

**Equal Employment Opportunity Policy/Equal Educational Opportunities
Policy/Affirmative Action Plan**

As part of the implementation of its equal employment opportunity policy, the Amity School District will continue to attempt to make its policy known to segments of the population who have been unaware of its existence. As part of the district's equal educational opportunities for all children, the district 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 superintendent will have the basic responsibility for implementing equal opportunity and affirmative action. The superintendent will designate an affirmative action officer to coordinate the affirmative action program for the Amity School District. In implementing this policy and in defining and meeting the objectives of the plan, the coordinating officer may be advised and assisted by other staff members or outside consultants;
- b. All individuals responsible for selection and promotion of personnel are responsible for performing their functions within the intent of the policy. However, all district employees must assist in the accomplishment of equal opportunity objectives.

2. Dissemination of Policy

The Affirmative Action policy will be implemented through the Amity School District. The policy will be communicated to relevant individuals and organizations as follows:

- a. The policy will be included in the personnel policies and will be a continuing and essential component of the personnel policies and procedures;
- b. A copy of the policy will be issued to all persons engaged in the hiring, placement, training, and education of employees;
- c. Notices required by the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance and any State human rights agency will be displayed in working areas;
- d. Written notification of this policy will be sent to all sub-contractors, vendors, and suppliers upon request.

3. Utilization Analysis Chart (see Fall Report)

4. Goals and Aspirations

- a. A goal and aspiration for Amity School District is to employ an equitable distribution of minority personnel as represented throughout the district. The purpose is to provide students with role models which reflect the different groups making up the community of Amity, Oregon.
- b. A second goal is to eliminate all district regulations and practices which have the effect of preventing individuals from being considered on their own merits in all matters relating to employment, recruitment, transfer, assignments, etc.
- c. It is further the goal of the district to continue to reach out and actively publicize its status as a district which encourages and welcomes all persons to apply for staff positions.

5. Proposed Objectives and Timetables

- a. Staffing - Place qualified minorities in staff positions. Continued efforts will be made to retain minority employees currently employed in other staff positions and to place one qualified woman on the administrative staff of the district within the next five years if vacancies occur.
- b. Job Selection Procedures - It is the objective of the district to review all job descriptions and job-selection procedures within the next year and double check job descriptions to ensure that all requirements are necessary and predictive of performance. All job selection and interview procedures shall be reviewed to insure that applicants are considered on the basis of the same qualifications and criteria.
- c. Training - To continue to release staff for special institutes or in-service programs concerned with **minority** problems. Each year the superintendent is to review the district's fair employment practices with the persons of the district responsible for selection, hiring, and promotion throughout the district.

6. Evaluation of Program

The following records will be maintained for statistical purposes and will be reviewed periodically by the Affirmative Action Officer/superintendent to evaluate the status of the Affirmative Action Program. This data will also be necessary for compliance reports for Federal and State agencies.

- a. Utilization Analysis Chart (Fall Report).
- 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. Employee participation in staff training programs.
- e. A record of all discrimination complaints filed against the district and the disposition of these complaints.

7. Complaint Process

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

The Affirmative Action Officer shall participate in its resolution as appropriate.

- b. The Affirmative Action Officer shall also be notified of any complaint made by an applicant for employment with the Amity School District, charging unfair discrimination. The Officer shall investigate the matter and make a report and recommendations to the superintendent or where appropriate to the Board of Education.
- c. Non employees shall subscribe to the following process:
 - (1) The complainant shall file a written grievance with the Affirmative Action Officer within twenty (20) working days of the alleged discrimination, setting forth the grounds upon which the complaint is based;
 - (2) Within ten (10) working days after receipt of the complaint, the Affirmative Action Officer shall hear the case, giving the parties in interest at least three (3) 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 (5) working days of hearing the complaint, the Affirmative Action Officer shall communicate a written decision, and reasons therefor, to the parties in interest.