

Personnel

Series 400

Policy Title Equal Employment Opportunity

Code No. 401.1

The Marshalltown 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 equity/affirmative action coordinator. The equity/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 (for employment), marital status (for programs), sexual orientation, socioeconomic status(for programs), 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 position the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. Advertisements and notices for vacancies within the district will contain the following statement: "The Marshalltown 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 Equity/Affirmative Action Coordinator by writing to Anthony Spurgetis, Equity/Affirmative Action Coordinator, Marshalltown Community School District, Marshalltown, Iowa 50158; or by telephoning (641) 754-1000.

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, Equal Employment Opportunity Commission Milwaukee Area Office, Reuss Federal Plaza, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> 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.

Adopted: January 10, 1977

Legal Reference:

Reviewed: January 7, 2008  
December 17, 2012

29 U.S.C. §§ 621-634 (2012). 42 U.S.C. §§ 2000e et seq. (2012). 42 U.S.C. §§ 12101 et seq. (2012).

Amended: April 23, 1990/  
March 8, 1993  
March 22, 1993  
February 26, 1996  
February 9, 1998  
January 11, 1999  
February 4, 2008  
April 21, 2008  
January 7, 2013  
October 17, 2016

Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (2013);. 28 I I.A.C. 12.4; 14.1; 95..

Cross Reference: 100.2 - Equal Educational Opportunity  
403.5 - Harassment-Employees  
405.1 - Licensed Employee Recruitment  
405.2 - Licensed Employee Qualifications  
411.2 - Classified Employee Recruitment and Selection  
411.4 - Classified Employee Qualifications