

DISTRICT CODE: 401

EQUAL EMPLOYMENT OPPORTUNITY

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the School District's policy to provide equal employment opportunity for all employees and applicants for employment. The District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The 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 illegal harassment and the District's internal procedures for addressing complaints of harassment, please refer to the District's policy on harassment and violence (see Policy 413).
- C. This policy applies to all areas of employment including recruitment, selection, assignment, compensation, benefits, promotions, transfers, disciplinary actions, layoffs, terminations, facilities, and privileges of employment.
- D. The District will commit time and resources in a good faith effort to achieve the goals of equal opportunity. Those efforts may include expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain, and advance qualified, diverse individuals. The District is committed to seek out, address, and remedy the effects of discrimination that may present barriers to the full employment of persons in protected groups.
- E. Every School District employee shall be responsible for following this policy.

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- F. Any person having questions regarding this policy should discuss it with the Assistant Superintendent.

Adopted: June 25, 1981

Revised: November 15 1984, December 18, 1986, June 1,1989, October 19, 1989, March 4, 1993, December 15, 2005, September, 17 2009, March 20, 2014, October 25, 2017

Regulations begin on next page.

DISTRICT CODE: 401 - REGULATIONS

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I. RESPONSIBILITIES

Employees of the Hopkins School District are responsible for conducting themselves in a manner consistent with the spirit and intent of the Equal Employment Opportunity policy.

The District designates the Assistant Superintendent as the District official who is responsible for administering the Equal Employment Opportunity policy, and for monitoring compliance. The District will conspicuously post the name of the Assistant Superintendent, including a mailing address and telephone number.

II. COMPLAINT PROCEDURE

Any employee or applicant for employment, who believes s/he has been the victim of illegal employment discrimination, or any third person with knowledge or belief of conduct which may constitute illegal employment discrimination, should report the alleged acts immediately to an appropriate School District official as described below.

- A. In Schools and District-Wide Departments. The school principal, district-wide department administrator, or supervisor is the person responsible for receiving reports of suspected illegal employment discrimination at the school and district-wide department level. If a complaint involves the principal, district-wide department administrator, or supervisor, it should be filed directly with the Assistant Superintendent. The principal/administrator/supervisor will notify the Assistant Superintendent when a complaint has been received, and will forward to the Assistant Superintendent all complaints that are not resolved at the school or district-wide department level.
- B. External Complaints. The Assistant Superintendent is the person responsible for receiving reports or complaints of suspected illegal employment discrimination from applicants for employment. If a complaint involves the Assistant Superintendent, it should be filed directly with the superintendent.

Complaints should be filed in writing and should include the following:

- 1. The name of and contact information for the complainant
- 2. The name of and contact information for the recipient that committed the alleged discriminatory act(s), if known
- 3. A description of the alleged discriminatory act(s) in sufficient detail to allow a reader to understand what act(s) occurred, and what the alleged basis of (reason for) the discrimination is (e.g., race, age, national origin)

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4. The signature of the complainant, or the signature of the complainant's authorized representative (if any)
- C. Submission of a complaint or report of suspected employment discrimination will not affect the complainant's current or future employment, work assignments, or any other attributes of employment.
- ~~D. Complainants are encouraged to use the District's Equal Employment Opportunity Complaint Form when filing a report of suspected employment discrimination.~~
- ~~D.E.~~ The District will respect the confidentiality of the complainant(s) and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations and the necessity to investigate allegations of discrimination and take disciplinary action when the conduct has been substantiated.

III. INVESTIGATION AND RECOMMENDATION

The Assistant Superintendent, upon receipt of a report or complaint alleging illegal employment discrimination, will immediately take appropriate action, including authorization of an investigation, if necessary.

IV. SCHOOL DISTRICT ACTION

Upon determination that there has been a violation of this policy, the School District will take such action as appropriate based on the results of the investigation.

V. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged employment discrimination or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to an employment discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

These procedures do not deny the rights of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission, initiating civil action, or seeking redress under state or federal law.

VII. DISCIPLINE

Any disciplinary action taken by the School District pursuant to the Equal Employment Opportunity Policy and these procedures will be consistent with requirements of applicable

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collective bargaining agreements, Minnesota statutes, and School District policies. Any employee of the District, contractor, or subcontractor who does not comply with the Equal Employment Opportunity policy and procedures as set forth in this policy may be subject to appropriate disciplinary action, including warning, suspension, or immediate termination in order to end illegal discriminatory conduct and prevent its recurrence.