



**Board Policy**

## **Nondiscrimination in Employment**

**Personnel  
Policy 4002**

### **Policy Statement**

- As a public employer, the Board has a special responsibility to ensure equitable participation in the District's workforce and equitable treatment of all members of District staff.
- The Board and District shall comply with all laws and regulations applicable to employment.
- The Board prohibits discrimination in all employment opportunities on the basis of race, gender, disability, religion, marital status, or any legally protected characteristic.
- The District shall promote equal employment opportunities by actively seeking applicants in order to address racial, ethnic, or gender imbalances in any segments of the district workforce.
- The Superintendent shall set annual goals to provide equal employment opportunities in recruitment and hiring and shall develop proactive procedures for meeting those goals.
- Discrimination by or against any employee shall not be tolerated.
- An administrator in the Office of Human Resources shall be assigned the functions of Affirmative Action Officer whose duties shall encompass the following:
  - Prepare and present statistical data on employment patterns
  - Develop recruitment guidelines to ensure equal opportunity
  - Plan training programs related to employment discrimination
  - Audit District employment practices to ensure compliance with policy
  - Process complaints of discrimination, investigate such complaints, and seek resolution in a timely manner
  - Recommend policy amendments
  - Chair the Affirmative Action Committee
  - Perform other tasks relevant to the objective of nondiscrimination
- An Affirmative Action Committee of nine members shall be appointed by the Superintendent to review affirmative action goals, policies, procedures, and activities. The committee shall include members of the community and staff and shall reflect community diversity. The committee shall meet at least once each quarter, and the minutes of each meeting shall be sent to the Superintendent.
- Complaints of discrimination shall be addressed to the Affirmative Action Officer. If the complaint is not resolved at that level, the complainant may refer the

	<p>matter to the Superintendent in writing. The decision of the Superintendent shall be given in writing.</p> <ul style="list-style-type: none"> <li>• Complaint processes noted in this policy shall not supersede those outlined in collective bargaining agreements or state or federal law.</li> <li>• Nothing in this policy is to be construed as creating a private right of action against the Board or any of its employees or any contractual or other rights or expectations. Nothing in the policy is intended to affect the right of any person to make a charge of discrimination to a state or federal agency with jurisdiction over such claims.</li> </ul>	
<b>Responsibility</b>	The Superintendent shall be responsible for compliance.	
<b>References</b>	Related Policies: 1002 Diversity and Equity in Public Educaiton	
<b>Adoption Date</b>	08/19/1981 (as GBA-R, 09/19/1981 (as GBM), 12/17/1986 (as GBA)	
<b>Revision/ Reapproval Date</b>	01/21/2009	