

Personnel

Administrative Regulation - DELETED

Series 400

Policy Title EQUAL EMPLOYMENT OPPORTUNITY

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The Benton Community School District has an established policy of Equal Employment Opportunity with respect to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities and disabled. The district expects the administration to know of and fully accept the equal opportunity and affirmative action policies and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, or disability. 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, and in district-wide mailings.
 - b. When appropriate, publicize the EEO policy and such activities through news stories or through 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.

B. Responsibility for implementing the Affirmative Action Program.

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

Additional emphasis will be given to seeking and encouraging applicants from minority groups, women's groups and the disabled where such applicants with the necessary qualifications or potentials are available.

D. Training

All training and in-service programs supported or sponsored by the district will continue to be equally open to minority, female or disabled employees on the basis of qualifications.

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E. Hiring, placement, transfer, lay-off, and recall

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.

F. Compensations

All employees including women, minority groups and disabled employees, will receive compensation in accordance with the standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, or disability.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to District Affirmative Action Coordinator, Benton Community School District, P.O. Box 70, Van Horne, Iowa, 52346, 319-228- 8701. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, and inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each district attendance center.

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