

## Equal Employment Opportunity Administrative Procedure

The general goal of the district shall be the equitable distribution of employees in all areas in which there is an under-representation by sex or by minority group. The goal notwithstanding, it is the district's expressed objective to hire or promote those who are best qualified by virtue of job-related standards of education, training, experience, or personal qualifications.

Specific activities to achieve this goal shall include the following:

1. Active recruitment of those within the under-represented groups as applicants for all position vacancies, administrative, certificated, and classified.
2. Equal opportunity for promotion or transfer to higher level positions for members of the identified groups who are current staff members.
3. Equal opportunity for employment for members of a family who are qualified candidates for available positions.
4. Maintaining salary equity between male and female employees who are employed in the same job assignment.
5. Establishing and maintaining appropriate grievance and appeal procedures.

The director of human resources shall be the affirmative action officer of the district and shall advise the superintendent and the Board on all such matters.

Those individuals responsible for selection and promotion of personnel shall perform their functions within the intent of the policy.

All district employees have an obligation to assist in the elimination of conditions which result in discrimination.

The potential applicants are aware of the policy, the statement, "Equal Opportunity Employer," shall be included on all announcements of vacancies.

### Veterans' Preference

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be **qualified** for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be **eligible** for veterans' preference a veteran or

disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law<sup>1</sup>.

The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if he or she is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position<sup>2</sup>. The district shall provide the reasons for not selecting the candidate when requested.

### **Recruitment Procedures**

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification of eligibility for preference, in addition to other requested materials<sup>3</sup>.

The following procedures shall be followed whenever there is a complaint alleging violation of the provisions of policy:

1. Certificated employees shall file under the grievance procedure in the negotiated contract.
2. Administrative and classified employees shall follow the procedure defined in the contract.

Nonemployees shall subscribe to the following procedures:

1. The complainant shall file a written grievance with the superintendent within 20 working days of the alleged discrimination, setting forth the grounds upon which the complaint is based.
2. Within 10 working days after receipt of the complaint, the superintendent shall hear the case, giving the parties of interest at least three days written notice of the time and place of the hearing.
3. Attendance at this hearing shall be limited to persons officially involved.
4. Parties in interest may call witnesses who shall appear individually.

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<sup>1</sup>Oregon Revised Statute (ORS) 408.225: definition of veteran.

<sup>2</sup>Oregon Revised Statute (ORS) 408.230(5)

### **<sup>3</sup>Verification of Veteran's Preference**

A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs. A disabled veteran will submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.

5. Within five working days of hearing the complaint, the superintendent shall communicate a written decision, and reasons therefore, to the parties in interest.