

Nondiscrimination and Affirmative Action

Procedure – Affirmative Action Grievance

(Related to Title VI of the Civil Rights Act of 1964 regarding Equal Employment Opportunities and Treatment)

It is the intent of the District to provide for fair and orderly resolution of discrimination grievances. Grievance procedures as hereinafter provided may be instituted when an individual determines that reasonable bases of facts exist to support or claim that a provision of this regulation has been violated to the detriment of the claimant.

Definition

A grievance is defined as any condition, action or lack of action which the individual believes to be unjust or detrimental which may result from the alleged misinterpretation or misapplication of provisions contained in Title VI of the Civil Rights Act of 1964.

Step I

Appeals for redress of alleged violations of anti-discrimination laws under Title VI and District policy must be provided to the District designated Affirmative Action Compliance Officer in writing, signed by the complaining party and setting forth specific actions, conditions or circumstances.

The Compliance Officer shall provide the Superintendent with a full written report of the complaint and the results of an investigation conducted to gather further information.

The Superintendent shall, no later than thirty (30) calendar days following receipt of the complaint, reply in writing to the complainant indicating the corrective measures to be taken or denying the allegations. (No part of the above procedure shall prohibit the processing of grievances under procedures established at the District by local bargaining agreements.)

Step II

In the event the allegations are denied by the Superintendent, the complainant shall have ten (10) days to request redress of the alleged violations by filing an appeal with the Board. The Board shall hold a hearing to commence on or before the twentieth (20th) day following filing of the written notice of appeal and shall render a written decision on or before the tenth (10th) day following the termination of the hearing and shall provide a copy to all parties involved.

Step III

In the event a complainant remains aggrieved of the decision of the Board, the complainant may, within ten (10) days of receipt of the Board's written reply, appeal the decision to the Superintendent of Public Instruction for final resolution.

Southside School District

Affirmative Action Plan

2007/2008 to 2012/2013

Section A: Reaffirmation of Policy

To all Members of the Staff and School Community, the Southside School District is committed to the principles of Equal Opportunity and Affirmative Action. The Board and Superintendent believe that the objectives of the Southside School District can best be attained by utilizing, to the fullest extent possible, all the human resources available to us without discrimination based on characteristics unrelated to performance. Therefore, it shall be the policy of the Southside School District to assure that every person has the chance to be considered for the job opportunities based on their qualifications without regard to race, creed, color, national origin, families with children, sex, marital status, sexual orientation (including gender identity), age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This statement is to remind all employees of the District that our policy is not to discriminate in employment and to take affirmative action to assure that discrimination does not occur.

Further, the Southside School District will assure that all personnel actions related to recruiting, hiring, training, compensation, benefits, promotions and transfers will be administered without discrimination.

Our Superintendent, (Affirmative Action Officer) shall have overall responsibility for the implementation of our Affirmative Action Program. Each employee of the district is also responsible for carrying out this policy. We are requesting each staff member actively support its goals and objectives not solely because it is required by law, but more importantly, because the Southside School District believes that such a policy is a proper concern for our educational enterprise.

In an effort to obtain a diverse work force which approximates the population in our region, the Southside School District has adopted and implemented the follow policies and procedures:

- Policy 5011 – Affirmative Action (attached)
- Procedure 5011P – Affirmative Action Grievance (attached)

Any questions regarding our Affirmative Action Program should be directed to our Superintendent by calling (360) 426-8437 or visiting 161 SE Collier Road, Shelton, WA 98584.

Section B: Dissemination of Policy (Internal/External)

District shall disseminate information concerning employment and developments under the Affirmative Action Program on a planned basis to assist in achieving the goals set forth in this plan. Affirmative Action information shall be disseminated by:

- Printing and distributing such information to staff (Internal)
- Publicizing such information in district newsletters (External)
- Publishing such information on our school website (External)
- Informing appropriate and interested recruiting and hiring sources (External)
- Informing all representative staff groups in the district (Internal)

Section C: Staff Responsibilities for Implementation and Evaluation

An Affirmative Action Officer will be appointed as manager of the employer's Affirmative Action Program and be given the authority and responsibility to implement the program. These responsibilities will include, but are not limited to, the following duties:

- Monitor and implement Affirmative Action Program
- Assign responsibility and accountability for program implementation to a building administrator in each school
- Publicize policy statements for all employees and concerned citizen organizations.
- Monitor and evaluate the program

Any questions regarding our Affirmative Action Program should be directed to our Superintendent (Affirmative Action Officer) by calling (360) 426-8437 or visiting 161 SE Collier Road, Shelton, WA 98584.

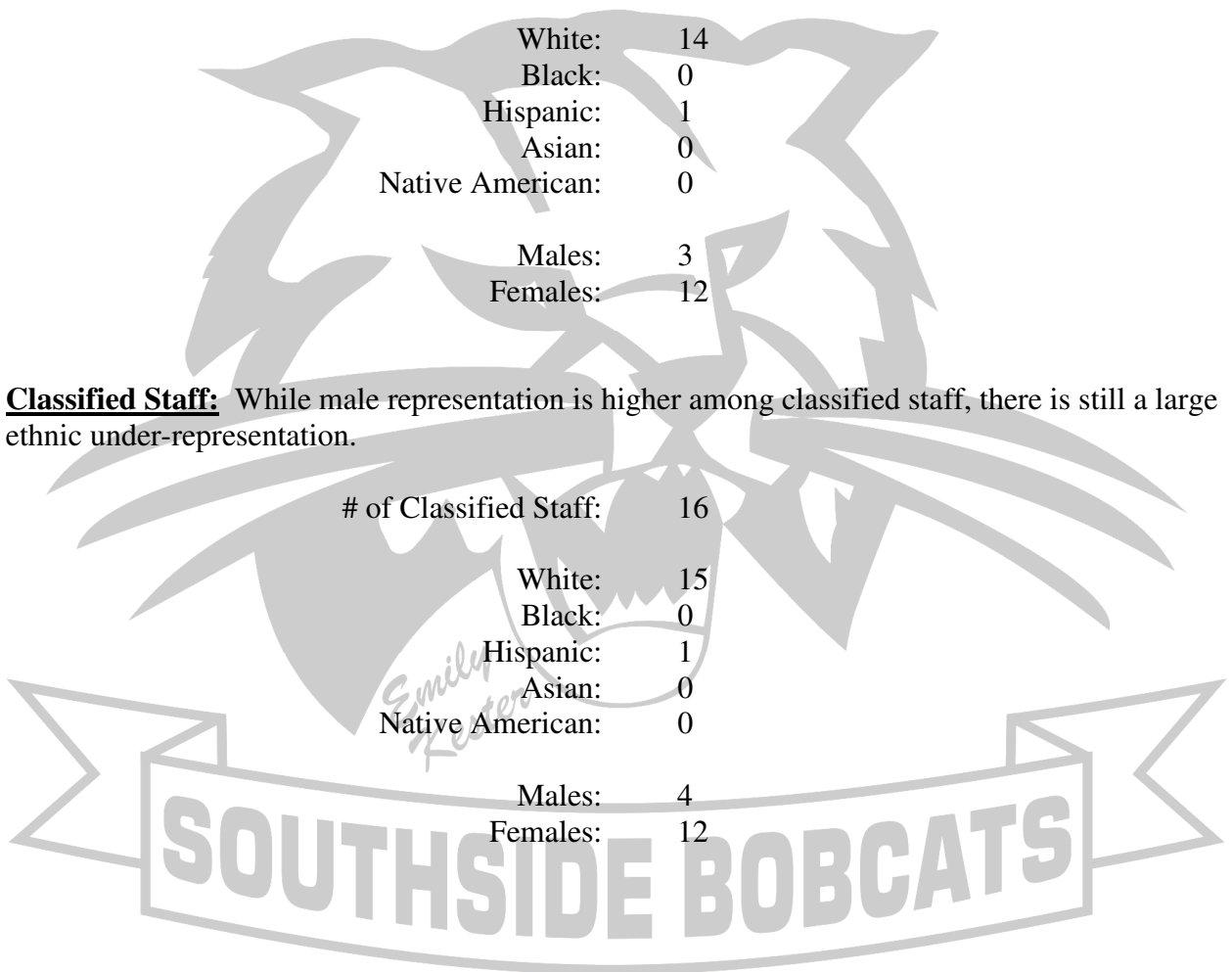
Section D: Numerical Review Analysis

Certificated Staff: Extremely low turnover in the certificated staff ranks makes it difficult to recruit male teachers or ethnic minorities. There is ethnic under-representation and female teachers are over-represented.

# of Certificated Staff:	15
White:	14
Black:	0
Hispanic:	1
Asian:	0
Native American:	0
Males:	3
Females:	12

Classified Staff: While male representation is higher among classified staff, there is still a large ethnic under-representation.

# of Classified Staff:	16
White:	15
Black:	0
Hispanic:	1
Asian:	0
Native American:	0
Males:	4
Females:	12

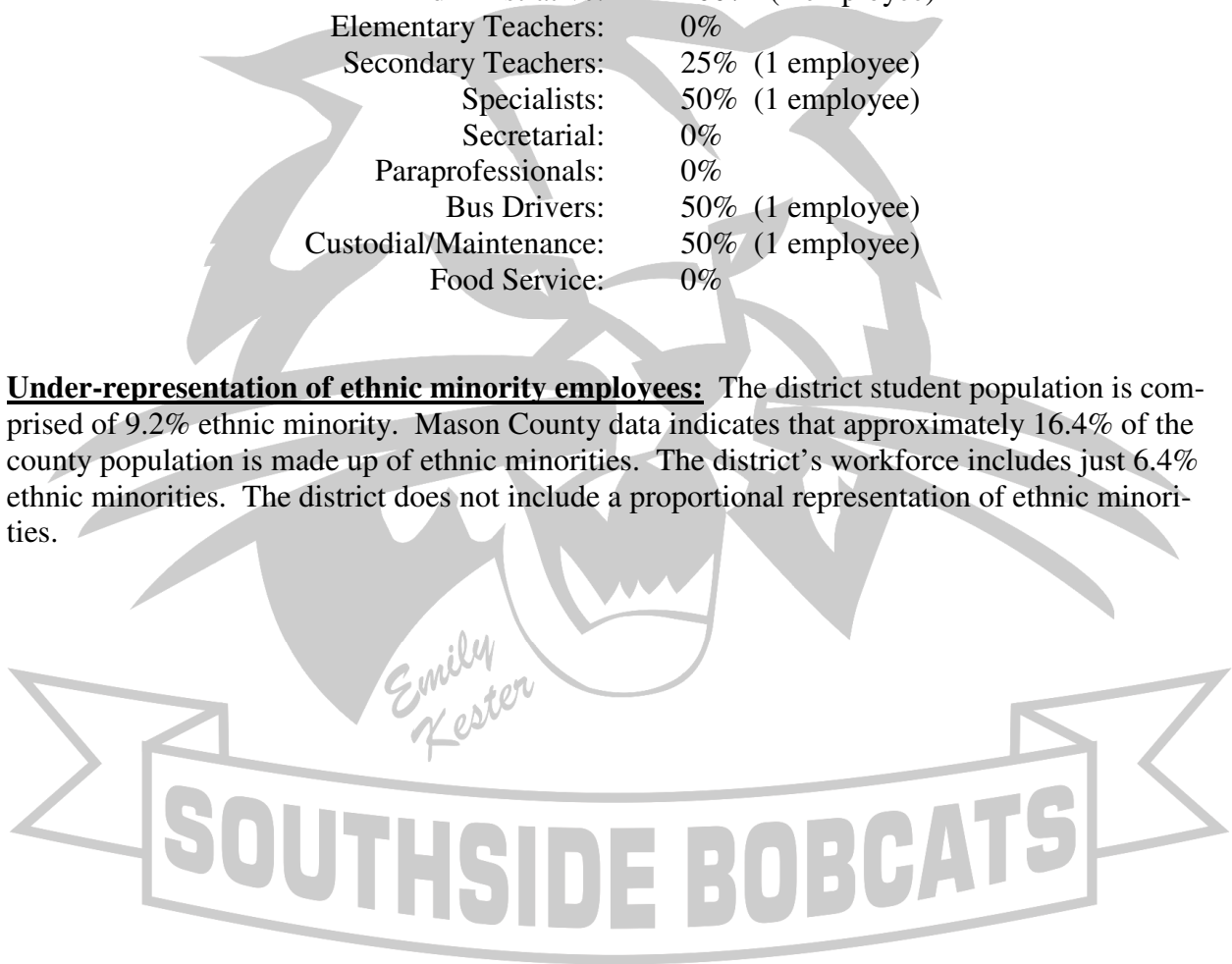


Section E: Problem Areas Identification

Under-representation of male employees: The total district workforce includes just 20% males, while Mason County’s male population is approximately 52%. The district does not include a proportional representation of gender balance. Male employees comprise the following percentages of the district’s work force by category:

Administrative:	100% (1 employee)
Elementary Teachers:	0%
Secondary Teachers:	25% (1 employee)
Specialists:	50% (1 employee)
Secretarial:	0%
Paraprofessionals:	0%
Bus Drivers:	50% (1 employee)
Custodial/Maintenance:	50% (1 employee)
Food Service:	0%

Under-representation of ethnic minority employees: The district student population is comprised of 9.2% ethnic minority. Mason County data indicates that approximately 16.4% of the county population is made up of ethnic minorities. The district’s workforce includes just 6.4% ethnic minorities. The district does not include a proportional representation of ethnic minorities.



Section F: Goals

Certificated Staff

Summary: The analysis shows an under utilization of both males and ethnic minorities.

Goals: Increase the percentage of male certificated staff
Increase the percentage of ethnic minority certificated staff

Timeline: Within the next five years, as retirements occur

Classified Staff

Summary: The analysis shows an under utilization of both males and ethnic minorities.

Goals: Increase the percentage of male classified staff
Increase the percentage of ethnic minority classified staff

Timeline: Within the next five years, as retirements occur

Section G: Internal Audit and Reporting

The School Board shall be apprised annually of employment practices, especially placements, transfers, resignations, and promotions. School district administration will review district hiring practices prior to advertising for submission of applications.

District administration will audit all applications for school district positions on an annual basis.

Section H: Supportive Systems

The following supportive systems will be in place to assure compliance with the Affirmative Action Program.

- **Training:** On the job training programs will be maintained to provide vertical and lateral mobility for classified personnel, when appropriate.
- **Evaluation:** Uniform evaluation procedures will be maintained for all personnel. All employees will be evaluated annually.
- **Policy Manual:** The policies and procedures manual for the district will be maintained and updated to reflect all current personnel practices and procedures. The manual includes the affirmative action policy and procedures.

Section I: Reduction-in-Force (RIF)

Reductions in force 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 commitments.

