

**MOUNT ADAMS SCHOOL DISTRICT NO. 209**  
**EQUAL EMPLOYMENT OPPORTUNITY**

The District shall provide equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, sex, sexual orientation, veteran status, marital status or physical, sensory or mental handicaps or genetic information except insofar as such factors are bona fide occupational qualifications. Additionally the district prohibits retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

The District is committed to undertake affirmative action which will provide equal employment opportunities for all employees and applicants for employment. Such affirmative action shall include a review of programs, monitoring of the workforce composition, and use of employment procedures which ensure equal employment opportunities for employees and applicants of recognized protected groups.

It shall be the responsibility of the Superintendent, or designee, to develop an Affirmative Action Plan and regulations to be followed by management and supervisory personnel in all schools and departments of the District to carry out the provisions and intent of this policy.

The Superintendent shall designate staff members to serve as Affirmative Action and Title IX Compliance Officers. Further, the Superintendent shall develop and implement a grievance procedure to be used by employees with regard to employment problems covered by state and federal equal employment laws and/or the District's Affirmative Action Plan.

Legal References:

RCW 28A.400.310 Law against discrimination applicable to district's employment practices  
RCW 48.59 Law Against Discrimination RCW 28A.640.020 Regulations, guidelines to eliminate discrimination.

WAC 392-200 School Personnel - Employment Discrimination

Title VII Civil Rights Act of 1964

Title IX Education Amendments of 1972.

**MOUNT ADAMS SCHOOL DISTRICT NO. 209**

**AFFIRMATIVE ACTION PLAN  
2015-2020**

**INTRODUCTION**

The Mt. Adams School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, disability, or veteran or military status or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities, unless a bona fide occupational qualification exists. Additionally the district prohibits retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.64 Compliance Officer and/or Section 504/ADA Coordinator.

To that end, the school district recognized that despite efforts to maintain philosophy and policy, efforts must be directed to correct underutilization among staff where it may exist. All personnel actions will conform to an Affirmative Action Plan, the basic purpose of which is to increase the diversity of the District's work force and the utilization of minorities and women at all levels in the work force where they are underutilized.

Mindful of pertinent legal guidelines, the Mt. Adams School District had adopted this Affirmative Action Plan as part of the district's personnel practices.

**SECTION A – POLICY AND REVIEW**

The district, as a recipient of public funds, is committed to undertake affirmative action, which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals, and the implementation of corrective employment procedures to increase the ratio of aged, disabled, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The Superintendent shall develop an Affirmative Action Plan, which specifies the personnel procedures to be followed by the staff of the district, and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of these classes that are recognized as protected groups – aged, disabled, ethnic minorities, women and Vietnam veterans.

Most current equal employment opportunity and nondiscrimination policies are reviewed with the Mt. Adams Board of Directors through two readings two separate months at school board meetings and approved using an action sheet during the second board meeting.

The Affirmative Action Plan, regulations and procedures developed according to it, shall be disseminated to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

## **DISSEMINATION OF POLICIES AND PROCEDURES**

To ensure that all employees, applicants for employment and others are aware that the Mt. Adams School District is an Equal Opportunity Employer; and to ensure that all personnel are fully apprised of the district's policy, the following actions have been taken and will continue to be undertaken:

### **A. Internal Communication**

1. Copies of the District's policies and procedures regarding nondiscrimination and affirmative action, including a copy of this Affirmative Action Plan, are contained in the District Policy and Procedures Manual.
2. The Policies and Procedures Manual is in revision and will be placed on the District's website.
3. The policies and procedures are discussed in new employee orientations.
4. Copies of the Affirmative Action Plan are distributed to the Board of Directors, all administrators, each building location, the shop steward and/or president of each bargaining unit, and any employee upon request.

### **B. External Communication**

1. Recruitment letters to employment placement offices include a statement of reference to the District's affirmative action commitment.
2. Advertisements for positions in newspapers contain the statement, "Equal Opportunity Employer."
3. Forms used for application for employment contain an equal employment opportunity statement.
4. Affirmative Action compliance is required of contractors, vendors, and suppliers.

## **SECTION B – WORKFORCE ANALYSIS BY RACE, ETHNICITY, AND SEX**

A utilization analysis was conducted using the 2013-14 Mount Adams School District employment statistics as reported on the 2014 EEOC Form 168A Report (See Tables I, Appendix A). Once summarized, these statistics were compared to the relevant labor force. The relevant labor force data used was taken from the 2013 US Census Bureau specifically identifying facts for Yakima County and using the Yakima County QuickFacts regarding females only and minority percentages.

Based on the analysis of the District's employment statistics and the relevant labor force statistics in Table 1, the following areas are traditionally identified for discussion.

**A. Age**

With 63.1% of the district population over 40 years old, this area is not a concern. The district's commitment in this area is based on the reaffirmation of its practice of avoiding discrimination in all aspects of employment in regard to members of these groups. The district has revised its employment application forms to reduce the possibility of discrimination in these and other areas. The staff responsible for hiring in the district has been given information relative to the use of appropriate pre-employment inquiries.

**B. Persons with Disabilities, Disabled Veterans, Vietnam-era Veterans**

The Mount Adams School District has no known problems recruiting, hiring and maintaining staff members in any of these protected classes. The District maintains its commitment to avoid discrimination in employment practices related to these groups. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in these areas. In addition, the District will include a statement in all its job vacancy announcements encouraging Vietnam-era veterans and people with disabilities to apply.

**C. Ethnic Minorities**

Yakima County Data indicates that approximately 56% of Yakima County is made up of ethnic minorities. The numerical review of analysis of the Mt. Adams School District work force shows that the district's work force includes 35.6% minorities.

**D. Women**

The analysis of data for the Mt. Adams School District shows that 71.1% of the work force is women, while the Yakima County workforce is made up of 49.9% women. Women comprise the following percentages of the district's work force by job classification:

- 22.2% of Certificated Administrators, Managers, Principals, Assistant Principals Positions
- 72.7% of Certificated Teaching Positions
- 100% of Guidance Positions
- 100% of Librarian Position
- 66.67% of Other Professional Staff Positions
- 91.7% of Teacher Aide Positions
- 0% of Technician Position
- 100% of Clerical Staff Positions
- 60% of Service Worker Positions
- 0% of Skilled Craft Positions

**SECTION C – GOALS AND ACTION STEPS**

**Administrators, Managers, Principals, Assistant Principals Positions**

Summary: The analysis indicates that females (22%) and ethnic minorities (22%) are underutilized in this area.

Short term goal: To increase the percentage of females and ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Teachers**

Summary: The analysis indicates that ethnic minorities (27%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Guidance**

Summary: The analysis indicates that ethnic minorities (0%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Librarian**

Summary: The analysis indicates that ethnic minorities (0%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Other Professional Staff**

Summary: The analysis indicates that ethnic minorities (33%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Teacher Aides**

Summary: The analysis shows no instances of underutilization for minorities (66.67%) or women (91.76%).

### **Technicians**

Summary: The analysis indicates that ethnic minorities (0%) and females (0%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities and females in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Clerical Staff**

Summary: The analysis indicates that ethnic minorities (36%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Service Workers**

Summary: The analysis indicates that ethnic minorities (36%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not reoccur.

### **Skilled Crafts**

Summary: The analysis indicates that females (0%) are underutilized in this area.

Short term goal: To increase the percentage of ethnic minorities in this category.

Long term goal: To ensure underutilization does not

### **General District Goals**

The Mount Adams School District has established goals that have proven to be successful in addressing Affirmative Action needs of the district. The district reaffirms its use of these goals which are as follows.

1. To improve employment opportunities for protected classes.
2. To provide increased career advancement opportunities for protected classes
3. To heighten employee recognition and understanding of institutional biases and through employee education, training and practice to eliminate these biases.
- 4.
5. To expand communication with members of protected class groups regarding employment qualifications and training opportunities required for positions in the district.
6. To implement training/ in-service programs for administration that will ensure hiring and supervision practices consistent with this plan and Affirmative Action/EEO requirements.
7. To make a continuous effort to eliminate discriminatory practices relating to employment and promotion through monitoring and intervention as appropriate.

### **RECRUITMENT**

The district considers all applicants and employees only on the basis of job related qualifications. The district selects employees as needed on the basis of merit, training, and experience with no unlawful discrimination against any employee or applicant because of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability. In addition, the district selects employees without preferential treatment on the basis of race, sex, ethnicity or natural origin. The district shall emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel administration.

Applicants are recruited from a variety of sources, including, but not limited to:

- Career fairs
- College campus visitations
- Current candidate files
- Current substitutes and employees
- Newspaper advertisements
- Referrals from current staff
- Student teachers

A continuing review of hiring criteria will be made and the relevancy of the hiring criteria to the essential functions of the position will be reviewed. Employee selection procedures and materials will be reviewed carefully to ensure they do not illegally discriminate against any candidate. In addition, the district shall establish continuing relationships with organizations that may be sources of underrepresented individuals. This includes such agencies as the state job service agencies, and college and university minority affairs departments.

Career Counseling/Promotion Opportunities/Skill Training Programs. The Mount Adams School District recognizes the importance of an effective program that includes career development, career opportunities and career advancement. Upon request a district or building administrator will meet individually with employees in order to answer questions or concerns regarding career opportunities in the Mount Adams School District. When appropriate, recommendations regarding additional training will be made to employees whose individual opportunity for career advancement may be enhanced.

Current work experience and educational training is maintained on all Mount Adams School District employees. This information is reviewed and updated regularly. New Employee Orientation will thoroughly cover career opportunities.

The Mount Adams School District will continue to promote training programs and education will be available to staff at all levels. The development of various training programs is an important part of establishing an effective system by which people may move from beginning levels to positions of greater responsibility. Opportunities will be provided through the staff development program for employees to receive such training. Promotional possibilities will be identified wherever possible to permit movement of capable, lower-level employees to positions of greater responsibility. Job descriptions will be reviewed regularly to assure that unnecessary requirements for employment or advancement are removed. Each advertised position will be stated in terms of performance criteria and required experience, training and education.

The responsibility for initiating job training and career counseling programs is an integral part of the Mount Adams School District's commitment to assure Equal Opportunity in employment and promotion is at the direction of the Superintendent.

Complaint Procedure. The district is committed to providing equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion and training. In addition to (or in place of) the negotiated grievance process, any individual may file a formal complaint with the district affirmative action officer requesting an

employment discrimination investigation. No individual's status with the district shall be adversely affected in any way because the individual utilized these procedures in good faith.

Reduction-In-Force (RIF)

Reductions in staff will be made in accordance with applicable law and with Collective Bargaining Agreements currently in force. If a reduction-in-force is necessary, consistent with its legal and contractual obligations, the District will attempt to make reductions in force bearing in mind its Affirmative Action commitment.

**SECTION D - RESPONSIBILITY FOR IMPLEMENTATION AND EVALUATION**

- A. The Superintendent is responsible to ensure that administrators, supervisors, and all employees are fully aware of their role in supporting the Affirmative Action Plan.
- B. The Superintendent is designated as the Affirmative Action Officer and is responsible to the Board of Directors for District compliance with the principles set forth in the Affirmative Action Plan.

The responsibilities of the Affirmative Action Officer include:

- 1. Implementation of control systems to measure program effectiveness.
- 2. Keeping management and employees informed of Affirmative Action on a regular basis.
- 3. Reporting annual progress to the Board of Directors.

The Affirmative Action Officer is:

Henry Strom, Superintendent  
Mount Adams School District #209  
P O Box 578  
White Swan, WA 98952  
Telephone: 509.874.2611

**SECTION E - INTERNAL AUDIT AND REPORTING**

Improvement of dissemination of recruiting information about career opportunities with Mount Adams School District is a goal of this plan. The District is working to fully implement a computer-based applicant tracking system which records gender, veteran, and minority status within the effective time period of this plan. In the interim, the District has the capacity (due to size and number of vacancies) to adequately monitor and ensure that all classes of applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching protected groups. Applicant lists are monitored on a case-by-case basis to ensure appropriate resources for recruitment of protected groups are being reached.

To ensure the implementation and success of the district's equal employment policy, the personnel department will maintain a record system that will monitor the plan in the following manner:

- A. Collect, recall, and display facts on district employees in the areas of race, sex, age, disabling conditions, and veteran/disabled veteran status in all job categories.

- B. Collect, recall, and display facts on hiring, promotion, retention, and other personnel actions within the district, including work force composition by race, sex, age, disabling conditions, and veteran status.
- C. Collect, recall, and display facts on applicant data by job, race, sex, age, disabling conditions, and veteran status.

This analysis will be used to monitor the effectiveness of the program. At regular intervals, Personnel/Payroll will review the statistical analysis with results reported to the Affirmative Action Officer.

On an annual basis, the Affirmative Action Officer will report to the Board of Directors the results of the program. Achievements or concerns will be reported to the Board as they are determined and confirmed throughout the year.

### **CONCLUSION**

It is the commitment of the Mount Adams School District to attract and retain well-qualified candidates from diverse backgrounds. We believe it is vitally important to maintain a culturally and ethnically diverse staff that will be able to understand and meet the needs of our students and community. The wide range of experiences that such a staff brings adds a richness of life to our schools and enhances the learning process.

The mission of the district is *continuous student learning*. A key factor in achieving this mission is the district's ability to hire the instructional and support staff that will best be able to guide students in achieving their educational goals.

Our participation in local and state job fairs will increase as we begin to attend those sponsored by community colleges and universities. These fairs provide our district with exposure to candidates from a variety of experiences and backgrounds and show our support of the community at-large.

We will continue to seek creative and effective ways to strengthen diversity in our workforce in order to benefit our students and community.

## AFFIRMATIVE ACTION JOB CLASSIFICATIONS

### I. CERTIFICATED PERSONNEL

**A. Administrators, Managers, Principals, and Assistant Principals:** Includes all principals, vice-principals, special education director, business manager, teaching & learning director and the superintendent.

**B. Teachers:** Includes elementary (K-8), secondary (9-12), and Special Education teachers

**C. Guidance:** Counselors

**D. Librarian:** District librarian

**E. Other Professional Staff:** Includes community liaison, district nurse, instructional coaches, and language/speech specialist

### II. CLASSIFIED PERSONNEL

**A. Teacher Aides:** Teacher aides (both instructional and non-instructional), and home visitor

**B. Technicians:** Includes technology director and certified nurse assistant

**C. Clerical Staff:** Building secretaries, program secretaries, accounts payable, executive secretary, student records clerk, payroll/personnel, special education.

**D. Service Worker:** Building custodians, grounds keeper and general maintenance, custodian/maintenance supervisor, bus drivers, and cooks

**E. Skilled Crafts:** Mechanics

