

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: AFFIRMATIVE ACTION
PROGRAM FOR
EMPLOYMENT/CONTRACT
PRACTICES

ADOPTED: April 16, 1998

REVISED:

<ol style="list-style-type: none"> 1. Purpose Title VI Title IX 29 C.F.R. P.L. 101336 ADA of 1990 2. Authority 3. Responsibility 	<p style="text-align: center;">104. AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT/CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of this district to be an equal opportunity education institution and will not discriminate on the basis of race, sex, sexual orientation, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.</p> <p>In order to achieve the aforesaid goal, the Board directs the Superintendent to assume the responsibility of coordinating all implementing activities as Affirmative Action Officer.</p> <p>It shall be the duty of the Superintendent or the Affirmative Action Officer to monitor:</p> <ol style="list-style-type: none"> 1. <u>Job Analysis</u> - Study periodically all existing job descriptions, required job qualifications, characteristics of employees filling said positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist. 2. <u>Employment Analysis</u> - Develop methods to search out sources of personnel and recommend methods that will encourage minority and female and handicapped/disabled applications. Review copy used in recruiting ads and application forms. 3. <u>Promotional Analysis</u> - Compare the promotion and discharge records of females and minorities and handicapped/disabled employees in each employment category with that of the dominant group. Recommend programs to afford greater upward mobility to women and minorities where so indicated. <p>The Affirmative Action Officer shall report to the Board on progress made in the affirmative action program for employment/contract practices as needed.</p>
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<p>4. Guidelines</p>	<p><u>Complaint Procedure</u></p> <p>Any employee who feels s/he is being discriminated against, or who is aware of discrimination, shall report it immediately to the building principal/supervisor. Should an employee have a complaint against the building principal/supervisor, the complaint shall be reported to the Director of Human Resources or to a designee of the Superintendent. Thereafter, a thorough, objective and confidential investigation shall be undertaken by the supervisor or the Director of Human Resources.</p> <p>If the investigator can resolve the complaint to the satisfaction of the complainant, no further action need be taken.</p> <p>Complaints should be made in writing. If it is not possible for the complaint to be made in writing by the employee, the building principal or investigator shall confirm in writing the substance of the complaint and shall forward a summary of the complaint to the complainant.</p> <p>Thereafter, the complainant, the alleged perpetrator and any witnesses will be interviewed. The substance of all interviews shall be documented, but the investigation shall be confidential.</p> <p>The investigator shall review all evidence collected and shall make a determination as to whether there is sufficient evidence to find that the alleged discrimination occurred. The investigator shall prepare a report which summarizes the content of witness statements and other evidence reviewed during the course of the investigation, contains a determination of whether or not the complaint is founded and where the complaint is deemed founded, and contains the penalty imposed. Said report shall be submitted to the Director of Human Resources and/or the Superintendent.</p> <p>In determining what penalty to impose, the investigator shall consider the nature and severity of the offense; whether the perpetrator knew or should have known that the conduct was not permitted; whether the perpetrator is a supervisory employee; whether one (1) incident or recurrent conduct was involved; and whether there have been prior warnings or discipline for conduct.</p> <p>A finding by the investigator that there is probable cause to believe that discrimination has occurred shall subject the perpetrator to disciplinary action, which may result in a written reprimand, a suspension or a recommendation for dismissal from employment by the Board. The perpetrator shall be directed to refrain from future discrimination in cases where the employment of the perpetrator has not been terminated. Retaliation against the complainant by the perpetrator shall result in a recommendation for termination of employment by the Board.</p>
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At the conclusion of the investigation, the investigator shall inform the complainant of the outcome of the investigation. If the complaint is deemed founded, the perpetrator and the complainant shall be advised of the disciplinary action that will be taken. If the complaint is deemed unfounded, the reason for such a finding shall be explained to the complainant.

If discrimination is found to have occurred, prompt and appropriate remedial action will be taken in addition to discipline of the offender. No employee will be retaliated against for reporting discrimination or for participating in an investigation.

Any employee who feels s/he has been retaliated against for making a complaint or participating in an investigation should immediately report the retaliatory act to the investigator of the original complaint, who shall immediately commence an investigation in accordance with the procedures outlined.