Administrative Regulation

AFFIRMATIVE ACTION PLAN

A. PURPOSE: It is the purpose of the Affirmative Action Plan of Ingham Intermediate School District to further develop and maintain the Equal Educational Opportunities policy 6110.00 as it applies to all personnel, to guarantee non-discrimination in employment practices because of religion, race, color, national origin, age, sex, height, weight, marital status or handicap; and to develop a work force which reflects an equitable distribution of minorities (Defined according to EEOC OMB-124-R0010, as Black, Spanish surnamed American, American Indian, Asian-American, Aleuts, Eskimos, Malayan and Thais) and women. Handicappers should also be considered as a separate minority group under this plan, not subject to any specific hiring objective.

B. OBJECTIVES

1. The district work force should be composed of representative proportions of minority employees and women. The district will make good faith efforts to fill all available openings as they occur where imbalances exist according to the available work force. District-developed guidelines will serve to identify areas of need.

2. The district will also ensure that appropriate efforts are made in placing and training of minorities and women for higher levels of responsibility in both exempt (professional and managerial) and non-exempt (classified) jobs.

3. Procedural safeguards to ensure that members of minority groups and women are included in the recruitment and employment process will be adopted, implemented and monitored so that no bias enters into the selection process. Objectives are to be projected for the next five (5) years, and are to be reviewed and updated annually. It is understood that these objectives and timetables are to be revised as appropriate to ensure continuing compliance with the letter and spirit of the district's equal opportunity policy.

C. RESPONSIBILITY FOR IMPLEMENTATION

1. The superintendent of the district has the overall responsibility for the development, implementation, coordination and monitoring of the affirmative action program. He has delegated to the director for human resources the authority to represent him in these matters in assuring that the district is meeting its obligations. The director for human resources, acting as affirmative action officer, will issue all statements to staff and others concerning the district's policy and is responsible for the identification of problem areas and for recommendations for solving identified problems.

2. The affirmative action officer will be responsible for documenting compliance personnel practices including regular annual audits based upon October 1 employment figures to measure the effectiveness of the program and to promote the representative inclusion of minorities and women employed in the district. This shall appear as an item on the agenda of a regularly scheduled meeting of the Board of Education on an annual basis after the first year.

3. The affirmative action officer is also charged with the responsibility of making known the district's commitment to employ members of minority groups and women through regular and frequent contacts with district supervisors, community groups and employment agencies and through identifying, to the extent possible, persons with the requisite skills and talents for projected openings throughout the district.

4. The director for human resources shall use the best efforts of the office to create a representative balance in the number of minorities and women in all categories including those where deficiencies exist.

D. 1. ACTION PLAN: The affirmative action program will ensure that all segments of Ingham County's population will have an opportunity to enter public service in the district on the basis of open competition and to advance according to their relative abilities. This is to be accomplished by providing maximum publicity about job openings, by ensuring that there are no unrealistic job requirements, by making selections for positions based upon required qualifications, and by providing equal access to opportunities for upward mobility.

2. POSTING PROCEDURES: Maximum publicity for job openings may include, but is not limited to, informing professional groups and known minority organizations, making visitations to sources of available personnel, posting job openings including minimum qualifications on bulletin boards according to established district procedures, and by advertising in local and regional newspapers. The director for human resources will maintain a list of contacts as outlined above.

3. REVIEW OF JOB DESCRIPTIONS: Job descriptions for all regular employees, except professional staff and custodians, were reviewed and minimum qualifications established as a part of the compensation study, the final report of which was accepted by the Board of Education in July 1980. The jobs not included then are being reviewed in a similar manner, and the entire body of job descriptions annually reviewed and updated as necessary thereafter, as provided in the compensation study procedures. An important element of this review is to assure that qualifications listed for each job are realistically stated in relation to the actual requirements to do the work and do not create artificial barriers which would discriminate against otherwise qualified candidates.

4. EQUAL OPPORTUNITY STATEMENTS: All correspondence bearing the Ingham Intermediate School District logo, including advertising copy for applicants for positions will bear the phrase "The Ingham Intermediate School District is an Affirmative Action/Equal Opportunity District."

5. DISSEMINATION

   a. It is the responsibility of the superintendent, or, by delegation, of the director for human resources, to inform all applicants for employment, all current employees, all persons responsible for making hiring recommendations with the district, all employee bargaining units, and all contractors with the district of its commitment to equal opportunity employment.

   b. Prospective employees will be informed of this policy both in the notifications of openings and when making applications for positions. When promotional materials and advertisements for positions picture district employees, both minority and non-minority men and women will be featured. All district recruiting sources will be informed at least annually about the district's equal employment opportunity policy and its affirmative action plan to implement this policy.

   c. Upon employment, each new employee will be given a copy of the policy and plan. Copies of the policy and plan will be distributed throughout the district. A copy will be sent to each employee bargaining unit. A copy will be on file in each building. Another copy will be posted on each employee bulletin board. These are the same bulletin boards, which are used for posting vacant positions and for other notices from the human resource department to employees.

d. Department and/or division administrators will hold meetings for the purpose of informing employees of all policies, regulations and practices pertaining to equal employment opportunities. Consideration will be given at these meetings to informing employees of the requirements of the policy as well as determining ways of increasing the effectiveness of the plan and to reinforcing the district's policy. Whenever feasible or applicable, the district will include information on the status and implementation of the plan in internal and external publications of the district.

e. Also, it will be the responsibility of the director for human resources to inform all individuals who have the authority to recommend hiring of the district's commitment to the plan and of their individual responsibilities for its effective implementation. The director for human resources will periodically send written information explaining the plan, discussing changes in the law and requirements, and delineating areas where improvement is necessary in carrying out the plan to these administrators. These written communications will be supported by in-service training activities as necessary.

E. INTERNAL AUDITING AND MONITORING: The human resources department will maintain a record system, by which data on hiring, promotion, retention and other personnel actions involving district staff, including staffing patterns as related to race, sex, age, length of service, employment activity, turnover and salaries can be collected, maintained and analyzed. Specific information including data relating to employment of minorities and women by job and/or department, program and division; and data relating to salary administration, such as average salaries by job to ensure equal pay for equal work by race and by sex shall be generated, evaluated, and included in the annual reports. The affirmative action committee--made up of the director for human resources (chairperson), two other administrators and representative staff members (including minority staff representation), and one outside minority person--will evaluate the effectiveness of the plan and recommend changes to the superintendent and Board of Education. Changes mandated by the Board will be carried out by the director for human resources.

F. 1. RECRUITMENT AND EMPLOYMENT: The human resource department will recruit on the basis of minimum and desired qualifications for the job without regard to race, color, religion, sex, age, national origin, marital status or the presence of any handicap which does not prevent the candidate from meeting the requirements of the job. Creating and maintaining an atmosphere conducive to attracting and retaining minority group members and women will be a major objective of all administrators and employees of the district.

2. A list of sources of recruitment and of potential women and minority candidates will be maintained and kept current. Records will be kept as to the district's efforts to locate minority and women candidates and will include all correspondence and information obtained through interviews, applications, and tests for persons considered for each position. The rationale for selecting the person to whom each position is offered will be documented.

G. TRAINING: The development of effective training programs is an important part of establishing a system by which employees can move from entry level jobs to those of greater responsibility. The human resources department, as an integral part of its commitment to equal employment opportunity, will work with the staff development program to initiate job training and career counseling programs. Access to all such programs and to incentives for participation in them will be on a non-discriminatory basis.

H. GRIEVANCE PROCEDURE: In the event that any person believes that he/she may have been treated in a discriminatory manner under this plan he or she may file a grievance under the following procedure:

1. The purpose of this procedure is to provide, at the lowest possible level, a fair solution to any concerns growing out of a possible discrimination against any person because of their sex, race, color, national origin, or because of their handicap. If anyone feels he/she has a valid basis for concern, the steps listed below should be followed:

   a. Discuss the matter informally within ten (10) school days of the incident with the person who has allegedly practiced the discrimination, with information being given to the director of the division and the director for human resources. If the grieving party is not satisfied with the results of this discussion, the grievant may then proceed to the following action.

   b. Discuss the concern informally with the director for human resources within (10) school days of your discussion at step 1. The director will investigate the complaint and reply within ten (10) business (working) days.

   c. If not satisfied with the verbal response, a signed, written statement of the specifics of the grievance should be submitted to the director within ten (10) business (working) days. The director will review the concern and reply in writing to you within ten (10) business (working) days. A copy of the correspondence will be kept on file for further reference.

d. If the grieving party wishes to appeal the decision of the director, he/she may submit a signed statement of appeal to the superintendent of schools within ten (10) business (working) days after receipt of the director's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business (working) days.

e. If the grieving party remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within ten (10) business (working) days of his/her receipt of the superintendent's response in step 4. In an attempt to resolve the concern, the Board of Education shall meet with the concerned parties and their representative at its next regular meeting or at a special meeting called for the purpose of hearing the grievance within thirty (30) calendar days of the receipt of such an appeal. A copy of the Board's disposition of appeal shall be sent to each concerned party within ten (10) business days of this meeting.

2. In the event any employee chooses to begin this grievance procedure for processing his or her complaint, he/she will be precluded by such decision from also utilizing the grievance procedure in any applicable collective bargaining agreement for the same complaint. The Board will attempt to include this saving clause in its collective bargaining agreements with employee units.

ADMINISTRATIVE REGULATION

Approved: March 16, 1982
Amended: October 19, 2012