



Policy 401 Equal Employment Opportunity

BrightWorks Policy, Equal Opportunity Employment

Copied from 401 MSBA Model Policy Manual, Equal Employment Opportunity

Note: Districts/MN service cooperatives are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for BrightWorks employment and BrightWorks employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of BrightWorks is to provide equal employment opportunity for all applicants and employees. BrightWorks does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status. BrightWorks also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

- B. BrightWorks prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and BrightWorks’ internal procedures for addressing complaints of harassment, please refer to BrightWorks’ policy on harassment and violence.



- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every BrightWorks employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Executive Director.



BrightWorks Equal Employment Opportunity Complaint Form

All information provided will be handled as CONFIDENTIAL to the extent possible. However, it may be necessary to contact the individuals named and/or to reveal some of the information contained in your complaint in order to ensure a thorough and fair investigation of this matter.

Date:

Name:

Position:

Employee Number:

Home Address:

Home Phone Number:

Immediate Supervisor:

Type of Complaint:

Discrimination

Workplace Harassment

Retaliation

Basis of Charge:

Race

Veteran

Disability

Sex

Gender Identity

Color

Creed

Family Care Leave Status

Public Assistance Status

Religion

National Origin

Sexual Orientation

Marital Status

Age

Gender Expression



Description of Charges:

Please provide a narrative description of the complaint including what happened, date(s) of alleged incident(s), the harasser(s) or respondent(s), witnesses, and supporting documents. Please use a separate sheet of paper, if necessary.

Please note: It is a violation of Federal law to retaliate against an individual because they file a discrimination complaint. If you are subjected to any adverse action that you feel may be retaliatory, you should promptly report it to the Executive Director.

Signature:

Received by:

Date:

BrightWorks Equal Opportunity Employment

Anyone who was subject to or knows someone who was subject to unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status are encouraged to report the complaint to Metro ECSU officials, as designated herein.

- The Executive Director is responsible for receiving oral or written reports of alleged unlawful discrimination at BrightWorksⁱ.
- If the complaint was delivered orally, the receiving official shall reduce it to written form and forward it to the next designated administrative level (if appropriate) within 24



hours. Failure of an official to forward any complaint of unlawful discrimination to an appropriate designated official as provided herein will result in disciplinary action.

- Names, addresses and telephone numbers of BrightWorks officials (Executive Director, Chairperson of the Executive Board) are available in the Google Drive.
- Any person having any question(s) regarding this policy should discuss the policy with the Executive Director

BrightWorks will make reasonable accommodations for disabled employees.

If the complaint involves the Executive Director, the complaint will be forwarded to the Chairperson of the BrightWorks Executive Board.

ⁱ If the complaint involves the Executive Director, the complaint will be forwarded to the Chairperson of the BrightWorks Executive Board.