

Series 400 – Employees

Policy Title: EQUAL EMPLOYMENT OPPORTUNITY

Policy Code No. 401.1

The Newton Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applications 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 all applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The Newton Community School District is an EEO/AA employer." The statement will also appear on application forms.

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 the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Newton Community School District, Newton, Iowa 50208; or by telephoning.

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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, 500 W. Madison St., Suite 2000, Chicago, IL, 60661, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/chicago/> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc/>. 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.

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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.

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Legal Ref.: 29 U.S.C. §§ 621-634
 42 U.S.C.S. §§2000 et seq.
 Iowa Code §§19B; 20; 35C; 73; 216; 279.8.
 281 I.A.C. 12.4; 95.
 281 I.A.C. 14.1; 2000.

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