

**WEST HARRISON
COMMUNITY SCHOOL DISTRICT**

**EQUAL OPPORTUNITY EMPLOYMENT
AND
AFFIRMATIVE ACTION PLAN**

April 2013

WEST HARRISON COMMUNITY SCHOOL DISTRICT
AFFIRMATIVE ACTION PLAN

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AFFIRMATIVE ACTION COMPLIANCE PLAN

The West Harrison Community School District has an established policy of Equal Opportunity Employment with respect to race, religion, color, sex, age, sexual orientation or national origin. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities and disabled. We expect 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, religion, color, sex, age, national origin, sexual orientation, 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.
 - b. When appropriate, publicize the EOE 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 opportunity employment.
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 Plan

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, women's groups and the disabled 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, female and disabled employees on the basis of qualifications.

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

1. The district recognizes that to accomplish the long-range objectives of its Equal Opportunity Employment 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 in hiring job applicants.

F. Compensation

1. All employees, including women, minority groups and disabled 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, religion, color, sex, age, national origin, or disability.

This Affirmative Action Plan will be reviewed and updated bi-annually.

Inquiries by employees or applicants for employment regarding compliance with equal opportunity employment and affirmative action shall be directed to the Affirmative Action Coordinator, West Harrison Community School District, 410 Pine Street, Mondamin, Iowa 51557. 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, an 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.

EQUAL EMPLOYMENT OPPORTUNITY

The West Harrison Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action 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. 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 the 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.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The West Harrison 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, West Harrison Community School District, 410 Pine Street, Mondamin, Iowa 51557; or by telephoning 712-646-2231.

EQUAL EMPLOYMENT OPPORTUNITY

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, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. 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.

NOTE: This is a mandatory policy and reflects the law.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
 42 U.S.C. §§ 2000e *et seq.* (1994).
 42 U.S.C. §§ 12101 *et seq.* (1994).
 Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (2003).
 281 I.A.C. 12.4; 95.

Cross Reference: 102 Equal Educational Opportunity
 403.5 Harassment
 405.2 Licensed Employee Qualifications, Recruitment, Selection
 411.2 Classified Employee Qualifications, Recruitment, Selection

LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications are returned to the school district administrative office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees will be followed.

Legal Reference: 29 U.S.C. §§ 621-634 (2006).
 42 U.S.C. §§ 2000e, 12101 *et seq.* (2006).
 Iowa Code §§ 20; 35C; 216; 279.13 (2009).
 281 I.A.C. 12.
 282 I.A.C. 14.
 1980 Op. Att'y Gen. 367.

Cross Reference: 401.1 Equal Employment Opportunity
 405 Licensed Employees - General
 410.1 Substitute Teachers

Approved March 9, 2011

Reviewed _____

Revised _____

CLASSIFIED EMPLOYEE - QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required,

for the position.

Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications will be returned to the central administration office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent will recommend employment of classified employees to the board for approval.

Legal Reference: 29 U.S.C. §§ 621-634 (2010).
42 U.S.C. §§ 2000e *et seq.* (2010)
42 U.S.C. §§ 12101 *et seq.* (2010)
Iowa Code §§ 35C; 216; 279.8; 294.1 (2011).

Cross Reference: 401.1 Equal Employment Opportunity
411 Classified Employees - General

Approved March 2013 Reviewed _____ Revised _____

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Iowa Code §§ 35C; 216; 279.8; 294.1 (2011).

Cross Reference: 401.1 Equal Employment Opportunity
411 Classified Employees - General

Approved March 2013 Reviewed _____ Revised _____

AFFIRMATIVE ACTION PLAN COORDINATOR:

Joel Foster
Superintendent
West Harrison Community School District
410 Pine Street,
Mondamin, Iowa 51557
712- 646-2231 Extension 1203

E.O.E/A.A. – QUANTITATIVE ANALYSIS

Examination of the workforce analysis for our school district and our geographical location shows that West Harrison Community School District falls below the county-wide percentages in the following minority groups:

Black
American Indian or Alaska Native
Asian
Native Hawaiian/Pacific Islander
Other Races
Multiple Race

However, the District falls below by less than 1% in each of these categories. The District is equal to Harrison County statistics regarding employment of Hispanics.

One area of concern is that about three quarters of our total employees are women. This may be partially attributed to the nature of work that other major employers in West Harrison do, namely manufacturing, which may be more attractive to men.

In an effort to comply with Affirmative Action and Equal Opportunity Employment guidelines, we will continue to recruit professionals from the Midwest region by advertising teaching and administrative positions in the Omaha World Herald, as well as on the internet. Non-certified staff will be recruited through advertising in the local newspaper, The Missouri Valley Times. We are committed to offering the best wages possible, while maintaining fiscal responsibility to the District and its taxpayers, in an effort to compete with other employers in the area.

E.O.E/A.A. – COMPLIANCE ANALYSIS

Following is the list of questions grouped by related areas that were used to ascertain whether our district policies, practices and written documents are in compliance with affirmative action requirements.

Recruitment

1. Is word-of-mouth recruitment the only method used for a position, some or all positions?
2. Is a record maintained of advertisements used for the various types of positions?
3. Do advertisements include an equal opportunity statement?
4. Are referral sources, such as placement officers of educational institutions and employment agencies notified of the equal opportunity and affirmative action policies?
5. Do applicants receive a copy of the Affirmative Action Policy statement?
6. Do organizations that assist in recruitment have policies that will form a barrier to equal opportunity?
7. Have vacancies been listed with appropriate agencies, placement offices and news media?
8. Do job descriptions exist for all major job classifications?
9. Are job descriptions supplied to applicants?

Hiring and Selection Criteria and Practices

1. Are applicants notified of the district's equal opportunity and affirmative action policies?
2. Are application forms used?
3. Do all applicants complete an application form?
4. Do those application forms include a statement of equal opportunity?
5. Are the application forms free of illegal inquiries?
6. Are job descriptions' criteria considered during hiring?
7. Are job descriptions written after the "right" candidate is found?
8. Are the descriptions accurate as to actual functions and duties?

9. Are the job descriptions gender-neutral?
10. Is the interview process free of illegal inquiries? (Example: marital status, job of spouse, child care problems.)
11. Is the interview process structured to guarantee fairness to all applicants?
12. Do all individuals who are involved in conducting interviews receive training on questions to avoid asking during the interviews?
13. Are interview questions restricted to job-related information?
14. In a salary step system, does the decision as to the initial placement on the “step” relate to race, gender, age, disability or sexual orientation?
15. Are the criteria of race, gender, disability and sexual orientation considered when dealing with a job category where under-representation exists?
16. Are written criteria for determining which applicants will be interviewed established before recruitment begins and then applied?

Promotion, Transfer and Collective Bargaining Agreement

1. Are notices posted for all employees when vacancies occur?
2. Are gender, race, national origin, age, sexual orientation or disability factors on promotion or transfer decisions?
3. Are personnel who are involved in recruiting, selection, promotion, evaluation and related processes selected and trained to insure elimination of bias in all personnel actions?
4. Is there a special effort to make certain women and minorities are included in the group being considered for promotion or transfer?
5. Is there a mentoring or staff assistance process in use?
6. Have efforts been made to use mixed criteria rather than straight seniority in promotions, transfers and staff reductions?

Demotions, Terminations, Layoffs, and Recall Criteria and Practices

1. Are objective criteria used in making demotion, termination or layoff decisions?
2. Are the evaluation records of employees reviewed when such decisions are made?

Working Conditions and Compensation

1. Is there an employee evaluation system?

2. Is temporary disability related to pregnancy treated the same, in practice, as other temporary disability?
3. Does the application of the salary schedule/pay scale result in discrimination on the basis of race, gender, age, disability or sexual orientation?
4. Is the board policy on Affirmative Action disseminated to the staff annually?
5. Is the cost to the employee for insurance and insurance coverage the same for male and female employees?
6. Are the costs (to the employees) and benefits to pension plans equitable for men and women?
7. Have steps been taken to assure that harassment of employees based on gender, race, national origin, disability, age, religion, marital status or sexual orientation does not occur?
8. Are assignments of staff members to supplemental and extracurricular duties made on an equitable basis?
9. Are exit interviews held?

Complaint Procedures

1. Does the Affirmative Action Policy contain a complaint process?
2. Are employees notified of their right to seek redress from government agencies such as the Iowa Civil Rights Commission?
3. Are records kept concerning affirmative action complaints?

E.O.E/A.A. – QUALITATIVE GOALS

West Harrison Community School District will hire personnel that will be comparable to our regional population with a special focus on minorities and males.

West Harrison Community School District will continue to make special provisions for Spanish-speaking and deaf patrons.

West Harrison Community School District will try to maintain a mix of male and female administrators and supervisors, ideally half men and half women.

West Harrison Community School District will meet state requirements for handicapped accessibility in all buildings.