

**EQUAL OPPORTUNITY EMPLOYMENT
Affirmative Action Plan**

This plan reflects the intent of the equal employment opportunity policies and actions of the Board of Directors of the Maquoketa Valley Community School District. Its purpose is to assure continued implementation of the Board's equal employment opportunity policy.

SECTION 1 - Dissemination of the Affirmative Action Program:

The affirmative action program will be described to employees of the district. Copies of the affirmative action program will be disseminated to applicants for employment and to employees of the school district. Follow-up presentations will be provided for district employees annually. Copies of the affirmative action program will be sent to the appropriate civil rights offices at federal, state and local levels. Copies of the affirmative action program will be sent to public and private employment agencies and employment referral groups specializing in minority group placement. Those components of the affirmative action program that apply to contractors will be included in bid requests.

SECTION 2 - Employment Priorities:

Applicants for employment in the school district will be considered without regard to race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability.

SECTION 3 - Employment:

The district will attempt to recruit minority employees in particular job classifications, whenever possible.

SECTION 4 - Recruitment:

The recruitment and placement policy of the school district is that no employee or prospective employee will be favored or discriminated against in the hiring and placement process of the district because of race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability. The district will disseminate the affirmative action program to applicants for employment and will actively seek out and obtain employment applications from members of minority groups in particular job classifications. Recruitment advertisements and solicitations shall contain the phrase, "An Equal Opportunity Employer".

SECTION 5 - Personnel Practices:

Personnel practices will be reviewed under the affirmative action program.

All employees will be advised of the affirmative action program and of their responsibility to abide by and assist in furthering that policy.

SECTION 6 - Training:

The district staff development program will include training for all categories of employees in the district work force and will encourage the training of minority employees in particular job classifications to prepare them for advancement.

SECTION 7 - Purchased Services:

All contractors, including suppliers of goods or services to the school district and labor agreements regarding union membership of employees, will comply with equal opportunity employment, as well as with the letter of all applicable statutes and regulations. Compliance will require contractors or employee organizations not to discriminate, and, in addition, to take affirmative action to ensure that members of minority groups are afforded equal employment opportunities. Contractors or employee organizations will agree not to discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability.

SECTION 8 - Implementation

The Affirmative Action Coordinator is responsible for planning and monitoring the affirmative action program. He/She will advise the other administrators matters related to district affirmative action activities. His/her office will be responsible for the district's correspondence about civil rights compliance with other persons and agencies. Responsibility for implementing the affirmative action program rests with the Affirmative Action Coordinator.

SECTION 9 - Complaint Process:

With respect to this affirmative action plan, a "complaint constitutes an allegation that the affirmative action policy has been violated. Any member of the district's workforce may file a complaint under the affirmative action policy when he/she believes that the policy has been violated pursuant to this complaint procedure. Complaints are limited to matters of interpretation or application of the provisions of this policy. If an employee files a complaint under this complaint procedure, the school district will not be required to process the said claim, grievance, action, or complaint through any other grievance or complaint procedure.

Failure to act on any complaint within five working days will act as a bar to the complaint or to any written appeal under those procedures. The complainant must present the complaint on forms to be provided by the district, citing the alleged violation and describing the specific part of the affirmative action policy alleged to have been violated. The complainant will present his/her case orally as well as in writing. The complainant may (or may not, if desired) have a third party for assistance. If the complainant is not satisfied with the decision on the

first step, he/she may appeal to the second step, then to the third step. At each step, a decision and the reasons for it must be indicated in writing. No more than ten days may elapse between the filing of a complaint and the presentation of a written decision at each step. Three steps are included in the complaint procedures:

1. The complaint is presented to the employee's immediate supervisor.
2. The complaint is appealed to the appropriate director.
3. The complaint is appealed to the Affirmative Action Coordinator or his/her designated officer, whose decision is final.

The Affirmative Action Coordinator will inform employees of their right to contact the State Civil Rights Commission, or other civil rights agencies after final decision by the Board.

SECTION 10 - Evaluation:

The Affirmative Action Coordinator will evaluate the District's affirmative action program and submit an annual report to the Board of Directors.

LEGAL REFERENCE: Civil Rights Act, July 2, 1964; Title VI; Title VII
Equal Employment Opportunity Act, 1972; Equal Pay Act;
Equal Employment Opportunity Commission Guidelines on
Employment Selection & Discrimination
Presidential Executive Order 11246, as amended by E.O. 11375
Iowa Civil Rights Act, Iowa Code Chapters 602A; 601D; 729;
Iowa Code Section 280.3

CROSS REFERENCE: Board Policy 407.0

DATE OF ADOPTION: January 14, 1981

DATE OF REVISION: November 8, 2010

**MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223**