

EQUAL OPPORTUNITY EMPLOYMENT, GENERAL

1. Statement of Policy.

- 1.01 Discrimination based on age, disability, national origin, race, color, marital status, religion, gender, sexual orientation, or financial ability, shall not exist in the District. Positive action will be taken to ensure equal employment opportunity in all policies affecting:
 - 1.01.01 Recruitment, advertisement, or solicitation for employment.
 - 1.01.02 Employment, placement, recall, upgrading of positions, promotion, transfer, demotion, layoff, dismissal, non-extension or nonrenewal of contract.
 - 1.01.03 Treatment during employment.
 - 1.01.04 Rates of pay, benefits, and other forms of compensation.
 - 1.01.05 Establishment of and selection for training programs and positions.
- 1.02 This policy embodies and is intended to implement explicit requirements of state and federal laws and executive orders of the President of the United States and the Governor of the state of Oregon regarding discrimination in employment.
- 1.03 It is the objective of the District to hire or promote individuals qualified for positions by virtue of job related standards of education, training, experience, licensure, and/or other personal qualifications.
- 1.04 Achievement of the objective of nondiscrimination requires the exercise of initiative and the implementation of a comprehensive affirmative action plan in a continuing effort to eliminate discrimination and to ensure that the goal of nondiscrimination is a pervasive part of the District environment.
- 1.05 This policy shall be followed both in spirit and in its particulars throughout the District as the specific responsibility of all administrative officers and other District personnel.
- 1.06 Upon request and reasonable notice, the District will provide reasonable accommodations for individuals with disabilities, including, but not limited to the following:
 - 1.06.01 Application process.
 - 1.06.02 Screening process.
 - 1.06.03 Interview process.
 - 1.06.04 Position duties.
- 1.07 This policy shall be administered so as to ensure that the District will be free from discrimination, harassment, prejudice, and racism.

2. Goals:

- 2.01 To ensure that the District accomplishes the purposes of the affirmative action program. The goals shall not be used to discriminate against any applicant or employee on the basis of age, disability, national origin, race, color, marital status, religion, gender, sexual orientation or financial ability.
- 2.02 To ensure the establishment of significant, measurable, and reasonably attainable affirmative action goals. The goals will be specific for planned

results, with time tables for accomplishments, based on periodic analysis of racial and sexual composition of work force.

- 2.03 To ensure extensive dissemination of the District policies concerning equal employment opportunity to all employees.
 - 2.04 To maintain salary equity between male and female employees in every job category within the District.
 - 2.05 To achieve a ratio in employment equal to the distribution in the total labor force in the recruiting area of underrepresented groups in supervisory, licensed, and classified positions, and to set quantifiable goals and timelines.
 - 2.06 To ensure that women and minorities in supervisory, licensed, and classified positions have equal opportunity for promotion to higher levels and for transfer.
 - 2.07 To achieve awareness and understanding of equal employment opportunity and affirmative action among District personnel.
 - 2.08 To maintain an effective and responsive set of appeal procedures.
3. Objectives:
- 3.01 To educate the supervisory staff as to the concept, policy, goals, and objectives of equal employment opportunity programs.
 - 3.02 To identify and eliminate procedures and criteria of the personnel system which have a disparate effect upon members of any of the protected classes.
 - 3.03 To provide employment opportunities for as many underrepresented personnel as possible consistent with the current percentages of these groups to the total labor force of the appropriate recruiting area.
 - 3.04 To eliminate the underutilization or current concentration of minorities, women, or men in District job classifications.
 - 3.05 To establish programs for career development and promotion of the protected classes to all levels of the District consistent with their skills, knowledge, and ability.
 - 3.06 To undertake remedial action as necessary to rectify the results of past discrimination.

LEGAL REFERENCE: 42 U.S.C. 12101 et seq. (1990); ORS 342.970, 659.020, 659.030, 659.150; OAR 581-021-0045.