

## Board Policy

Code No. 401.1

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Bettendorf 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 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 of 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, socio-economic status or disability. In keeping with the law, the Board will consider the veteran status of applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The Bettendorf 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 Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, Iowa 52722; or by telephoning 563-359-8261.

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 to the Director of Region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E 14<sup>th</sup> Street, Des Moines, IA 50319-1004, (515) 281-4121 or 1-800-457-4416. 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.

*Legal References:* 29 USC §§ 621-634 (2012)  
42 USC §§ 12101 et seq. (2012)  
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8;  
281 IAC 12.4; 95.  
281 IAC 14.1; 2000.

*Cross Reference:* 102 Equal Educational Opportunities  
104 Anti-Bullying/Harassment  
405.2 Licensed Employee Qualifications, Recruitment, Selection  
411.2 Classified Employee Qualifications, Recruitment, Selection

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