

The district is an equal opportunity employer without regard to race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, genetic information, and any other equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. In keeping with the law, the board shall consider the veteran status of applicants as required.

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 superintendent shall serve as the 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.

All employment decisions will be made in accordance with these principles. All employment related programs will be administered in a manner consistent with these principles. 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. No employee or applicant shall suffer any form of discrimination because of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, genetic information, and any other equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies.

To ensure awareness by all levels of the administration, all employees, all students, educational agencies, vendors with which the district works and the community, the district will disseminate information as detailed below.

A. Dissemination of Policy

1. Employees will be reminded annually of the district's Equal Employment Opportunity Policy ("EEO Policy") by:
  - a. Annual notification in newspaper or newsletter that goes to all community folks.
  - b. Description of the EEO Policy by publication or reference in all issuances or re-issuances of personnel handbooks.
  - c. Where applicable, detailed discussions of the EEO Policy at administrative conferences and staff meetings.
  - d. Posting of the EEO Policy on the district's website.

Employees will also be reminded of the district's Title IX policy per its Title IX policy and the law.

2. Employment advertisements and application forms will contain assurance of equal employment opportunity.
3. Employment sources and recruiting sources where jobs are posted and/or listed by the district will be reminded of the district's EEO Policy, both verbally and in writing.
4. Notices informing employees and applicants of their rights under federal and state civil rights laws will be posted on bulletin boards and in locations where applicants are interviewed.

**B. Responsibility for Implementing the Affirmative Action Plan and Program**

1. The superintendent is responsible for implementing the Affirmative Action Plan and Program and will render full assistance and support for those seeking help and assistance in taking affirmative action. Formal complaints and informal reports regarding sex discrimination, including sexual harassment, will be subject to the Title IX grievance process (see the Title IX Grievance Procedure regulation).

**C. Recruiting**

1. Additional emphasis will be given to seeking and encouraging applicants from minority groups where such applicants are equally qualified and able to perform their essential job functions.

**D. Training**

1. All training and in-service programs supported or sponsored by the district will continue to be equally open to all employees on the basis of qualifications.
2. Periodic training regarding discrimination and harassment will be provided to all staff.

**E. Hiring, Placement, Transfer, Lay-Off and Recall**

1. The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity 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, women and the disabled, and that qualified members of such 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 of hiring job applicants.

2. Prior to a final offer of employment for any position the school district will perform criminal, child abuse, and sexual abuse background checks. The district may determine on a case-by-case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of background checks, the school district will determine whether a contract will be offered.

F. Compensation

1. All employees will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, color, age, national origin, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status, disability, religion, creed, and/or genetic information.

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, Joan Young, High School Principal,

Phone: 319-465-5963, Email: [joan.young@monticello.k12.ia.us](mailto:joan.young@monticello.k12.ia.us), and will be subject to the [general grievance procedures \(see the General Grievance Procedure regulation\)](#). Formal complaints and informal reports regarding sex discrimination, including sexual harassment, will be subject to the Title IX grievance process (see the Title IX Grievance Procedure regulation).

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 Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121. 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.

Date of Adoption: 4/22/13

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