

# Banks School District 13

Code: **AC-AR**  
Adopted: 9/9/96  
Revised/Readopted: 7/10/00  
Orig. Code(s): AC-AR

## **Affirmative Action Plan**

### **Responsibility for Implementation**

The superintendent is responsible for implementation.

### **Policy Distribution**

1. The plan content will be disseminated to all employees.
2. Appropriate affirmative action material will be sent to all employees.
3. Personnel policies and procedures will reflect the district's policy on equal opportunity employment.
4. So that all potential applicants are aware of this policy, the statement "An Equal Opportunity Employer" will be included on all internal announcements of vacancies, on all advertising and announcements sent to employment offices.

### **Affirmative Action Plan**

1. Employment agencies will be notified of classified positions and that the school district is an "equal opportunity employer."
2. The district will attempt to maintain an equitable balance of men and women employees.

### **Internal Audit and Reporting Procedure**

The superintendent's office will maintain work records, applications, promotions and terminations. The superintendent will be responsible for preparing all required reports.

### **Complaint Process**

1. Employees who believe they have been discriminated against because of race, color, religion, sex, national origin, disability, marital status or age shall present their grievances through the district's established procedure.
2. The superintendent shall be notified of any complaint made by an applicant for employment with the district charging unfair discrimination for reasons of race, color, religion, sex, national origin, disability, marital status or age. The superintendent shall investigate the matter and make a report to the Board. The Board shall review the complaint and render a decision.

**Authority**

In 1964, the U.S. Congress enacted the Civil Rights Act which, among other things, prohibited discrimination in education on the basis of race, color or national origin.

In 1967, the Age Discrimination in Employment Act was approved to also extend civil rights protection to the aged; also in 1967, the President issued Executive Order 11375 prohibiting federal contractors from practicing sex discrimination.

In 1972, the enactment of the Equal Employment Opportunity Act the Higher Education Amendments extended all civil rights protections to women students and employees.