

## EQUAL EMPLOYMENT OPPORTUNITY

The Clarinda Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will utilize affirmative action standards which are based on the population of the district community, the student population served, or the individuals who can reasonably be recruited. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, *pregnancy or related condition* or disability. In keeping with the law, the board will consider the veteran status of applicants.

**Background checks and employment eligibility checks for candidates selected for hire will be performed in accordance with applicable laws.** ~~Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended.~~ If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived *but the employment eligibility check will still be performed.* The district will perform repeat background checks on applicable employees required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Clarinda Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Clarinda Community School District, 423 E. Nodaway Street/PO Box 59, Clarinda, Iowa 51632; or by telephoning (712) 542-5165.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 500, Milwaukee, WI., 53203-2292, (800) 669-4000 **(414) 662-3680** or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

***NOTE: The district must perform an initial background check on all employees 18 years of age and older. For some licensed employees, background checks must be performed every five years.***

Legal Reference: 29 U.S.C. §§ 621-634.  
42 U.S.C. §§ 2000e et seq.  
42 U.S.C. §§ 12101 et seq.  
Iowa Code §§ 19B; 20; 35C; 73; 216; 256; 279.8; 280.  
281 I.A.C. 12.4; 14.1; 95.

Cross Reference: 102 Equal Educational Opportunity  
104 Bullying/Harassment  
405.2 Licensed Employee Qualifications, Recruitment, Selection  
411.2 Classified Employee Qualifications, Recruitment, Selection