

# OCTORARA AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EQUAL EMPLOYMENT  
PRACTICES

ADOPTED: March 18, 1996

REVISED: July 15, 1996

| 104. EQUAL EMPLOYMENT PRACTICES  |   |
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| 1. Purpose<br><br>Title VI, Title IX<br>29 CFR,<br>P.L. 101-336<br>SC 5001-5010<br>ADA of 1990 | <p>The Board of School Directors declares it to be the policy of this district to guarantee to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, marital status, ancestry, national origin or disability.</p>  |
| 2. Authority   | <p>In order to achieve the aforesaid goal, the Board directs the Superintendent or his/her designee (Assistant Superintendent for Personnel and Student Services) to assume the responsibility of coordinating all implementing activities.</p>   |
| 3. Delegation of Responsibility  | <p>It shall be the duty of the Superintendent or the Assistant Superintendent for Personnel and Student Services to:</p> <p><u>Job Analysis</u> - Study periodically all existing job descriptions, required job qualifications, characteristics of employees filling said positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.</p> <p>The district will comply with all applicable federal and state laws, rules and regulations, and executive orders relating to equal employment opportunities.</p> <p>The district shall further equal employment opportunities for members of minority groups and for women through implementation of this Equal Employment Practices Program. Under this program, the Board will actively seek qualified minority and women applicants for all open positions in order to attain its goal of fair representation of minorities and women in all branches and divisions and in all job classifications. The Board is also interested in furthering equal employment for the disabled.</p> |

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|  | <p>Grievance Procedure: Persons who have complaints alleging violations of the Equal Employment Practices may submit them to the Superintendent or his/her designee (Assistant Superintendent for Personnel and Student Services). The Equity Grievance Procedure, Administrative Regulation Number 104 AR located in the Administrative Regulations Section of this manual will be followed.</p> |
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