



AFFIRMATIVE ACTION PLAN

2018-2019

Updated January, 2019

INTRODUCTION

The North Franklin School district has long upheld the policy of nondiscrimination and offering employment to all those who qualify without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In pursuit of this policy the school district has endeavored to maintain a posture of objectivity in its hiring and personnel actions.

The school district recognizes, however, that a good faith effort must be undertaken to enhance the diversity of our certificated and classified personnel to reflect our student population and the community of which we are a part.

With the above in mind, and in compliance with Executive Order 11246, Revised Order 4, and the pertinent Washington State Human Rights Commission (WHRC) and Department of Health, Education and Welfare (HEW) guidelines, the North Franklin School District has adopted this Affirmative Action Program which will become an integral part of the school district's administrative practices.

PURPOSE OF AFFIRMATIVE ACTION PROGRAM

The basic purpose of the school district's Affirmative Action Program is to increase materially the use of equitable personnel procedures, which will provide uniform application of the district's personnel policies without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

To accomplish this, a commitment has been made and specific procedures established to direct and coordinate a good faith effort. This Affirmative Action Program, in order to be successful, will be built into the structures and procedures affecting all personnel actions. As the title suggests, this is an action program, and directed efforts will be made to increase numbers of under-represented persons in the workforce. It is recognized that a statement of intent is not enough; that this program of activities and procedures must be actively administered.

STATEMENT OF POLICY

PERSONNEL

Affirmative Action

The North Franklin School District is committed to undertake affirmative action, which will result in equal employment opportunities for staff and applicants. Such affirmative action shall include a review of procedures and efforts to enhance the community of which we are a part.

Personnel practices will be administered without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Whenever necessary, the district administration will revise, develop, and implement personnel practices to promote equal employment opportunity. All staff members are expected to give this policy of nondiscrimination full support through leadership and personal example. District officials will periodically report to the school board and staff regarding the district's achievements toward equal opportunity employment.*

* Legal Reference: RCW 28A.400.310 Law Against Discrimination Applicable to District's Employment Practices. RCW 28A.640 Sexual Equality Mandated for Public Schools. RCW 49.69 Discrimination-- Human Rights Commission.

DISSEMINATION OF POLICY

A. INTERNAL PROCEDURES

The District will disseminate this policy to all work sites. The statement of policy will be included in the annual Safe Schools required training plan for all employees. The statement of policy will be stated in any employee handbooks used, re-emphasized during new employee orientation programs, and posted on District bulletin boards.

Staff meetings and/or Safe Schools training will be conducted yearly for the purpose of reviewing with the administrative and supervisory personnel the intent of this policy and their individual responsibility for its effective implementation.

Supervisors will hold meetings with their employees, or those employees will be trained using Safe Schools training regarding the District policy and their individual responsibilities for the proper implementation of the policy.

Association officials will be notified of the District Equal Employment Opportunity (EEO) policy.

B. EXTERNAL PROCEDURES

All continuing recruiting sources will be notified in writing of the District policy to actively recruit and refer ethnic group applicants for all positions listed.

Organizations and agencies will be notified of the statement of policy, and as pertinent, ask them to refer applicants for employment without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The District will include appropriate equal opportunity clauses in all external documents such as purchase orders, leases, and contracts, as required in order to reaffirm to our contractors, vendors, and suppliers our Affirmative Action Program.

Our publications and our advertisements shall depict our employees as people in different ethnic backgrounds, and will enunciate our EEO policy wherever possible.

RESPONSIBILITY

A. AFFIRMATIVE ACTION OFFICER

The Superintendent is the Affirmative Action Officer for the District. The North Franklin School District Board has given the Superintendent the direct responsibility to insure that North Franklin School District No. J-51 works towards the goals established by the Affirmative Action Program.

The Affirmative Action Officer or designee, North Franklin School District No. J-51, 1100 W. Clark Street, Connell, WA 99326, phone 509-234-2021, shall be responsible to:

1. Develop and recommend policies, programs, and procedures to implement the Affirmative Action commitment required by policy.
2. Expand channels of communication and recruitment sources in order to obtain reliable information regarding the needs, skills, and availability of applicants for employment.
3. Represent the District in meeting with enforcement agencies and organizations to coordinate our affirmative action efforts.
4. Investigate and resolve any equal employment complaints, including those raised directly through internal channels or any that may originate through state or federal government agencies.
5. Measure the effectiveness of District Affirmative Action Programs, and to determine areas for improvement.
6. Maintain and report all information legally required for Affirmative Action Program reports of ethnic, female, disabled, and age employment.

7. Keep management informed of all developments in the equal employment areas.

B. SUPERVISION

The Superintendent/Affirmative Action Officer will insure that all employees are given proper consideration for promotions, upgrades, transfers, and other actions without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Supervisors will assist in the identification of areas wherein the ethnic group utilization is less than that desired as set forth by the district's goals and objectives, and make recommendations to achieve a better balance.

The Affirmative Action Officer will assess the effectiveness of supervisors in securing district-wide compliance with these provisions.

It shall be the responsibility of supervisors to take actions to prevent harassment of employees placed through Affirmative Action efforts.

NUMERICAL REVIEW AND ANALYSIS

Facility Data

The North Franklin School District encompasses approximately 709 square miles of Franklin County, Washington. The 6,850 persons served by the district, according to the 2010 census using the postal codes for Cunningham, Connell, Mesa/Basin City and Eltopia, reside primarily in the towns of Connell, Mesa, Basin City and Eltopia as well as the sparsely populated areas of North Franklin County.

District facilities include three elementary schools, one junior high school, one high school, one alternative high school (Palouse Junction), one early childhood center as well as the Tri-Tech Skills Center in Kennewick which serves the seven districts in the Tri-Cities Area Educational Cooperative.

As of October 1, 2018, student enrollment was 2,108 and there were 445 district employees. Of these employees, 202 are certificated and 243 are classified. The following table illustrates the ethnic mix in students and staff.

Ethnicity	Students %	Staff %
African-American	0.38	0.0
Asian	1.47	3.37
Native American	0.28	0.0
Hispanic	69.78	25.39
Caucasian	27.66	72.24
Total Minority	71.99	27.76

The staff gender mix is 26.29% male, and 73.71% female.

INTERNAL AUDIT, MONITORING, AND EVALUATION

PERSONNEL PROCEDURES

Personnel practices will insure that the North Franklin School District Affirmative Action Program will be administered without regard race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

1. RECRUITMENT

A. Certificated Personnel

An extensive effort will be made to recruit qualified applicants for both teaching and administrative positions by the following means:

- 1) Assistance in identifying candidates will be sought from advocate agencies represented regionally, statewide and locally.
- 2) Individuals within underrepresented categories will be encouraged to prepare for and apply for administrative positions.
- 3) Students within the underrepresented categories will be encouraged to continue their education toward obtaining credentials with a reasonable expectation of subsequent employment within the District.

B. Classified Personnel

An expanded labor market area resource base will be developed to include state, county, and local referral agencies and specialized social and advocate agencies.

- 1) All educational assistants who are employed within the District will be encouraged to continue their education toward obtaining credentials.

2. RECORDS

A. Pre-Employment Inquiries and Personnel Forms

Job applications include a statement on equal employment opportunity, and information with respect to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability will be eliminated. Certain EEO data may be requested for purposes of governmental reporting. The information requested is voluntary. The EEO sheet requesting such information will be filed separately.

B. Applicant Flow Data

An Equal Opportunity Activity Report will document, by observation, and/or self identification, the gender and underrepresented categories classification of all applicants.

C. Work Force Profile

A work force profile will be maintained and kept current with each year. The profile will utilize the following job categories: administrative, certificated, and classified.

3. HIRING

Interviewing and selection procedures will be developed which will insure that applicants will be evaluated on the basis of job requirements and qualifications, and without regard to race, color, religion, gender, age, national origin, marital status, or because of a disability.

4. EMPLOYEE EVALUATION

The Affirmative Action Officer will monitor the employee evaluation process to insure that district employees are being evaluated based on job-related criteria.

5. PERSONNEL POLICY

The Affirmative Action Officer, in cooperation with the Superintendent and Directors, will develop new personnel policies as needed, and will monitor such policies to insure that they are being applied without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

6. JOB DESCRIPTIONS

Job Descriptions will be developed to contain and specify for each position: a description of the position, the responsibilities of the position, and reasonable qualifications for the position.

7. GRIEVANCE PROCEDURE

PERSONNEL

Grievances Pertaining to Discriminatory Treatment

The purpose of this grievance procedure is to provide a means for the orderly and expeditious adjustment of a grievance by a staff member, patron, student, or applicant for employment regarding actual or perceived discrimination of any kind. This procedure applies to complaints regarding discrimination because of race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or

physical disability or the use of a trained dog guide or service animal by a person with a disability. In addition, this Policy applied to “Hatch Amendment” complaints by parents claiming invasion of privacy. Nothing in this procedure shall prohibit employees from electing to pursue the grievance processes found in collective bargaining agreements.

Informal Communications

Should an individual feel his or her rights have been violated, he or she is encouraged to first consult with the supervisor or responsible official involved in the alleged violation.

Formal Grievance Procedure

When a grievant makes complaint regarding discrimination and expresses the intention that the complaint be treated as a formal grievance, the following procedure shall apply:

Step 1. The facts presented shall be submitted to the Superintendent’s designee who shall institute an investigation of the alleged grievance. In cases dealing with claims made pursuant to RCW 49.60.030(1), the designee shall normally be the Superintendent or Superintendent’s designee. In cases dealing with claimed violations of the Americans with Disabilities Act (ADA), the designee shall be the school official designated as ADA compliance officer. In cases dealing with claimed violations of Section 504, Rehabilitation Act of 1973, the designee shall be the school official designated as Section 504 compliance officer. In cases dealing with claims of discrimination, against students, on the basis of sex or sexual bias in grades K-12 the designee shall be the school officials designated as Title IX, Education Amendments of

1972 compliance officers. In cases dealing with claimed violations of the Hatch Amendment, the designee shall be the school official designated as Hatch Amendment compliance officer. The Superintendent's designee shall promptly investigate the complaint and report results of the investigation to the Superintendent.

Step 2. The Superintendent will receive the results of the investigation and issue a ruling within 20 school business days of the date the complaint was initially received.

Step 3. Should the grievant decide the ruling of the superintendent is unsatisfactory, he or she may, within 10 school business days, make a written request to the Superintendent as School Board Secretary, asking that the matter be referred to the School Board.

Step 4. The parties shall arrange a hearing before the Board of Directors within 10 school business days following referral of the grievance to the School Board or for action at the School Board's next regularly scheduled meeting, whichever is later. Within five school business days the Board of Directors shall issue a written ruling on the facts presented at the hearing.

Step 5. Depending upon the sort of discriminatory treatment complained about, a grievant may have a right by virtue of state or federal regulations, to further administrative appeal of the School Board's ruling or to initiate a new administrative complaint process against the School District. The various compliance officers listed in this Policy shall be tasked with responsibility for assisting grievants with the processing of any such further appeals or complaints.*

* Legal Reference: Americans with Disabilities Act, 42 U.S.C. 12101-12213 Section 504, the Rehabilitation Act of 1973, 29 U.S.C. 794
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, 1682
Chapter 392-168 of WAC (Hatch Amendment)

Step 6. If the grievant does not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) the grievant has completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

The grievant has 20 calendar days to file a complaint to OSPI from the day the decision of the appeal was received. The grievant can send a written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

ACTION-ORIENTED PROGRAMS

Throughout this plan we have stated actions, policy and procedures to provide equal opportunity of all. The following is stated to stress the importance of these particular action-oriented items.

1. We will continue to analyze job descriptions and specifications to insure that they accurately reflect position functions. Special attention will be given to academic experience and requirements to insure that they are free from bias with regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. These descriptions and specifications are distributed to all pertinent administrative and supervisory personnel.
2. Employees responsible for personnel action will have a detailed understanding of the policy of our Affirmative Action Program.
3. All employees will be urged to stimulate a greater flow of applicants in the underrepresented categories.
4. A review will be made of current employees within underrepresented categories to determine the academic skills and experience, and insure that all are given equal opportunity of promotion.
5. If expansion or turnover allows an additional person to be added to the staff, every effort will be made to recruit and hire qualified applicants in the underrepresented categories of this position.

6. If qualified employees from the underrepresented categories are passed over for promotion, supervisory personnel will submit written justification for this action.
7. As part of the district's philosophy, we constantly attempt to create or develop proper and constructive attitudes, especially as it may apply to the acceptance by district employees of minorities and women.

ASSIGNMENTS OF STAFF

Care will be taken that job assignments for both new and existing staff are nondiscriminatory, and that in all assignments, the basic philosophy of affirmative action is carried out. Objective and fair assignments to both curricular and extracurricular responsibilities will be made, including the following:

1. Department heads, team leader positions, paying and nonpaying extracurricular assignments, etc. will be filled in accordance with affirmative action guidelines.
2. Assignments to schools will reflect the basic policies stated in the goals for hiring and promotion for the four categories of affected persons.
3. Assignments to overtime duties for classified employees will be made in nondiscriminatory manner.

Applicants for Employment or Transfer

Applicants who indicate they cannot work certain hours/days because of religious reasons should be matched, if possible, to jobs with hours/days of work that will meet their requirements. The requirement to work different shifts should be explained and the applicant should be advised that movement to other jobs within the district may be affected by his/her restricted ability to fulfill the service requirement.

AUDIT

Administrators and supervisors shall review personnel actions involving hires, terminations, promotions, transfers, demotions, and rate progressions to insure that equal opportunity is provided for all. The Affirmative Action Officer shall report achievements, problems, and trends to the school board, record corrective actions, and shall coordinate periodic reports.

SUPPORTIVE SYSTEMS

The district will continue to develop inservice training and counseling for classified, certificated and administrative staff, designed to upgrade employees for promotion or transfer whenever possible. The inservice program will be open to employees without regard to race, religion, creed, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

REDUCTION IN STAFF POLICY

Any staff reduction policy or procedure implemented by the district will take into consideration the goals of Affirmative Action.

PROBLEM AREAS

North Franklin School District is located in a vast rural area of southeast Washington State that lacks adequate housing for its current population and is supported primarily from agricultural products and industry. Some gains have been made in hiring diverse, qualified certificated and classified staff. The District continues to actively recruit candidates of all races for open positions, however there is an overall lack of qualified minority applicants in all areas.

1. There is a lack of minority representation in administrative staff.
2. Certificated staffs are under-represented by minorities.
3. Food service, secretaries, educational assistants and transportation are classified groups under-represented by males.

4. Hispanic staff are under-represented in relation to the percentage of Hispanic students.
5. Adequate number of qualified minority candidates have not applied in the North Franklin School District.

GOALS AND TIMETABLES

CERTIFICATED

Short Range - 12 months

Present Staff	Present Minority Staff	Anticipated Turnover	Hiring Goal	New Anticipated Minority Staff	Target Date
202	24	15	+3	27	8/31/2019

Long Range - 5 years

Anticipated Turnover	Present Minority Staff	Goal	Target Date
75	24	+15	8/31/2023

CLASSIFIED STAFF

Short Range - 12 months

Present Staff	Present Minority Staff	Anticipated Turnover	Goal	New Anticipated Minority Staff	Target Date
243	89	10	+5	94	8/31/2019

Long Range - 5 years

Anticipated Turnover	Present Minority Staff	Goal	Target Date
50	89	+25	8/31/2023