

## GENERAL PERSONNEL

### Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status or unfavorable discharge from military service (except and unless the applicant / employee receives a RE-4 Dishonorable Discharge); order of protection status; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, gender violence, sexual violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories.

The District's Equal Employment Opportunity policy covers all employment practices, including hiring, benefits, promotions, discipline, training, and termination. Reports of violations of the District's Equal Employment Opportunity policy or questions or concerns about this policy should be directed to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. The District's designated Nondiscrimination Coordinator is Matthew Zediker, Chief Human Resources Officer who maintains an office at 501 7<sup>th</sup> Street, Rockford, IL 61104 and who can be reached via telephone at 815-489-0542 or email at [zedikem@rps205.com](mailto:zedikem@rps205.com). The District's Complaint Managers are Ehren Jarrett, Superintendent, who maintains an office at 501 7<sup>th</sup> Street, Rockford, IL 61104 and who may be reached via telephone at 815-966-3102 or email at [Ehren.jarrett@rps205.com](mailto:Ehren.jarrett@rps205.com) and Matthew Zediker, Chief Human Resources Officer, who maintains an office at 501 7<sup>th</sup> Street, Rockford, IL 61104. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Minority Recruitment

The District will actively recruit and hire qualified minority employees. The implementation of this policy may include advertising openings in a way that is likely to reach greater concentrations of potential minority candidates, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments.

Affirmative Action1. State Law Duty

All Illinois school districts are obligated by Public Act 86-227, effective January 1, 1990, to develop and implement, by 1991, a plan for "recruitment and hiring of minority teachers, other certificated employees and non-certificated employees, including custodians, lunch room staff and teacher aides." 105 ILCS 5/10-20.7a.

2. Authority of the District

In addition, the District has the authority, under Illinois law and under the Equal Protection clause of the United States Constitution, to adopt employment affirmative action measures for the certificated and non-certificated positions at all levels of the school system.

a. The District has determined that it has a sufficient basis for, and a compelling interest in, the adoption and implementation of a remedial affirmative action plan concerning the employment of minorities by the District at all levels of its work force.

b. The District has further determined that the measures set forth below make the greatest practicable use of race-neutral methods such as general recruitment, the race-conscious, non-restrictive methods such as targeted recruitment, and that taken together the measures set forth below constitute a narrowly tailored remedial scheme and constitute the least restrictive methodology that has a reasonable possibility of being effective in achieving the affirmative action purposes of this policy.

3. Goals

Subject to the qualifications expressed herein, the following goals are adopted for the utilization of minorities in the District work force:

a. Among its administrative employees, including both managerial and non--managerial employees as well as Building Principals, the District's goals in this category are for a percent equal to the available qualified work force in Boone-Winnebago County as established by the Illinois Department of Labor.

b. In the category of professional employees, the District's goals in this category shall be that as many as possible of the teachers hired and retained by the District shall be minorities, and that the overall teacher/professional work force shall be for a percent equal to the available qualified work force in Boone-Winnebago County as established by the Illinois Department of Labor.

c. In the category of clerical support employees, the District's goals in this category are for a percent equal to the available qualified work force in Boone-Winnebago County as established by the Illinois Department of Labor.

d. In the category of service occupations (including paraprofessionals, custodial, food services, and crossing guards), the District's goals in this category are for a percent equal to the available qualified work force in Boone-Winnebago County

as established by the Illinois Department of Labor.

#### 4. Affirmative Action Methods

The District will take all reasonable steps to increase its levels of minority employment as rapidly as possible to the levels set forth above. Such steps will, at a minimum, include:

a. The District will undertake on a concerted and continuing basis, a recruitment program for minority teachers and other certificated educational personnel. This should include, without limitation, the following steps:

- District staff should, if practical and within budgetary constraints, establish a personal presence on appropriate campuses at least within the State of Illinois, which have a teacher education program and are potential sources of minority employees for the District. This should include contact with placement and minority affairs personnel at those campuses; an effort to identify entry level minority teaching candidates at those institutions and to maintain contact with them throughout their educational career; and an effort to build continuing relationships with such candidates.
- The recruitment plan should also include continuing contacts with teacher education organizations and minority educator organizations to maximize the assistance which such organizations can provide in identifying and recruiting minority teacher candidates for the District.
- For these purposes, the District will establish a reasonable recruitment budget that allows District personnel to engage in recruitment of teachers.
- District staff should work with the REA to identify and work with the District's current minority teachers to accomplish these steps, including involving current minority teachers in recruiting efforts as appropriate. District staff should also collaborate with community organizations in the Rockford region in shaping and implementing its recruitment plan.

b. The District will take measures to encourage minorities already in the District's employ to become teachers or otherwise to move to higher job classifications within the school system. Steps to be taken in this respect will include information, assistance to non-teaching employees in obtaining additional education and/or certifications necessary for the employment as teachers; and the use of qualifying cutoff scores for any non-teaching positions where employment is on the basis of examinations.

c. The District will also seek to establish a partnership with an appropriate college or university to establish an on-site training program for teacher personnel, aimed particularly at recruiting teacher paraprofessionals from the adult minority population within the District, and providing training and mentoring to those persons as teacher candidates, and eventually graduating and certifying those persons as teacher

candidates for the school system

d. The District will adopt programs of incentives to induce minorities employed in similar job classifications in the private sector to make lateral entries into employment by the District. This program will include measures to assist such persons in obtaining any course work or other prerequisites, and obtaining any necessary certification, for employment by the District.

e. The District will promptly commence a program to develop teachers from among its own minority students. This will include educating such students about teaching careers, providing counseling and scholarship assistance to enable such persons to obtain college degrees and fulfill other academic and certification prerequisites, and providing incentives for such persons to become employees of the District upon fulfillment of such prerequisites.

**5. Executive and Managerial Staff**

With respect to appointments of executive and managerial staff, including building principals, the District may consult with an appropriate executive or managerial search firm to provide substantial lead time in the recruitment and selection process subject to budget constraints.

**6. Goals**

While the District has established above referenced goals, the same do not constitute fixed warranties of attainment levels by the District. Budget constraints, impracticality of obtaining suitable candidates and qualifications of potential employees at any given time may result in the impossibility of attaining such goals.

**7. Acknowledgments**

While the District sincerely believes this policy represents best efforts in order to comply with a recruitment, hiring and retention plan, the District by adopting this policy does not admit any past discriminatory practices in the recruitment, hiring, retention or other employment practices. For purposes of this policy, “minority” shall signify those categories listed by the State Board of Education on its Fall Housing Report statistical compilation on Form EEO-1 as promulgated by the Equal Employment Opportunity Commission, United States Government.

**Equal Educational Opportunities – Racial and Ethnic Equity**

No employee or student shall harass or discriminate against any other employee, student, or parent based upon race or ethnicity.

**Employment Affirmative Action**

- 1 Racial or ethnic discrimination or harassment by an employee or student directed against any other student, parent or employee shall be grounds for discipline. It is the responsibility of supervisory and management personnel to take corrective action against such discrimination or harassment when it is brought to their

attention, and the failure to do so is in itself grounds for employment discipline.

2. No student, parent, or employee shall, on the basis of his or her race or ethnicity, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.
3. No person shall be disadvantaged or treated unfairly by the District or any of its personnel or students on the basis of race, whether intentionally or otherwise, in any activity at any level of the District's operations.

A violation of the foregoing policies shall be grounds for employment or student discipline, up to an including dismissal or expulsion.

Reporting

The Superintendent or designee shall report to the Board on a regular basis, no less frequently than annually, regarding efforts and effectiveness of activities under this Policy.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.  
Civil Rights Act of 1991, 42 U.S.C. §1981 et seq.,  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.  
Equal Pay Act, 29 U.S.C. § 206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq. Ill.  
Constitution, Art. 1, §§ 17, 18, and 19.  
Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.  
Pregnancy Discrimination Act, 42. U.S.C. §2000e(k).  
Uniformed Services Employment and Reemployment Rights Act (1994),  
38 U.S.C. §§4301 et seq.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4,  
5/24-4.1, and 5/24-7.  
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.  
Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq., 34  
C.F.R. Part 106.  
Ill. Human Rights Act, 775 ILCS 5/1-10, 5/2-101, 5/2-102, 5/2-103, 5/2-  
103.1, 5/2-104(D) and 5/6-101.  
Ill. Whistleblower Act, 740 ILCS 174/.  
Genetic Information Protection Act, 410 ILCS 513/25.  
Religious Freedom Restoration Act, 775 ILCS 35/5.  
Employee Credit Privacy Act, 820 ILCS 70/1 et. seq.  
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/1 et. seq.  
Ill. Equal Pay Act of 2003, 820 ILCS 112/1 et. seq.

Victims' Economic Security and Safety Act, 820 ILCS 180/30.  
Nursing Mothers in the Workplace Act, 820 ILCS 260.

CROSS REF.: 2.260, 2.265, 5.20, 5.30, 5.40, 5.50, 5.70, 5.180, 5.200, 5.250, 5.270, 5.300,  
5.330, 7.10, 7.180, 8.70

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