Policy Title: **Equal Employment Opportunity** Policy #401.1

The Monticello Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity 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. Employees will support and comply with the district's established equal employment opportunity policies. Employees will be given notice of this policy annually.

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 the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. The district will perform and repeat background checks on applicable employees as required by law.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity policies, including but not limited to complaints of discrimination, will be directed to the District's Equity Coordinator by writing to:

Mr. Todd Werner, District's Equity Coordinator
Monticello Community School District
Monticello, Iowa 52310
todd.werner@monticello.k12.ia.us
319-465-3000

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. http://www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (515) 281-4121 or 1-800-457-4416, https://icrc.iowa.gov/. 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 for filing a complaint is available in the school district's central administrative office.

This is a mandatory policy.

Date of Adoption: 4/22/13
Reviewed: 9/28/15
Revised: 11/11/15; 10/26/20; 6/28/21; 7/28/25; 10/26/26