

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION  
COMPLIANCE PROGRAM

The North Scott Community School District has an established policy of Equal Employment Opportunity with respect to race, color, creed, gender, gender identity, sexual orientation, marital status, national origin, socioeconomic status, religion, age (except for student) or disability. . All employment decisions will be made in accordance with these principles. All employment related programs will be administered in a manner consistent with these principles. No employee or applicant shall suffer any form of discrimination because of age (except for students), gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed. 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 Equal Employment Opportunity Policy (“EEO Policy”) by:
  - a. Description of EEO Policy by publication or reference in all issues or re-issues of personnel handbooks.
  - b. Annual notification in newspaper or newsletter that goes to all community folks.
  - c. Where applicable detailed discussions at administrative conferences and staff meetings.
  - d. Posting of the EEO Policy on the District’s website.
2. Employment advertisements will contain assurance of equal employment opportunity.
3. All employment and recruiting sources where jobs are posted and/or listed by the district will be notified of the District’s EEO Policy, both verbally and in writing.
4. Notices will be posted on the 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

1. Responsibility to implement the Affirmative Action Program 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 all employees on the basis of qualifications.

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

1. 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 in hiring job applicants.

F. Compensation

1. All 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, color, creed, gender, gender identity, sexual orientation, marital status, socioeconomic status, national origin, religion, age (except for students) or disability.

This Affirmative Action Program will be reviewed and updated biannually.

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.

Approved:      October 22, 1990  
Reviewed:      May 11, 2015  
Revised:       January 28, 2013