

Series 400 – Employees

Policy Title: EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION COMPLIANCE PROGRAM
Policy Code No. 408.13R

The Newton Community School District has an established policy of Equal Employment Opportunity and Affirmative Action with respect to race, religion, national origin, age, sex, disability, sexual orientation, socioeconomic status or gender identity. The administration is expected to know of and 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, color, age (except students), cred, religion, sex, national origin, sexual orientation, gender identity, disability, socioeconomic status or marital status. 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 in all issues or re-issues of employee 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.

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- 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

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compensation will be afforded to all qualified employees without discrimination based on race, color, age (except students), cred, religion, sex, national origin, sexual orientation, gender identity, disability, or marital status.

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 it 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 Newton Community School District, 807 South 6th Avenue West, Newton, Iowa 50208; or by telephoning at (515) 792-5809.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, 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, Department of Education, Kansas City, Missouri. Such 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 grievance are available in the District's central administrative office and the administrative office in each District attendance center.

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Legal Ref.:

Cross Ref.: Board Policy
401.2 Recruitment, Qualifications, and Selection of Certified Employees
406.2 Recruitment, Qualifications, and Selection of District Classified Employees
408.13 Equal Employment Opportunity and Affirmative Action - All Employees