

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Regulation 401-R Equal Employment Opportunity

Non-Discrimination

~~Board policy on non-discrimination will be implemented by a program of affirmative action.~~

~~The Affirmative Action Program shall include development of procedures for continual monitoring of the education program and employment activities to assure compliance with federal and state legislation and Department of Education directives and guidelines.~~

~~— The building administrators shall be responsible for an annual evaluation of the educational program in regard to student access to general, physical education and vocational courses, counseling services, treatment of students, and athletic participation opportunities to assure compliance with the Board policy on non-discrimination. —~~

~~The office of Human Resources shall be responsible for compliance with Board policy in regard to employment activities.~~

~~The District shall affirmatively advertise for, and encourage applications from any under-represented groups.~~

~~Posting shall apply to all temporary openings as well as to permanent vacancies.~~

~~Vacancies will be filled only after considering applicants from under-represented groups who respond to postings. —~~

~~Where qualifications are substantially equal between candidates, the District will make a conscious effort to select from under-represented applicant groups.~~

~~The administrator in charge of Human Resources shall be responsible for dissemination of Board policy and regulations in regard to non-discrimination to students, parents, employees, sources of referral for employee applications, union and professional organizations that have agreements with the District and local newspapers.~~

~~— The administrator in charge of Human Resources shall serve as the Affirmative Action Officer for the District.~~

Grievance Procedure — Affirmative Action — ISD #191

~~Any person who has a complaint that the District is not complying with this regulation shall present the complaint, informally, to the District Affirmative Action Officer.~~

~~If the issue cannot be resolved in the informal session, the complaint shall be reduced to writing and delivered to the Affirmative Action Officer.~~

History: Issued Date: 11/83, Revised 5/04; Revised and changed to 401-R April 2014 Rescinds GBA
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The Affirmative Action Office shall further investigate the complaint and determine whether the School District is, in fact, in violation of state or federal law or State Department of Education directives or guidelines. A decision shall be made and such decision shall be communicated to the complainant within fifteen (15) days of the initial reception of the complaint.

If it is found that the complaint is justified, action shall be initiated to rectify the complaint.

If it is found that the complaint is not justified, the complainant shall be so notified in written communication.

If the complainant is not satisfied with the findings of the Affirmative Action Office, an appeal may be made to the Superintendent. The appeal must be requested in a written communication to the Superintendent no later than the fifteen (15) days after receipt of the written decision of the Affirmative Action Officer.

A hearing before the Superintendent shall occur no later than thirty (30) days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The Affirmative Action Officer will present the findings of the investigation. The Superintendent shall reach a decision and notify the complainant of his findings no later than fifteen (15) days after the hearing.

If the complainant is not satisfied with the decision of the Superintendent, appeal may be made to one or more of the following offices:

Director of the Office for Civil Rights
300 South Wacker Drive
Chicago, Illinois 60606

Commissioner of Human Rights
200 Capitol Square Building
St. Paul, Minnesota 55101

Equal Employment Opportunity Commission (EEOC)
Regional Office
342 North Water Street
Milwaukee, Wisconsin 53202