-issues of personnel handbooks.
 - b. When appropriate, publicize the EEO policy and such activities through news stories or other articles in district publications.
1. Employment advertisements will contain assurance of equal employment opportunity.
1. 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.

A. Implementation of Program

1. The Affirmative Action Program will be implemented according to Section 19B.11 Iowa Code (1989) and the rules promulgated by the Board of Education, Iowa Administrative Code 281, Chapter 95.
1. An Affirmative Action Plan will be reviewed and updated bi-annually.

A. The Board of Education will designate an Affirmative Action Coordinator.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator, West Branch Community School District, P.O. Box 637, West

Branch, IA 52358. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 211 East Maple, 2nd Floor, Des Moines, Iowa 50309 (515-281-4121), or to the United States Office of Civil Rights, Midwest Division, 8930 Ward Parkway, 2nd Floor, Kansas City, Missouri 64114, (816-329-2965). Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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