

Multnomah Education Service District

Code: **GBA-AR(1)**
Adopted: 10/12/94
Amended: 9/20/05; 7/01/10
Reviewed: 1/18/11

Affirmative Action Plan

As part of the implementation of its equal employment opportunity policy, MESD will continue to attempt to make its policy known to segments of the population who may be unaware of its existence. As part of MESD's equal educational opportunities for all children, MESD will continue its efforts to make its staff more representative of the community and the state of Oregon.

1. Administrative Responsibility

At least once each year, the Board will review the affirmative action plan and make any necessary changes or amendments. While the Board is ultimately responsible for the development and implementation of affirmative action, specific authority is delegated as follows:

- a. The director of human resource services has the basic responsibility for the implementation of the plan and is the affirmative action officer of MESD.
- b. The director of human resource services is responsible for the periodic review of the plan to insure that it is being implemented throughout MESD and that objectives are being met. He/She shall prepare reports for the Board recommending additional steps or changes needed to achieve the goals of the plan and he/she shall also familiarize himself/herself with the various laws and regulations affecting affirmative action requirements.

2. Dissemination of Plan

The plan will be implemented throughout MESD and communicated to individuals and/or organizations as follows:

- a. The plan is included in the personnel policies of MESD as part of a continuing component of the policies.
- b. The Plan will be publicized on MESD's website.
- c. All persons engaged in the hiring, placement, training and education of employees will have a copy of the plan made available.

The plan will include a Utilization Analysis Chart, Goals and Aspirations, Proposed Objectives and timetables as well as training options for MESD staff.

3. Evaluation of Program

The following records will be maintained for statistical purposes and will be reviewed at least annually by the Superintendent and the Board to evaluate the status and effectiveness of the program.

- a. Utilization Analysis Chart;

- b. New employees' job classification, race and sex;
- c. Turnover by job classification, race, sex, and the reasons for turnover (e.g. dismissal, resignation, job elimination, etc.);
- d. A record of all training provided to MESD staff and a record of employee participation in trainings;
- e. A record of all discrimination complaints filed against MESD and the disposition of these complaints.

4. Complaint Process

Employees who believe they have been discriminated against because of age, national origin, color, race, religion, sex, sexual orientation, disability or marital status shall present their grievance through the procedure adopted by MESD policy.