

402.1R1 EQUAL EMPLOYMENT OPPORTUNITY - Administrative Regulations

Affirmative Action Plan

The Muscatine Community School District has an established a policy of Equal Employment Opportunity with respect to race, creed, color, gender, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability, and has identified procedures to take affirmative action to assure that in the recruitment, appointment, assignment and advancement of women, minorities and the disabled, no discrimination shall occur. We expect the administration to know of and fully accept the equal employment opportunity policy and affirmative action procedures to make certain that no employee or applicant for employment shall suffer any form of discrimination because of race, creed, color, gender, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability. In order to effectively communicate and interpret the district's policies and procedures to all levels of the administration and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

1. Dissemination of Policy
 - a. Employees will be reminded annually of the district's written statement of policy by:
 - i. Description of policy by publication or reference in all issue or re-issues of personnel handbooks.
 - ii. When appropriate, publicize the EEO policy and such activities through news stories or other articles in district publications.
 - iii. Detailed discussions at administrative conferences and staff meetings.
 - b. Employment advertisements will contain assurance of equal employment opportunity.
 - c. All employment and recruiting sources where jobs are listed by the district will be reminded of our policy, both verbally and in writing.
 - d. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.
2. Responsibility for Implementing the Affirmative Action Program
 - a. Responsibility is assigned to the Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in taking affirmative action.
3. Recruiting
 - a. Additional emphasis will be given to seeking and encouraging applicants from minority groups, women's groups and the disabled

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where such applicants with the necessary qualifications or potentials are available.

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4. Training
 - a. All training and inservice programs supported or sponsored by the district will continue to be equally open to minority, female and disabled employees on the basis of qualifications.
5. Hiring, Placement, Transfer, Lay-Off and Recall
 - a. The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity policy, continued affirmative action must be taken to ensure that job opportunities of all kinds are called to the specific attention of members of minority groups, women, and the disabled and that qualified members of such groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its practices in hiring job applicants.
6. Compensation
 - a. All employees, including women, minority groups and disabled employees, will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, creed, color, gender, marital status, sexual orientation, national origin, religion, age, veteran status or disability.

These administrative procedures will be reviewed and updated bi-annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator or the Civil Rights Compliance Officer, Muscatine Community School District. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the state or federal office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedure for filing a complaint are available in the central administrative office and the administrative office in each district attendance center or from the Civil Rights Compliance Officer or Affirmative Action Officer.

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