

## **EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY**

The Waterloo Schools shall 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 school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The Board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall 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 shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, sexual orientation, gender identity, ethnic/national origin, religion, age, socio-economic status or disability. In keeping with the law, the Board shall consider the military veteran status of applicants.

Prior to 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 may be waived.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Waterloo Schools is an equal employment opportunity/affirmative action employer." The statement shall 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, shall be directed to the Affirmative Action Coordinator, Waterloo Schools, Education Service Center, 1516 Washington Street, Waterloo, Iowa 50702; or by telephoning (319) 433-1800.

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 Director of the Region VII Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Ste. 1475, Chicago, IL, 60661-4544, (312) 730-1560 or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1044, (515) 281-4121. 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.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office, the administrative office in each attendance center, and on the District's website at [www.waterlooschools.org](http://www.waterlooschools.org).

Legal Ref.: 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; 279.8.  
281 I.A.C. 12.4; 95.

Cross Ref.: 103.0 Nondiscrimination  
103.1 Anti-Bullying Harassment Policy for Students and Adults  
104.0 Equal Educational Opportunity  
109.0 Complaints by Citizens  
402.4 Equal Employment Opportunity/Affirmative Action Policy  
403.51 Resolution Of Employee Complaints  
404.1 Recruitment and Selection of Licensed Employees  
404.4 Certification and Licensing

ADOPTED: 12/90  
1/10/94  
11/9/98  
4/12/99  
9/2/05  
12/11/06  
06/25/07  
12/11/23

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