

Policy No.: 402.01  
Adopted: 6-11-2002  
Revised: 3-09-2015

## EQUAL EMPLOYMENT OPPORTUNITY

The Elba Public School District #49-0103 shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. 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. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Elba Public School District is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Superintendent by writing to the Superintendent, Elba School District, P.O. Box 100, Elba, Nebraska 68835-0100 or by telephoning 863-2228.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550 or the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5<sup>th</sup> Floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402)471-2024 or (800)642-6112.

Legal Reference: 29 U.S.C. 621-634 (1994).  
42 U.S.C. 2000e et seq. (1994).  
42 U.S.C. 12101 et seq. (1994).

Cross Reference: 100 Equal Educational Opportunity  
404.05 Bullying Harassment/Harassment by Employees  
406.02 Certificated Employee Qualifications, Recruitment and Selection  
412.02 Support Staff Qualifications, Recruitment and Selection