
DESCRIPTOR TERM:

District 370 Policy
File Code: 5.10

Certified Staff

Affirmative Action: Equal
Employment Opportunity

1988 7-11-88

1. General Policy Statement: The Homedale School District is committed to the concept of equal opportunity employment. This commitment will be supported by positive practices and efforts to ensure equal opportunity and non-discriminatory treatment of persons regardless of race, color, religious creed, ancestry, national origin, or sex, both in terms of securing employment and promotional opportunities. This plan also applies to qualified, handicapped individuals.
2. Affirmative Action Plan
 - A. This plan commits all employees of the Homedale School District to support the Affirmative Action Policy.
 - B. Implementation responsibility is assigned to the superintendent who will be the Affirmative Action Coordinator.
 - C. The Affirmative Action Coordinator shall see to the establishment of other supervisory staff responsibilities, to monitor the implementation and progress of this plan, and report deficiencies to the board. The district staff will assess operations, communicate the purposes and goals of the plan to employees, and provide discussion forums as needed.
 - D. Copies of this statement will be made available to all current and new employees, job applicants, and other interested parties.
 - E. The superintendent will obtain assistance from employees, appropriate governmental agencies, schools, and others to achieve a productive program.
3. The Homedale School District utilizes the following job structuring and upward mobility for all positions:
 - A. Continual review of entrance qualifications to assure that they relate closely to required education, experience, skill, knowledge, and abilities for each position.
 - B. Follow policies and procedures to provide that unnecessary education requirements precluding advancement are removed.

- C. Concerning upward mobility, professional, classified, or instructional support employees who are capable of performing at higher job levels will be encouraged and assisted to become qualified and upgraded when possible in the district structure.

4. Recruiting

- A. Recruitment of all staff members below the principal or supervisor levels will be initiated and coordinated by the school principals or district supervisors. For positions of principal and above, the superintendent and board of trustees will be solely responsible.
- B. All application notices will have printed on them "An Equal Opportunity Employer."
- C. Public service news media and university placement centers will be used to announce employment opportunities.
- D. Referrals will be requested from other government agencies as appropriate.

5. Selection: All selection procedures below the principal level are the primary responsibility of the superintendent, principals, transportation supervisor, building and grounds supervisor, and/or food services supervisor. The principals and supervisors will make recommendations in their areas directly to the superintendent. In areas such as principals and coaching, the board of trustees may choose to do the screening and interviewing of applicants.

6. Nepotism

- A. It shall be unlawful for the board of trustees of any class of school district to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract requires, the payment or delivery of any school district funds, money, or property to such spouse.

When any relative of any trustee or relative of the spouse of a trustee related by affinity or consanguinity within the second degree is considered for employment in a school district, such trustee shall abstain from voting in the election of such relative, and shall be absent from the meeting while such employment is being considered and determined (State Code 33-507).

- B. The foregoing provision does not make it unlawful for an appointee to accept or retain employment unless his initial appointment was made in contravention of the foregoing sentence of the act.
- C. Since only the board of trustees can employ personnel, the Nepotism Law applies only to them.

7. The following procedures will be used in the selection of personnel:

- A. Vacancies shall be made known by announcing such openings in the district buildings, in the local newspapers, and at the appropriate universities and college placement bureaus.
- B. Application forms are to be completed by interested candidates, and placement papers will be procured from universities and colleges where appropriate. Such forms will be held for one year following the date of their receipt and then will be destroyed.
- C. A cut-off date will be established for the receipt of applications, and that date will be properly advertised as in (A) above.
- D. Initial screening of applicants will be done from the use of application forms, placement bureau credentials, and from written information supplied by the applicants.
- E. Interviews will be held with those applicants who are not eliminated via the screening process listed in item (D).
- F. The principals or supervisors will recommend one person for each position to the superintendent of schools. The superintendent will then accept or reject the recommendation.
- G. The superintendent will recommend two or three applicants for each vacant position to the board of Trustees. The board of trustees may accept or reject the recommendation made by the superintendent.
- H. All applicants for a position will be notified by mail within one week following the appointment of a successful applicant.