

Longview School District No. 122



DISCRIMINATION FREE WORKPLACE

Updated April 2026

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INTRODUCTION

This is the Discrimination Free Workplace plan for the Longview School District No. 122. It is utilized as an opportunity to reaffirm our long-standing policy and commitment to equal opportunity in employment. We believe education enhancement requires consistently fair and equitable educational and employment practices without regard to race, creed, color, national origin, familial status, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. For this reason, the District seeks to employ and promote individuals who represent diverse talents, contributions, abilities and experiences representative of our society and that are essential to a quality educational program.

The Discrimination Free Workplace plan presented here is designed for the years 2026-2031. Although the plan covers a five-year period, it is recognized that, to be effective, it will require continuous evaluation and revision to correct disparities in the utilization of employees where they may exist in the Longview School District's workforce. Modifications due to decisions by state and federal courts will also be ensured.

REAFFIRMATION OF POLICY

The Longview School District No. 122 is committed to undertake discrimination-free action that will allow effective, Equal Employment Opportunities for staff and applicants, as noted in Longview Board Policy 5010. In addition to continuous review of current programs, such discrimination free action shall also include recruitment, selection, training, education and other programs.

This program is a directed, good faith effort to provide equal opportunity in all aspects of employment. It is a comprehensive and planned effort by the Longview School District to:

- Reaffirm the Longview School District's policy statement.
- Describe policy dissemination and establishment of responsibilities.
- Identify barriers in the personnel management system that may limit the ability of applicants and employees to reach their full potential.
- Implement programs that will accelerate progress.

This Discrimination Free Workplace Plan specifies the personnel procedures to be followed by staff of the Longview School District and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities for the protected classes.

This policy, as well as the Discrimination Free Workplace plan, regulations and procedures developed, shall be disseminated widely to all staff, interested patrons and organizations. Additionally, the Longview School District's commitment to avoiding discrimination in the hiring and promotion of disabled persons, and persons over age forty is reaffirmed. The purpose of these commitments is to ensure the absence of discrimination in employment practices. Each employee of the Longview School District involved in the recommendation of hiring or promotion must be committed to ensuring that the recommendation is made without discrimination. It is the responsibility of each individual manager to promote a strong commitment to Equal Employment Opportunity at his/her work site and throughout the Longview School District. Progress under this policy shall be reported annually to the Board of Directors.

DISCRIMINATION FREE WORKPLACE

AUTHORITY

School districts in the state of Washington are required by WAC 392-200-005 to establish and implement Discrimination Free Workplace programs that are designed to "eliminate discrimination on the basis of sex, race, creed, color, national origin, marital status, age or the presence of any sensory, mental, or physical disability."

PURPOSE

It is the purpose of the District's Discrimination Free Workplace Plan to promote, monitor, and maintain the District's Discrimination Free Workplace and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment without unlawful discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person or veteran status, and promote diversity in the district's workforce.

This Plan advances equal opportunity without preferential treatment on the basis of race, gender, ethnicity, or national origin. This Plan is also designed to ensure that the District's policies are properly implemented without unlawful discrimination on the basis of race, color, creed, religion, age, sex, sexual orientation, ethnicity, national origin, veteran status, or the presence of a sensory, mental or physical disability.

DISSEMINATION OF POLICY

It is the responsibility of the Superintendent of the Longview School District, or a designee, to inform all applicants for employment, all current employees, all persons responsible for hiring within the Longview School District, all employee associations and all Longview School District contractors and subcontractors of its commitment to equal employment opportunity. To ensure that others are aware that the Longview School District is an Equal Employment Opportunity employer, and to ensure that all personnel are fully apprised of the Longview School District's policy, the following actions will continue to be undertaken:

A. Internal Dissemination

1. Equal Employment Opportunity and Discrimination Free Workplace are referenced in the Longview School District's correspondence, employee bulletins, reports and manuals.
2. The policy of Equal Employment Opportunities and federal and state posters prohibiting discrimination is to be posted on bulletin boards at all Longview School District building sites.
3. Employees will be notified of the existence of the Longview School District's Equal Employment Opportunity and Discrimination Free Workplace policy through general meetings, supervisory and staff meetings and through the Superintendent's memo. Employees are advised that all aspects of employment, including job opportunity, training, programs and social events, will be available to all without regard to age, race, color, disability, religion, sex or national origin. Additionally, employees will be advised to contact either their supervisor or Executive Director of Employee Services

concerning problems that they have of a discriminatory nature.

B. Internal and External Dissemination

1. The Equal Employment Opportunity policy statement will be communicated to applicants and will be included in New Employee Orientation and management training programs.
2. Employee organizations of the Longview School District shall conform to the Longview School District's Discrimination Free Workplace policy. Negotiated agreements shall not contain statements that are in conflict with this program.
3. The Employee Services Department will continue to communicate to prospective employees that the Longview School District is an Equal Employment Opportunity employer and invite protected group members to apply.
4. The Longview School District will incorporate the Equal Employment Opportunity clause in all purchase orders, leases, contracts and other pertinent documents.
5. The Longview School District's policy manual, will document the procedures for prompt, fair and impartial consideration of complaints of discrimination.
6. The Longview School District will assure that appropriate steps are taken to comply with the Title IX regulation, prohibiting sex discrimination in education and employment; and section 504 of the Vocational Rehabilitation Act of 1973, prohibiting discrimination on the basis of physical, sensory or mental handicaps in education and employment.
7. The Longview School District will assure compliance with state laws established to eliminate sex discrimination in the public schools.
8. Copies of the 2026-2031 Discrimination Free Workplace Plan will be available to all pertinent organizations, agencies and people within and outside the Longview School District via the Longview School District website, including:
 - The Board of Directors
 - District Administrators
 - District building sites
 - District employee associations
 - Employees

RESPONSIBILITIES FOR IMPLEMENTATION

The Superintendent of the Longview School District has the overall responsibility for the development, implementation, coordination and monitoring of the Discrimination Free Workplace policy. The Superintendent will provide leadership and guidance to all administrators, supervisors and personnel in the conduct of their employment practices to assure conformance with relevant federal and state laws and regulations of the Longview School District's policies.

The Superintendent has delegated the general responsibility of implementing the program to the Executive Director of Employee Services and has designated the Executive Director of Employee Services as the Discrimination Free Workplace Officer. The Discrimination Free Workplace Officer has the responsibility of developing and implementing an effective Discrimination Free Workplace program, ensuring full compliance with Equal Employment Opportunity requirements and will advise the Superintendent and/or the Board of Directors of Equal Opportunity matters, as required.

The Discrimination Free Workplace Officer will:

1. Review the Discrimination Free Workplace Plan annually to ensure full compliance with Equal Opportunity Employment throughout the Longview School District, monitor and evaluate the Discrimination Free Workplace plan and prepare memoranda to specify responsibilities and proposed actions as necessary or required with state or federal policy requirements.
2. Work with administrators and employees in the Longview School District to assure understanding and support for the program.
3. Assist program managers in carrying out their responsibilities for implementation of the Discrimination Free Workplace plan.
4. Maintain a continuing review of all aspects of the Longview School District's personnel system to detect illegal or improper practices that may impede the employment or advancement of members of minority groups or women, modifying these practices when necessary.
5. Establish specific training, recruiting, hiring and selection processes necessary to accomplish the goals and objectives of the Discrimination Free Workplace plan.
6. Ensure that the Employee Services Department will be responsible for documenting compliance of personnel practices and updating of employment data.
7. Ensure a record system will be maintained by the Employee Services Department that collects data on the Longview School District employees in the areas of race, sex, age, disabilities, and veteran status, for all job categories.
8. Ensure that a nondiscrimination clause is included in all bargaining agreements, and review all contractual provisions to ensure they are nondiscriminatory. Each representative of the Longview School District's Collective Bargaining Units will be informed of the Discrimination Free Workplace policy, with a request for his/her cooperation.

9. Ensure that the Longview School District's Equal Employment Opportunity policy and all posters required by law will be conspicuously posted on all building bulletin boards located in staff lounges and the administration lobby areas.

Questions regarding Discrimination Free Workplace policy should be directed to the Executive Director of Employee Services, Longview School District, 2715 Lilac Street, Longview, Washington 98632-3526, (360) 575-7974.

REVIEW ANALYSIS

Marital Status, Age

The Longview School District's commitment in these areas is based on the reaffirmation of its practice of avoiding discrimination in all aspects of employment in regard to members of these groups. The Longview School District has reviewed and implemented its employment application forms to reduce the possibility of discrimination in these and other areas. The staff responsible for hiring in the Longview School District will be given information relative to the use of appropriate pre-employment inquiries. The Longview School District will continue to ensure the absence of discrimination based on age or marital status.

Persons with Disabilities

In compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Longview School District is committed to the avoidance of discrimination in hiring and promotion of persons with disabling conditions. The Longview School District is also committed to making reasonable accommodations to allow disabled employees the opportunity to be successful. The action of the Longview School District with respect to this group is to reaffirm its strong commitment to avoid illegal discrimination in all aspects of employment in regard to disabled individuals. As one demonstration of this commitment, the Longview School District includes on vacancy announcements and application materials a statement encouraging persons with disabilities to apply.

Vietnam-Era/More Recent Military Action Veterans

The Longview School District's commitment for these groups involves the reaffirmation of its commitment to avoid discrimination in all aspects of employment with regard to disabled and Vietnam- era veterans. Although it seems clear that the number of individuals from these categories seeking entry-level positions is decreasing over time, the Longview School District maintains its commitment to avoid discrimination in employment practices related to this group. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in this area. In addition, the Longview School District will include a statement on its job vacancy announcements encouraging disabled and Vietnam-era veterans to apply.

TRAINING AND ADVANCEMENT

The Discrimination Free Workplace Officer is responsible for reviewing all training programs to ensure that they do not reflect or promote discriminatory selection practices.

The Discrimination Free Workplace Officer shall monitor the selection of administrative interns and administrators, as well as other opportunities for advancement within the Longview School District.

SUPPORTIVE SYSTEMS

Recruitment of Employees

The district considers all applicants and employees only on the basis of job-related qualifications. The district selects employees as needed on the basis of merit, training, and experience; with no unlawful discrimination against any employee or applicant because of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability. In addition, the district selects employees without preferential treatment on the basis of race, sex, ethnicity or national origin. The district shall emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel administration.

Applicants are recruited from a variety of sources, including, but not limited to:

- Career fairs
- College campus visitations
- Conferences, activities, presentations, receptions, etc.
- Current candidate files
- Current substitutes and employees
- Newspaper advertisements
- Referrals from current staff
- Student teachers

Career Counseling/Promotion Opportunities/Skill Training Programs

The Longview School District recognizes the importance of an effective program that includes career development, career opportunities and career advancement. Upon request, the Employee Services Department will meet individually with employees in order to answer questions or concerns regarding career opportunities in the Longview School District. When appropriate, recommendations regarding additional training will be made to employees whose individual opportunity for career advancement may be enhanced.

Current work experience and educational training is maintained on all Longview School District employees. This information is reviewed and updated regularly. New Employee Orientation will thoroughly review career opportunities.

The Longview School District will continue to promote training programs, and education will be available to staff at all levels. The development of various training programs is an important part of establishing an effective

system by which people may move from beginning levels to positions of greater responsibility. Opportunities will be provided through the staff development program for employees to receive such training. Promotional possibilities will be identified wherever possible to permit movement of capable, lower-level employees to positions of greater responsibility. Job descriptions will be reviewed regularly to assure that unnecessary requirements for employment or advancement are removed. Each advertised position will be stated in terms of performance criteria and required experience, training and education.

The responsibility for initiating job training and career counseling programs is an integral part of the Longview School District's commitment to ensuring equal opportunity in employment and promotion, as directed by the Superintendent.

Complaint Procedure

The district is committed to providing equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion and training. Any individual may file a formal complaint with the district's Discrimination Free Workplace Officer requesting an employment discrimination investigation. No individual's status with the district shall be adversely affected for using these procedures in good faith.

REDUCTION IN FORCE (RIF)

Reduction in force will be made in accordance with applicable law and the provisions negotiated with certificated and classified Collective Bargaining Units. If a reduction is necessary, consistent with legal and contractual obligations, the Longview School District will attempt to make reductions in consideration of our commitment to Discrimination Free Workplace.

CONCLUSION

It is the commitment of the Longview School District to attract and retain well-qualified candidates from diverse backgrounds. We believe it is vitally important to maintain a culturally and ethnically diverse staff that will be able to understand and meet the needs of our students and community. The wide range of experiences that such a staff brings adds a richness of life to our schools and enhances the learning process. The mission of the district is to successfully prepare all students for their future. A key factor in achieving this mission is the district's ability to hire the instructional and support staff that will best be able to guide students in achieving their educational goals.

We will continue to seek creative and effective ways to strengthen diversity in our workforce in order to benefit our students and community.

Appendix A

Identification of District Discrimination Free Workplace Officer

The Superintendent has designated the individual listed below as the Discrimination Free Workplace Officer of the Longview School District.

Dr. Karen Joy
Executive Director of Employee Services
2715 Lilac Street, Longview WA 98632-3526
360-575-7974

Appendix B

Policy: 5010

Section: 5000 - Personnel

DISCRIMINATION-FREE WORKPLACE

Definition

“Protected status” is short for the phrase “age, sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability.”

Nondiscrimination

The district is committed to an educational and working environment free from discrimination and harassment based on a person’s protected status.

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training.

To promote equal employment opportunities, the district will develop a program in accordance with WAC 392-190-0592.

Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee’s protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.
2. Harassment based on an employee’s protected status by supervisors, co-workers, or others in the

workplace that is so severe or persistent that it creates a hostile environment.

3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.
5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities

To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of their disability. This prohibition applies to all aspects of employment, from recruitment to promotions, and includes fringe benefits and other elements of compensation.
2. The district will reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship.

Reasonable accommodations may include making facilities used by staff readily accessible and usable by persons with disabilities, job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other

things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.

3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the tests or criteria are clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.

4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of their participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:

2030	Service Animals in Schools
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5011	Sexual Harassment of District Staff Prohibited
5404	Family, Maternity and Military Caregiver Leave

Legal References:

RCW 28A.400.310 Law against discrimination applicable to districts' employment practices
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies
RCW 28A.642 Discrimination prohibition
RCW 49.60 Discrimination—Human rights commission
RCW 49.60.030 Freedom from discrimination—Declaration of civil rights
RCW 49.60.180 Unfair practices of employers
RCW 49.60.400 Discrimination, preferential treatment prohibited
RCW 73.16 Employment and Reemployment
WAC 392-190 Equal Education Opportunity—Unlawful Discrimination Prohibited
42 USC 2000e1 2000e10 Title VII of the Civil Rights Act of 1964
20 USC 1681 - 1688 Title IX Educational Amendments of 1972
42 USC 12101 12213 Americans with Disabilities Act
8 USC 1324 (IRCA) Immigration Reform and Control Act of 1986
38 USC 4301-4333 Uniformed Services Employment and Reemployment Rights Act
29 USC 794 Vocational Rehabilitation Act of 1973
34 CFR 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)

Management Resources:

2018	May Policy Issue
2017	April Issue
2014	December Issue
2013	June Issue
2011	June Issue
2011	February Issue
Policy News, August 2007	Washington's Law Against Discrimination
Policy News, June 2001	State Updates Military Leave Rights

Initially Adopted: November 6, 1974

Adopted: March 8, 2010

Amended: August 11, 2014

Amended: February 27, 2017

Amended: August 10, 2020

Amended: March 9, 2026