

Title: Equal Employment Opportunity and Affirmative Action

The District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies and agencies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation and layoff or termination. The District will establish affirmative action goals in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the District's established equal employment opportunity and affirmative action policy. Employees will be given notice of this policy annually. The District's equal employment opportunity and affirmative action plan will be made available to employees involved in the hiring or management of personnel, as well as to all other employees, students, and the public via district intranet and district website.

The Board of Directors will appoint an equal opportunity and affirmative action coordinator, who shall have the responsibility for reviewing the affirmative action plan at least every two years.

Individuals who submit an application with the District will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration and State Department of Education for the class or position for which they apply. In employing District personnel, consideration shall be given to qualifications, credentials and records of the applicants and their veteran status without regard to race, color, national origin, sex, disability, age, religion, creed and sexual orientation.

Prior to a final offer of employment for any position, the District will perform the background checks required by law and/or District policy. Based upon the results of the background checks, the District will determine whether an offer will be extended.

Advertisements and notices for vacancies within the District will contain the following statement: "The Council Bluffs Community School District is an EEO employer." The statement will also appear on application forms.

Any applicant or employee alleging a violation of this policy may file a complaint with the district complaint officer. The complaint officer will be the Chief Legal and Human Resources Officer for the district as appointed annually by the Board. If the Chief Legal and Human Resources Officer is the alleged perpetrator, the applicant or employee may file the complaint with the Chief of Student and Family Services. Complaints of discrimination shall be promptly investigated and remain confidential to the extent reasonably possible. Inquiries or complaints may also be directed to local, state and federal agencies including the Council Bluffs

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Civil Rights Commission, Iowa Civil Rights Commission, the U.S. Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The District will take action to halt any improper discrimination and will take other appropriate corrective actions to remedy all violations of this policy. Retaliation against an employee because the employee in good faith filed a discrimination complaint, assisted or participated in an investigation, or opposed language or conduct that violates this policy, is prohibited.

The District's Chief Legal and Human Resources Officer shall be responsible for coordinating the ongoing implementation of the equal opportunity and affirmative action plans and ensuring that applicants and employees are treated in accordance with this policy.

Cross References:

418.1, 418.2

EEO Non-Discrimination Language

Documentation Chart

Legal References:

Iowa Code, Chapters 19B.11; 35 C; 216;
279.8; 281 Iowa Admin. Code Chapter 95;
29 U.S.C. 621; 42 U.S.C. § 2000e et seq; 42
U.S.C. § 12101; P.L. 110-233

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