

SOUDERTON AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN
EMPLOYMENT/CONTRACT
PRACTICES

ADOPTED: January 28, 1975

REVISED: March 8, 2001

<ol style="list-style-type: none"> 1. Authority Title VI, Title IX 29 CFR P.L. 101-336 42 U.S.C. Sec. 12101 et seq 2. Delegation of Responsibility 	<p style="text-align: center;">104. NONDISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of this district to guarantee to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.</p> <p>In order to achieve the aforesaid goal, the Board directs the Director of Human Resources to assume the responsibility of coordinating all implementing activities as Compliance Officer.</p> <p>The Director of Human Resources shall publish and disseminate this policy at least annually to students, parents, and employees. The publication shall include the name, office address and telephone number of the Director of Human Resources.</p> <p>It shall be the duty of the Director of Human Resources to monitor:</p> <ol style="list-style-type: none"> 1. Job Analysis – Study periodically all existing job descriptions, required qualifications, characteristics of employees filling positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist. 2. Employment Analysis – Develop methods to access sources of personnel and recommend methods that will encourage underrepresented populations in the workforce; review copy used in recruiting ads and application forms. 3. Promotional Analysis – Compare the promotion and discharge records of underrepresented groups in each employment category with that of the dominant group; recommend programs to afford greater upward mobility to those employees where so indicated. <p>The Director of Human Resources may be assisted in these duties by Board Solicitor.</p>
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EQUAL EMPLOYMENT OPPORTUNITY

Title IX Citation and Inquiry Procedures

This procedure is available to interested persons who are students, employees, parents, applicants for admission and applicants for employment.

For the administration of this procedure, the district has issued a form called the Title IX Contract Form.

The Assistant to the Superintendent/Human Resources is designated as the Compliance Officer for Title IX.

In order to initiate a Title IX Contract, whether involving an inquiry or a citation, the interested person shall communicate with the Title IX Officer by letter or by telephone:

Assistant to the Superintendent/Human Resources
Souderton Area School District
760 Lower Road
Souderton, Pennsylvania 18964

Telephone: 215-723-6061

PROCEDURE

STEP I Citations or inquiries involving alleged discrimination must be registered within ten (10) calendar days of the alleged active discrimination.

The Compliance Officer will review and attempt to resolve the citation or inquiry at his level within ten (10) calendar days. If this cannot be accomplished, all records of the action to date shall be forwarded to the Superintendent for disposition within five (5) calendar days.

STEP II If the inquiry or citation is not resolved by the Superintendent within ten (10) calendar days, the case may be referred to the Board of School Directors for action or disposition at the next regularly scheduled meeting, where the grievance will be resolved or referred to the state or federal agency having jurisdiction over the matter.

If the student or employee chooses not to utilize the district's internal grievance machinery, he/she may communicate directly to the Director of the Regional Office for Civil Rights, with a copy submitted to the school district.

TITLE IX CONTRACT FORM

For

Inquiries and Citations

STEP I (To be completed by Title IX Officer)

Name and Address of Interested Person _____

Contact Initiated by Phone _____ Letter _____ Visit _____ Other _____

Date of Initiation _____, 20 ____ Date of Step I Conference _____

Individuals Present _____

Description of Inquiry or Citation:

Date of Step I Reply _____, 20 ____

Contents of Step I Reply

Signature of Title IX Officer

STEP II (To be completed by Superintendent)

Date of Request for Step II Review _____

Date of Receipt of Reasons for Dissatisfaction _____

Date of Step II Conference _____

Individuals Present _____

Date of Step II Reply _____

Signature of Superintendent