

SCHOOL DISTRICT OF WAUPACA

SERIES 500 PERSONNEL

CODE: 511

EQUAL EMPLOYMENT OPPORTUNITIES AND NONDISCRIMINATION

The District is committed to equal employment opportunity in its personnel practices. The School Board's goal, intent, and specific directive is that the District shall maintain policies, practices, and a workplace environment that are free from all unlawful discrimination, harassment and retaliation. Accordingly, recruitment, hiring, and all personnel administration (e.g., training, assignments, compensation, evaluation, and discipline) shall be conducted so as not to illegally discriminate against any applicant or employee on the basis of age, race, religion, sex, sexual orientation, disability, citizenship, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other reason prohibited by applicable law. Specific state and federal laws and regulations further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

To the extent required by law, reasonable accommodations that do not impose an undue hardship shall be made for qualified individuals with a disability. Such accommodations may be used to enable a qualified applicant or employee with a disability to perform the essential functions of a position or to enjoy the same benefits and privileges as those enjoyed by applicants or employees without disabilities. The District shall also accommodate the religious practices of an employee to the extent required by law. Applicants or employees desiring an accommodation should submit a request to their immediate supervisor or to the Equal Employment Opportunity Officer.

Complaints. Complaints regarding possible employment discrimination or the interpretation or application of this policy may be submitted to the District's designated Equal Employment Opportunity Officer, as further described in the complaint procedures established under this policy. The Board encourages attempts to resolve complaints informally.

Designation of an Equal Employment Opportunity Officer. The staff member holding the following position shall serve as the District's designated Equal Employment Opportunity Officer (EEO Officer):

Director of Student Service
515 School Street
Waupaca, WI, 54981
715.258.4121

In his/her capacity as the District's EEO Officer, the designated individual also serves as the District's Title IX Coordinator and Section 504/Americans with Disabilities Act (ADA) Coordinator for employment-related matters. Title IX is federal legislation that prohibits discrimination on the basis of sex in education programs, including employment within education programs. Section 504 and the ADA address the rights of individuals with disabilities. The EEO Officer shall have primary responsibility for coordinating the District's efforts to implement this policy and adhere to applicable nondiscrimination laws and regulations, including investigating and responding to any complaint or report alleging noncompliance with, or acts in violation of, such laws and regulations, including as examples the following:

- Title VI and Title VII of the federal Civil Rights Act (as amended)
- Title IX of the federal Education Amendments of 1972 (as amended)
- The federal Americans with Disabilities Act (as amended)
- Section 504 of the federal Rehabilitation Act of 1973 (as amended)
- The federal Age Discrimination in Employment Act (as amended)
- The federal Genetic Information Nondiscrimination Act (as amended)
- The Wisconsin Fair Employment Act (as amended)
- Sections 118.195 and 118.20 of the Wisconsin Statutes

The Business Manager shall perform the duties of the EEO Officer if the EEO Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the EEO Officer.

Employee Reporting Responsibilities. All employees are responsible for reporting violations of this policy. An employee who believes he/she has been subjected to unlawful discrimination by anyone, including supervisors, co-workers, students, or Board members, is expected to promptly report the behavior to an administrator or supervisor. Such reports may always be submitted to the District's Equal Employment Opportunity Officer, and an employee may also choose to use the District's employment discrimination and harassment complaint procedures. Any employee who is aware of a discriminatory policy, practice, or incident in the workplace is likewise expected to report it, even when that employee is not a direct victim/target. All reports and complaints of possible employment-related discrimination shall be taken seriously, promptly and thoroughly investigated, and responded to as appropriate.

Confidentiality. Although absolute confidentiality and anonymity cannot be assured, the District will maintain the confidentiality of reports and complaints under this policy to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Individuals who have specific concerns about confidentiality in connection with any report, complaint, or investigation should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited. No one shall attempt to restrain, interfere with, coerce, or take retaliatory action against a complainant, witness, or other person who is participating in the presentation, processing, or resolution of a complaint, report, or concern regarding employment-related discrimination.

Consequences for Violations. Any person who is responsible for any form of employment-related discrimination or any act of retaliation in violation of this policy is subject to disciplinary action, up to and including discharge from employment. Additional consequences may include other adverse or remedial actions within the District's scope of authority and/or referral to law enforcement officials for possible legal action. In addition, supervisory employees who fail to reasonably respond to discrimination complaints or reports or to reasonably act on their knowledge of a violation of this policy will likewise be subject to disciplinary action.

Information and Notices. Staff shall be informed of this policy and the related complaint procedures via the District's Employee Handbook. This policy and the related complaint procedures shall be posted on the District website. Additional notice of employee rights under this policy shall be given in accordance with any requirements of state or federal law (e.g., via the posting of signs/posters in the workplace).

ADOPTED: 121476

REVISED: 011084/090892/091295/080817

REVIEWED:

LEGAL REFERENCE:

Wisconsin Statutes

- [Section 111.31](#) (declaration of fair employment policy)
- [Section 111.321](#) (prohibited basis for discrimination)
- [Section 111.322](#) (discriminatory actions prohibited)
- [Section 118.195](#) (discrimination against handicapped teachers)
- [Section 118.20](#) (teacher/administrator discrimination prohibited)

Federal Laws and Regulations

- [Title IX, Education Amendments of 1972](#) (sex discrimination in employment in educational programs)
- [Title VII of the Civil Rights Act of 1964](#) (employment discrimination based on race, color, religion, sex and national origin)
- [Section 504 of the Rehabilitation Act of 1973](#) (employment discrimination based on handicap; reasonable accommodations)
- [Age Discrimination Act of 1967](#) (age discrimination in employment)
- [Pregnancy Discrimination Act](#) (pregnancy discrimination in employment)
- [Americans with Disabilities Act of 1990](#) (disability discrimination in employment; reasonable accommodations)
- [Genetic Information Nondiscrimination Act of 2008](#) (employment discrimination based on genetic information)
- [Immigration and Nationality Act \(Title II, Chapter 8, Act 274B\)](#) (employment discrimination based on national origin and citizenship status)
- [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) (employment discrimination on the basis of military service)
- [11 U.S.C. §525](#) (employment discrimination based on certain bankruptcy-related statuses and proceedings)

CONTRACT REFERENCE:

CROSS REFERENCE:

School District of Waupaca is an Equal Opportunity Employer