

**Policy 401.01: Equal Employment Opportunity/Affirmation Action**

**Status: ADOPTED**

**Original Adopted Date:** 03/01/1989 | **Last Revised Date:** 06/10/2025 | **Last Reviewed Date:** 06/10/2025

The Dallas Center-Grimes Community School District will 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. The District will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the District's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

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

Prior to a final offer of employment , the District will perform the background checks required by law. Work related job functional assessment will also be required for some positions. Based upon the results of the background checks and functional work assessment, the District will determine whether an offer will be extended. The District will perform repeat background checks on applicable employees as required by law.

In addition, the District will perform a background check on all employees at minimum every five years, as required by law.

Volunteers that have unsupervised one on one contact with students will also be required to have a background check performed at the district expense.

The District may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks.

Advertisements and notices for vacancies within the District will contain the following statement: "The Dallas Center-Grimes Community School District is an EEO/AA employer." The statement will 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, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Cary Justmann, Dallas Center-Grimes Community School District, 2405 W 1st Street, PO Box 680 Grimes, Iowa 50111; or by telephoning 515-992-3866.

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 Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI, 53203-2292, (800) 669-4000 or TTY (800) 669-6820.

<http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (515) 281-4121 or 1-800-457-4416,

<http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the District's central administrative office and the administrative office in each attendance center.