



Book Policy Manual  
 Section 100 Programs  
 Title Equal Employment Opportunity Policy and Affirmative Action Program  
 Code 104.1  
 Status First Reading

<p>1. Authority</p>	<p>Equal Employment Opportunity Policy and Affirmative Action Program</p> <p>The William Penn School Board has always been committed, and will continue to adhere to the commitment, that all qualified persons regardless of race, color, religious creed, ancestry, age, gender, disability, sexual orientation or national origin/ethnicity are entitled to equal employment opportunities. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, tenure and probation, and other terms and conditions of employment over which the Board has jurisdiction. Decisions on employment and promotions will be made in accordance with the principles of equal employment opportunity by imposing only valid requirements with respect to those decisions.</p> <p>The Board will comply with all Federal and State laws and executive orders relating to equal employment opportunity, and with all regulations issued by the Pennsylvania Human Relations Commission and the United States Equal Employment Opportunity Commission. The Board will comply not only with the letter of the law affecting equal employment opportunity, but also with their spirit. The Board will take steps to insure equal employment opportunity for all qualified minorities and females through affirmative action to assure their full utilization. The Board will actively seek qualified minority and women applicants for all open positions in an effort to attain its goal of fair representation of minorities and women in all branches and divisions and in all job classifications.</p> <p>The responsible officials for the implementation of the Affirmative Action Program will be the William Penn Board of School Directors.</p>
<p>2. Delegation</p>	<p>The operating official for the implementation of the Affirmative Action Program will be the Superintendent and Compliance Officer, who will rely upon and delegate authority to his/her staff members as appropriate. At the direction of the William Penn School Board, or a committee appointed by the Board, the Superintendent and Compliance Officer will work to insure that the goals and objectives of the program are being met. If a concern is raised against or involving the Superintendent, it will be referred to the School Board and the District's Solicitor. The Superintendent will provide staff direction and see that necessary personnel are assigned to meet the program's goals and objectives. Further, the Superintendent and/or Compliance Officer will hear concerns and resolve disputes in the administration which may arise from implementation of the program.</p> <p>The monitoring official for the Affirmative Action Program will be the Superintendent and/or Compliance Officer. The duties will include, but will not be limited to, the following:</p> <ul style="list-style-type: none"> <li>a. Developing effective communication techniques.</li> </ul>

- b. Monitoring progress made in the implementation of the program.
- c. Assisting in the identification of problem areas.
- d. Making recommendations for improvement in the program.
- e. Assisting other personnel in the solution of problems.
- f. Performing other duties as may be deemed necessary to effectuate the program.

The Affirmative Action Advisory Committee will be appointed by the Board of School Directors to make an ongoing review of the affirmative action effort in the administration. They will act in an advisory capacity to the Board of School Directors. Among the advisors will be teachers, community members, administrators, and school counselors.

All school district personnel will be responsible for insuring that the various aspects of the overall program are administered in such a manner as to effectuate the policy of equal employment opportunity and the Affirmative Action Program. The support and implementation of the program will be considered a basic responsibility of all administrators and supervisors, and their performance will be evaluated on the basis of their EEO efforts, as well as other criteria.

All administrative and supervisory personnel will be informed of the Equal Employment Opportunity Policy and Affirmative Action Program, and of the intent of the program and their individual responsibility for its implementation. Copies of the Equal Employment Opportunity policy, signed by the President of the Board, will be distributed to all employees in the school district and will be framed and posted prominently in the reception area of the administration offices and in each school.

The Board's policy on equal employment opportunity will be communicated to all new employees of the school district during new employee orientation.

### 3. Guidelines

The Equal Employment Opportunity Policy, signed by the President of the Board, will be disseminated as follows:

- a. Referenced to persons making inquiries concerning employment or employment matters, to include printed and electronic materials.
- b. Published in all recruitment literature so that prospective employees will avail themselves of the benefits of the policy.
- c. An information copy of the district's Equal Employment Opportunity Policy and Affirmative Action Program will be sent to the Governor, the Secretary of Education and other state and local officials.
- d. A copy of the District's Equal Employment Opportunity Policy and Affirmative Action Program, with an appropriate cover letter indicating the district's interest in hiring minorities and females and indicating that all referrals must be made without regard to race, color, religious creed, ancestry, age, gender, disability, sexual orientation or national origin/ethnicity, will be sent to the following recruitment sources:
  - 1. Regular recruitment sources, such as colleges, universities, and employment agencies, including minority and women's colleges and universities.
  - 2. Minority and women's [organizations](#).
  - 3. Community action organizations.

An announcement of the District's Equal Employment Opportunity Policy will be offered to the editor of every Chester County newspaper, as well as the major Philadelphia

area newspapers, and such other publications as the Affirmative Action committee may recommend. The administration and the Affirmative Action Advisors will prepare goals and timetables consistent with and as required by the Pennsylvania Department of Education's ESSA Plan.

Evaluation and monitoring of the Affirmative Action Program will be accomplished on a continuing basis. The monitoring official will be the Superintendent and/or designee who will work with the Affirmative Action Advisory Committee to make an ongoing review of the affirmative action effort in the district.

Under the direction of the Superintendent and/or designee, internal audit procedures, plans for maintaining and updating the data base, and plans for maintaining records will be developed. Reports will be submitted to the Board.

In addition, the Superintendent and/or designee will furnish the Board the following information for each recommended appointment for all positions and job classifications:

- a. Whenever possible, a tabulation of protected categories of all candidates who made formal written application for the position.
- b. A list of contacts outside normal employment and recruiting channels.
- c. In order to improve the quality of students' educational experiences, update the quality of instruction, the most highly qualified applicant for any position will be selected.
- d. In the event that recruitment of minorities was unsuccessful, a report will be submitted listing possible reasons why recruitment failed to produce a competitive minority applicant for the position.

Recruitment will be a cooperative effort. The Affirmative Action Advisory Committee will be a resource to the Superintendent and/or designee. Whenever a job opening occurs, qualified minority applicants will be sought using the following techniques:

- a. Any newspaper advertisement that may be used will include the statement, "An Equal Opportunity Employer." Advertisements will be placed in minority oriented publications.
- b. All recruitment resources will be advised of the district's Equal Employment Opportunity Policy and Affirmative Action Program each time they are notified of a job opening.
- c. All recruitment literature and job notices will include a statement of the district's policy of non-discrimination in employment.
- d. Recruitment resources will include contact with local minority and local community action organizations, and minority colleges and universities on the approved recruitment list.
- e. The school district will contact agencies which can refer qualified minority applicants.
- f. Recruitment efforts shall involve minority and/or women staff members to:
  1. Contact minority recruitment resources.
  2. Refer minority applicants for job openings to the district.
  3. District representatives will establish and maintain personal contact with local minority organizations.

The recruitment effort shall, when possible, include participation in career days, youth motivation programs, and cooperative educational programs, and cooperative educational programs in Historically Black Colleges and Universities (HBCU schools). ( See Appendix A).

Procedures relating to employment and placement will be reviewed and amended as necessary to insure non-discrimination and the effectuation of the Affirmative Action Program.

- a. Job qualifications and job descriptions will be reviewed by the Affirmative Action Advisory Committee to insure that they are realistic and do not discriminate in any manner.
- b. Application forms will be reviewed and revised, if necessary, by the Affirmative Action Advisory Committee.
- c. A removable section for each interviewer's comments will become part of the application form. This section will be removed when the application proper is forwarded to another interviewer. This is an effort to insure that subsequent interviewers are not influenced by opinions of earlier interviewers.
- d. Any testing procedures which might be used in the future for selection and/or placement will be validated for job-relatedness.
- e. Personnel policies will be reviewed to insure compliance with Federal and State equal employment regulations.

Promotion and advancement will be based on qualifications, experiences, demonstrated competence, and potential.

All job openings will be announced by district memorandum in accordance with the appropriate collective bargaining agreements where applicable.

Administrators and supervisors will encourage employees (especially protected categories) to acquire additional training and/or education in order to increase their advancement potential.

The Human Resources Department will maintain an active file of catalogues of nearby institutions training nonprofessional and/or professional personnel employed in the district.

An orientation program will be developed and implemented by the Superintendent or designee for the purpose of acquainting all new employees with the importance of the Affirmative Action Program and with the need for positive human relations among employees.

Any employee who believes he/she has been discriminated against shall be free to discuss the matter with the Superintendent or designee without concern for reprisal. A free flow of information concerning the program will be encouraged.

There will be no discrimination based on race, color, religious creed, ancestry, age, gender or national origin/ethnicity in compensation paid to employees.

The district will make every good faith effort to recruit minorities and females not currently in the workforce, who possess the requisite skills for employment. The district will consider these potential employees as it would consider employees in the workforce.

The William Penn School District will not discriminate in employment, educational programs or activities, based on race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity, gender expression, national origin, marital status, genetic information, pregnancy or handicap/disability. This policy of non-discrimination extends to all other legally protected classifications. Publication of this

	policy is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.
School Code 3721 et seq.  PA Code Title 22 Sec. 5.10, 5.4	

Last Modified by Frank Bruno on April 9, 2019