

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district 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, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district 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 the school district's internal procedures for addressing complaints of harassment, please refer to the school district's 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 school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Superintendent of Schools.

III. GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION POLICY

- A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the person designated to handle complaints.
- B. The person designated to handle complaints shall investigate the complaint and determine whether the school district is, in fact, in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official and such decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.

C. If the designated official finds that the complaint is justified, he or she shall initiate action to rectify the complaint.

D. If the designated official finds that the complaint is justified, he or she shall initiate action to notify the complainant in written communication.

E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.

F. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that other testify in the complainant's behalf. The designated official will present the findings of the investigating called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

G. If the complainant is not satisfied with the decision of the Board, appeal may be made to one of the following offices:

Director of the Office for Civil Rights
300 South Wacker Dr.
Chicago, IL 60606

Commissioner of Human Rights
200 Capitol Square Bldg.
St. Paul, MN 55101

Equal Employment Opportunity Commission (EEOC)
Regional Office
342 North Water Street
Milwaukee, WI 53202

For more information on discipline policies, please refer to the student handbook.

504 Coordinator: Nate Meissner, MAHS Principal
Office Address: 25122 State Highway 28, Glenwood MN 56334
Office Phone Number: 320-239-4820 ext. 1218
Email Address: nemeissner@isd2149.org

Alternate 504 Coordinator: Chip Rankin, MAS Superintendent
Office Phone Number: 320-239-4820 ext. 1470
Email Address: crankin@isd2149.org

Title IX Coordinator: Phil Johnsrud

Office Address: 25122 State Highway 28, Glenwood MN 56334

Office Phone Number: 320-239-4820 ext. 1521

Email Address: pjohnsru@isd2149.org

Alternate Title IX Coordinator: Chip Rankin, MAS Superintendent

Office Phone Number: 320-239-4820 ext. 1470

Email Address: crankin@isd2149.org

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)