

**Policy 401.01: Equal Employment Opportunity****Status:** ADOPTED**Original Adopted Date:** 1/8/1968 | **Last Revised Date:** 1/8/2024 | **Last Reviewed Date:** 1/13/2020

The Highland 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 school district will 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 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, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

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. The district will perform repeat background checks on applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Highland 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, Highland Community School District, 1715 Vine Avenue, Riverside, Iowa 52327; or by telephoning (319) 648-3822.

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 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (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.

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: This is a mandatory policy and reflects the law. 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; 279.8.  
281 I.A.C. 12.4; 95.

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**I.C. Iowa Code**

Iowa Code § 19B

**Description**

[Equal Opportunity and Affirmative Action](#)

Iowa Code § 20

[Collective Bargaining](#)

Iowa Code § 216

[Civil Rights Commission](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 35C

[Veterans Preference](#)

Iowa Code § 73

[Preferences](#)

**I.A.C. Iowa Administrative Code**

281 I.A.C. 12.4

**Description**

[School Personnel](#)

281 I.A.C. 95

[EEO/AA](#)

**U.S.C. - United States Code**

29 U.S.C. §§ 621

**Description**

[Labor - Age Discrimination](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

42 U.S.C. § 2000e

[Public Health - EEO Civil Rights - Definitions](#)

**Cross References****Code**

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**Description**

[Equal Educational Opportunity](#)

102-R(1)

[Equal Educational Opportunity - Grievance Procedure](#)

102-EH(1)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

102-EH(2)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

102-EH(3)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

102-E(4)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

102-E(5)	<a href="#">Equal Educational Opportunity - Witness Disclosure Form</a>
102-E(6)	<a href="#">Equal Educational Opportunity - Disposition of Complaint Form</a>
104	<a href="#">Anti-Bullying/Harassment Policy</a>
104-R(1)	<a href="#">Anti-Bullying/Harassment Policy - Investigation Procedures</a>
104-E(1)	<a href="#">Anti-Bullying/Harassment Policy - Complaint Form</a>
104-E(2)	<a href="#">Anti-Bullying/Harassment Policy - Witness Disclosure Form</a>
104-E(3)	<a href="#">Anti-Bullying/Harassment Policy - Disposition of Complaint Form</a>
405.02	<a href="#">Licensed Employee Qualifications, Recruitment, Selection</a>
411.02	<a href="#">Classified Employee Qualifications, Recruitment, Selection</a>