

**NORTH RIVER
SCHOOL DISTRICT
#200**

**AFFIRMATIVE
ACTION PLAN**

AFFIRMATIVE ACTION PLAN
16 November 2004

TABLE OF CONTENTS

I. INTRODUCTION	2
II. PURPOSE	2
III. RESPONSIBILITY FOR IMPLEMENTATION AND MAINTENANCE OF THE PLAN	3
IV. DISSEMINATION OF PLAN AND POLICIES	3
V. NUMERICAL ANALYSIS OF WORKFORCE	4
VI. GOALS AND ACTION PROGRAMS TO ACHIEVE GOALS	6
VII. INTERNAL AUDIT AND REPORTING.....	8
VIII. SUPPORTIVE SYSTEMS	8
IX. REDUCTION IN FORCE	9
APPENDIX A	10
APPENDIX B	12
APPENDIX C	13

I. INTRODUCTION

It is the policy of the North River School District to provide equal employment opportunity for all applicants and staff in all aspects of employment, including recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without unlawful discrimination based on race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability.

The District's nondiscrimination and affirmative action policy is set forth in Appendix A. The following Affirmative Action Plan will outline steps to be taken to ensure that District policies and practices do not unlawfully discriminate against an individual on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability.

The Superintendent of the District is assigned responsibility for implementing our Affirmative Action Plan. However, it is emphasized that every employee is expected to comply with and facilitate the ultimate success of the program.

The Equal Employment Opportunity program will be evaluated annually. The Affirmative Action Officer will report to the Board, as part of its standard reporting procedures, progress in the implementation of the District's Affirmative Action Plan. Copies of the Affirmative Action Plan will be made available to the State Human Rights Commission, the Office of Superintendent of Public Instruction, the State Department of Personnel, staff members, community groups, and other interested parties.

II. PURPOSE

It is the purpose of this Affirmative Action Plan of the District to promote, monitor and maintain the District's affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment without unlawful discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability, and promote diversity in the District's workforce.

It is also the purpose of this Plan to identify at all levels of the workforce, areas of underutilization of protected groups and to identify and address. This Plan is designed to promote outreach, recruitment, training and education efforts intended to expand the pool of qualified applicants to promote diversity, consistent with the District's standards of excellence.

This Plan advances equal employment opportunity without preferential treatment on the basis of race, gender, ethnicity or national origin. This Plan is also designed to ensure that District policies are properly implemented without unlawful discrimination on the basis of race, color, creed, religion, age, gender, national origin, ethnicity, veteran status,

marital status, or the presence of a sensory, mental or physical disability.

III. RESPONSIBILITY FOR IMPLEMENTATION AND MAINTENANCE OF THE PLAN

A. The Superintendent is the Affirmative Action Officer, and has the overall responsibility for the development, implementation, coordination, and monitoring of the Affirmative Action Plan and is responsible for ensuring that any supervisors are fully aware of their role in supporting the Plan.

B. The Affirmative Action Officer is charged with the responsibility of making known the District's desire and commitment to ensure that District policies and practices do not unlawfully discriminate against an individual on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability.

C. The Affirmative Action Officer will advise the Board on equal opportunity matters as required. The Officer will monitor and evaluate the Plan's accomplishments and will prepare memoranda addressing proposed action and other issues as required by this Plan.

D. The Affirmative Action Officer can be reached at (360) 532-3079 or by writing to Affirmative Action Officer, North River School District, 2867 North River Road Cosmopolis, Washington 98537.

E. The Affirmative Action Officer will conduct reviews when needed of the District's progress toward the goals set forth in this Plan and report the results of this review to all to the School Board. The Affirmative Action Officer will conduct reviews annually to monitor and evaluate the Plan's accomplishments and will prepare necessary memoranda addressing proposed action and other issues as required by this Plan.

IV. DISSEMINATION OF PLAN AND POLICIES

It is the responsibility of the Superintendent of the District or the Superintendent's designee to inform all applicants for employment, all current employees, all persons responsible for hiring within the District, all employee associations, and all District contractors and subcontractors of the District's commitment to equal employment opportunity.

Communication of the District's Affirmative Action Plan will be accomplished as follows:

A. Internal and External

1. Copies of the 2004-2007 Affirmative Action Plan will be distributed to all organizations, agencies and individuals inside and outside the District as follows:

- Board of Directors
- All supervisors
- All schools and/or building locations
- The president of all employee associations
- Any employee, upon request
- The Office of State Superintendent of Public Instruction
- The Washington State Human Rights Commission
- The State Department of Personnel

2. A statement of the District's equal employment opportunity policy will be placed in District recruitment material, application forms and newspaper advertisements.

3. All District recruiting sources will be informed annually regarding the District's nondiscrimination policy and its Affirmative Action Plan.

4. Upon adoption of the District's 2004-2007 Affirmative Action Plan, the district will post the Plan on the school District's web site: www.nr.k2.wa.us

5. Announcements of training opportunities that promote the goals of the Plan will be issued to staff through District publications or on the school District's web site: www.nr.k2.wa.us.

6. All District contractors, vendors and suppliers will be notified that they must comply with the District's equal employment opportunity policy and this Plan.

7. The name, address, and telephone number of the District's Affirmative Action Officer will be published, at least annually, in regular District publications to staff and the community. The Affirmative Action Officer and his/her contact information is also identified in Appendix B of this document.

B. Internal

1. All District job postings and newspaper advertisements will include an equal employment opportunity statement.

2. Upon employment, each new employee will be informed of our Affirmative Action Plan and policies against discrimination.

3. The Superintendent shall at least annually inform all staff of the District's Affirmative Action Plan.

V. NUMERICAL ANALYSIS OF WORKFORCE

This section of the Affirmative Action Plan reflects a numerical analysis of the North River School District workforce demographics. The use of such geographic areas and statistics is intended only for the purpose of implementing this Plan and facilitating

identification of areas of potential underutilization. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Plan.

Employment in the North River School District #200 falls into two categories:

1. Certified – Those with state prescribed educational credentials, employed in instructional programs or in direct support of those programs; and
2. Classified – (non-certificated) – those who supply essential services in support of instructional program.

At present, the staff consists of eleven full-time certificated employees and eight full-time and part-time classified employees. Of the certificated staff, one employee serves in an administrative capacity.

1. Profile – Student Population

Total	65
Caucasian	56
Asian	
American Indian	3
African American	
Hispanic	6

2. Profile – Certified Staff

Total	11
Caucasian	9
American Indian	
Hispanic	
Other	2

3. Profile – Classified Staff

Foregoing information	1
Total	7
Caucasian	7
American Indian	
Hispanic	
Other	

4. Vietnam Veteran

Total	0
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5. Veteran

Total 1

6. Forty years old and older

Total 8

Due to the size of the school after analyzing the data, all goals will be used to achieve affective practices.

VI. GOALS AND ACTION PROGRAMS TO ACHIEVE GOALS

GOAL 1 JOB ANALYSIS, RECRUITMENT AND SELECTION

The District's goal is to seek purposely and actively a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels to ensure an increased opportunity for members of underrepresented groups to be considered for employment by the District. Action Programs

1.1 Analyze job descriptions and the hiring process to make sure that qualification requirements and screening criteria are based on specific job functions and do not have the effect of screening out protected group applicants who have the ability to perform District jobs.

1.2 Ensure that recruitment efforts include and actually reach protected groups, as well as non-protected groups. Focus recruitment on efforts that ensure underrepresented groups are reached.

1.3 Increase the awareness of equal employment opportunity among all personnel involved in hiring, and have the Superintendent and/or Affirmative Action Officer monitor all hiring.

GOAL 2 EDUCATION AND TRAINING

The District's goal is to promote a culture of respect and diversity in the workplace, and to ensure that members of the District community are aware of the Affirmative Action Plan and their roles and responsibilities in enforcing the District's policies concerning equal employment opportunity.

Action Programs

2.1 Continue an emphasis on developing annual objectives and strategies for the District to increase gender equity, and multi-cultural opportunities in both the instructional and

activities programs. Each staff member has responsibility for carrying out the equal employment strategies as outlined in the Affirmative Action Plan adopted by the District.

2.2 Provide support for schools to develop and carry out multi-cultural and gender equity training programs and special projects.

2.3 Provide multi-cultural training for personnel at all levels, in conjunction with incorporating multi-cultural and gender equity concepts, awareness, and information into the curriculum.

2.4 Provide regular training and emphasis on providing a working environment free from unlawful discrimination.

2.5 Provide recognition for staff contributions to the District's efforts to provide a diverse educational environment, free from unlawful discrimination.

2.6 Other means of promotion and information dissemination will be utilized as necessary to ensure that the community and District staff are informed of the goals and objectives of equal employment opportunity.

GOAL 3 PREVENTING EMPLOYMENT DISCRIMINATION BASED ON SEX

We include this goal and the following objectives to ensure that the District does not discriminate against any person on the basis of sex in employment, recruitment, promotion or advancement, and in order to incorporate the requirements of WAC 392-200-015.

Action Programs

3.1 Maintain credential requirements for all personnel.

3.2 Make no differentiation in pay scale on the basis of sex.

3.3 Make no differentiation in the assignment of school duties on the basis of sex, except where there is a compelling need for such qualification based on the nature of the duties; e.g. an assignment that involves supervising students in areas or situations where persons might be disrobed.

3.4 Provide the same opportunities for advancement without regard to sex.

3.5 Make no difference in conditions of employment including, but not limited to, hiring practices, leaves of absence, hours of employment and assignment of, or pay for, instructional and non-instructional duties on the basis of sex.

VII. INTERNAL AUDIT AND REPORTING

The Administration Office will maintain a confidential employee and applicant tracking system—separate from the pre-employment application process—which records the sex, race, ethnicity, age and disability and veteran status of applicants (See Appendix C). Frequent monitoring of this data will help ensure that all applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching all protected and non-protected groups. The pre-employment application forms used for both certificated and classified personnel, however, will exclude inquiries that unnecessarily elicit the race, gender or membership of the applicant in other protected groups.

Annual reviews of the District's progress toward the goals set in this plan will be conducted by the District's Affirmative Action Officer and reported to all District administrators and to the School Board. The analysis will include:

- a) applicant data
- b) interview and hiring data
- c) transfer and promotion data
- d) termination data

VIII. SUPPORTIVE SYSTEMS

Recruitment and Employment Plan

The Administration Office considers all applicants and employees 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 national origin. A continuing review of hiring criteria is made to ensure the relevance of the job qualifications to the tasks to be performed and the needs of the position.

In addition, the District promotes continued relationships with organizations that are a recruitment source for individuals from protected groups, including those groups that currently may be underutilized in the workforce. These organizations include such agencies as the state job service agencies and college and university placement offices.

The District has a distribution list containing names and addresses of those agencies to which job announcements are mailed. Job announcements are distributed to each building in the District and to each outside employment and referral source on the distribution list. Jobs may also be advertised in newspapers.

Specific emphasis will be placed on the outreach and recruitment of members of

protected groups along with the efforts made to reach non-protected groups. Recipient listings for classified job announcements will be reviewed to ensure continued inclusion of agencies serving minority communities, as well as other protected and non-protected groups.

Consistent with the District's equal employment opportunity policy, and in addition to other measures described in this Plan:

1. Publicity for job openings may include, without limitation, informing professional groups and organizations, with memberships that include both protected and non-protected groups, visiting areas to promote a diverse population of qualified applicants, and listing job openings, including minimum qualifications, on bulletin boards in all district buildings.
2. All staff will be encouraged to facilitate recruitment of a diverse pool of qualified applicants, including individuals from underrepresented protected groups.
3. Community organizations representing the special interests of protected groups will be notified of the District's recruiting efforts.
4. All subcontractors, vendors, and suppliers will be notified in writing of the District's equal employment policy.
5. All recruiting sources, including minority, women's, disabled and veteran's groups, will be notified in writing of the equal employment.

Training

The District recognizes the importance of on-going training for employees both to assist in upgrading skills and to assist in personal growth. The District will continue to develop and provide career counseling to staff to assist personnel in moving to levels of greater responsibility.

IX. REDUCTION IN FORCE

The District's reduction in force ("RIF") procedures for bargaining unit positions are established by collective bargaining agreements. Seniority within the appropriate job group is the principal factor determining retention. Affirmative action is not currently a factor in negotiated RIF procedures. RIF procedures for administrative and other exempt positions are established by School Board policy and do not explicitly address Affirmative Action. If a RIF is necessary, consistent with its legal and contractual obligations, the District will make reductions in force bearing in mind its commitment to equal employment opportunity.

APPENDIX A

North River School District #200

Board Policy

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, sex, marital status or qualified individuals with disabilities. The district may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified.

The board shall designate a staff member to serve as affirmative action/ Title IX Compliance officer.

Affirmative Action

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, handicapped, 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. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. 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 those classes that are recognized as protected groups--aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely 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.

Employment of Persons With Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
- B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
 - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 - 1. The test or criteria is clearly and specifically job-related; and
 - 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References: Board Policy 5270
Board Policy 5407

Resolution of Staff Complaints
Military Leave

Legal References: RCW 28A.400.310

Law against discrimination
applicable to district's
employment practices

	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope
	RCW 49.60	Law Against Discrimination
	RCW 49.60.030	Freedom from discrimination
	RCW 49.60.180	Unfair practices of employer defined
	RCW 49.60.400	Affirmative action, discrimination prohibited (I-200)
	Chapter 73.16 RCW	Employment and Re-employment
WAC 392-200	Employment Discrimination WAC 392-200-015	Public school employment — Affirmative action program
	42 USC 2000c – 2000c-9	Title VII of the Civil Rights Act of 1964
	42 USC 2000h – 2000h-6	Title IX Educational Amendments of 1972
	42 USC 12101 – 12213	Americans with Disabilities Act
	29 USC 706	
	8 USC 1324a and 1324b	(IRCA) Immigration Reform and Control Act of 1986
	38 USC §§ 2021 -2024	Uniformed Services Employment and Reemployment Rights Act
	45 CFR 84 Sec 504	Vocational Rehabilitation Act of 1973
	Executive Order 11246 Amended by Executive Order 11375	
Management Resources: <i>Policy News</i> , June 2001		State Updates Military Leave Rights

APPENDIX B

North River School District

Affirmative Action Officer

Name: Scott Menard, Assistant Superintendent of Human Resources

Address: 9210 Silverdale Way, P.O. Box 8, Silverdale, WA 98383-0008

Telephone Number: (360) 692-3118

Email: ScottMe@cksd.wednet.edu

Fax Number: (360) 698-5499

**APPENDIX C
SURVEY**

In order to improve the accuracy of records, North River School District is required to maintain information to support its Affirmative Action Program (RCW 28A.300.040), please respond to the following survey and return it to persons assigned to collect surveys. All responses are voluntary, and will remain anonymous. Surveys will be collected separately according to classified and certified.

**North River School District No. 200
Cosmopolis, WA 98537**

VOLUNTARY INFORMATION

As an Equal Opportunity Employer, North River School District has an Affirmative Action Program designed to provide equal employment opportunity without unlawful discrimination based on race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability.

We will appreciate you voluntarily furnishing the following information to be used only for monitoring our Affirmative Action progress and for statistical reporting to state and federal agencies. This information will be confidential and will not be filed with or be made a part of your application. It is separated from your application before your application is processed.

If you are not willing to provide this information, please answer only the last question.

Please indicate the ethnic group to which you feel you most belong.

- Black/African American _____
- Asian/Pacific Islander _____
- Hispanic Origin _____
- American Indian/Eskimo/Aleut _____
- Caucasian _____
- Other (please specify) _____

Do you have a disability? yes _____ no _____

Are you a Veteran? yes _____ no _____

Are you a Vietnam Era Veteran? (service between 8/5/64 and 5/7/75)
yes _____ no _____

Are you 40 or more years old? yes _____ no _____

Are you willing to provide the foregoing information? yes _____ no _____

North River School District #200

Board of Directors

Brian Carbaugh - President

Bob Sholes - Vice President

Georgia March – Director & Legislative Representative

Shirley Miller - Director

Mike Blazek - Director

Superintendent

David Pickering

North River School District

2867 North River Road

Cosmopolis, Washington 98537

TEL 360/532-3079

FAX 360/532-1738

Approved: Regular Board Meeting 11/1⁶/2004

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- D. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

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Cross References:	Board Policy 5270 Board Policy 5407	Resolution of Staff Complaints Military Leave
Legal References:	RCW 28A.400.310 RCW 28A.640.020 RCW 49.60 RCW 49.60.030 RCW 49.60.180 RCW 49.60.400 Chapter 73.16 RCW	Law against discrimination applicable to district's employment practices Regulations, guidelines to eliminate discrimination — Scope Law Against Discrimination Freedom from discrimination Unfair practices of employer defined Affirmative action, discrimination prohibited (I-200) Employment and Re-employment

WAC 392-200	Employment Discrimination
WAC 392-200-015	Public school employment — Affirmative action program
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38 USC §§ 2021 -2024	Uniformed Services Employment and Reemployment Rights Act
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Executive Order 11246 Amended by Executive Order 11375	

Management Resources: *Policy News*, June 2001

State Updates Military Leave Rights

Adoption Date: 11/16/2004
School District Name: North River School District #200