

**Lower Merion School District**

Policy No.: 104  
Section: PROGRAMS  
Title: EQUAL OPPORTUNITY PROGRAM  
FOR EMPLOYMENT PRACTICES  
Date Adopted: 2/20/89  
Date Last Revised: 11/16/20; 10/17/16; 3/21/11; 5/16/05; 8/19/96

**104 EQUAL OPPORTUNITY PROGRAM FOR  
EMPLOYMENT PRACTICES**

The Board adopts this policy in an effort to ensure that all persons shall have equal access to all categories of employment in the District and not be subject to discrimination.

Furthermore, this policy prohibits retaliation against an individual who files a good faith complaint under this policy, or against an individual who participates or cooperates with an investigation, as provided by both Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964.

- A. "Equal Opportunity Program for Employment Practices" shall mean action taken to provide equal employment opportunities for all persons regardless of disability, race, color, age, creed, religion, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin.
- B. "Discrimination" shall mean partiality toward or prejudice against someone based upon disability, race, color, age, creed, religion, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin.
- C. The Human Resources Manager shall serve as Equal Opportunity Officer for Employment Practices and shall be responsible for coordinating all activities which are part of an equal opportunity program for employment practices.
- D. It shall be the duty of the Equal Opportunity Officer to:
  - 1. Study periodically all existing job descriptions, required job qualifications, characteristics of employees filling such positions and salary guides for any discrimination, inadvertent or otherwise.
  - 2. Develop methods to search out sources of personnel and recommend methods that will encourage applications from appropriately qualified women, members of minority groups and applicants with disabilities. Review copy used in recruiting advertisements and application forms.
  - 3. Recommend programs to afford greater upward mobility to women, minorities and employees with disabilities where appropriate.

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- 4. Periodically review and improve as needed the District's methods and procedures for receiving, reviewing, investigating, and resolving complaints or other evidence to assure that the District or its personnel complies with the law and/or the District's policies regarding equal employment opportunity.
- E. The Equal Opportunity Officer for Employment Practices shall report annually to the Board.
- F. All public advertising for personnel shall include the statement that the District is an Equal Opportunity Employer.