

## **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, shall be responsible for the overall coordination of the Plan, 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.

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