

PERSONNEL – ADMINISTRATIVE PROCEDURES

GENERAL PERSONNEL – Affirmative Action

The ultimate goal of the Regional Office of Education is the maintenance of the highest possible professional and academic standard in all its educational programs and services. In order to meet this goal, the Regional Superintendent affirms and strictly adheres to its policy of equal opportunity in all aspects of employment. The ROE will not allow discrimination toward employees or applicants because of their race, sex, disability, or military veteran's status when otherwise qualified.

Responsibility for Implementation and Coordination

The Regional Superintendent shall have the day-to-day responsibility for implementation of the policy. Furthermore, all administrators and supervisors will be responsible for initiating, administering, and controlling activities within their areas of responsibility so that full implementation of the policy can be ensured.

The Regional Superintendent shall be responsible for:

1. Developing affirmative action programs, including the internal and external communication and dissemination of the same to all ROE employees.
2. Assisting administrative and supervisory staff in arriving at solutions to identified problems.
3. Designing and implementing audit and reporting systems that will:
 - a. measure the effectiveness of the ROE's affirmative action program;
 - b. identify areas for possible remedial action;
4. Serving as liaison between the ROE and enforcement agencies
5. Serving as liaison between the ROE and minority organizations and community action groups concerned with employment opportunities of minorities, women, the disabled, and military veterans.

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6. Informing the administration of recent developments in the equal employment opportunity field.

Analysis of Workplace

The Regional Superintendent shall conduct an analysis on February 1 of every other year regarding the ROE's selection processes and identify problem areas.

A review and analysis of the following matters will be conducted:

1. Composition of the work force by relevant labor market.
 - a. Certified positions – County, State of Illinois, and National comparisons may be used, indicating an average Parity Index Analysis that includes factors from the relevant work force, combining either county, state or national data.
 - b. Non-Certified Positions – Champaign County.
2. Composition of ROE work force by minority group, disability, sex, and military veteran status.
3. The total selection process; including job descriptions, job titles interview procedures, referral procedures, final selection process, and similar factors.
4. Transfer and promotion factors.
5. All ROE staff development programs, formal and informal.
6. Work force attitude; i.e., exit interviews, surveys, etc.
7. Technical phases of compliance, such as posters, retention of application, notification to contractors, bidders, subcontractors, etc.

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Administrators shall:

1. Complete annual reports of staff development programs, hiring, transfer, and promotion patterns to assure removal of impediments to affirmative action.
2. Engage in annual discussions with employees to be certain that the ROE's affirmative action program is being followed.
3. Review annually the qualifications of all employees to ensure those minorities, women, disabled, and military veterans are given full opportunities for transfers and promotions.
4. Provide, on an annual basis, opportunities for career counseling for all employees.
5. Complete annual reports to ensure that:
 - a. EEO posters are properly displayed
 - b. all facilities, under their supervision, that the ROE maintains for the safety and benefit of its employees are, in fact, desegregated, both in policy and in use, and are comparable for both sexes;
 - c. minority, female, disabled, and military service veteran employees are afforded a full opportunity and are encouraged to participate in all ROE sponsored staff development activities;
 - d. those employees who have supervisory responsibilities are informed that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria.
6. Inform employees with supervisory responsibilities that they must, annually, take action to prevent harassment of employees placed through affirmative action efforts.

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Development and Execution of Programs

The Regional Superintendent shall be responsible for the development and execution of ROE-wide programs to facilitate the management of the affirmative action policy. To this end, the Regional Superintendent shall:

1. Conduct an analysis of all jobs to identify the skills needed to perform the job. All selection devices will be evaluated against the job descriptions to ensure that they accurately measure ability to perform the job in question.
2. Make available the job descriptions and information on the interviewing and selection process to all members of the administration involved in the recruiting, screening, selection, transfer, and promotion process. Job advertisements/postings will reflect qualifications.
3. Make available with all vacancy postings a written description of the selection process and criteria for the position.
4. Train all personnel involved in the recruiting, screening, selection, transfer, promotion, and disciplinary and related processes to ensure elimination of bias in all personnel actions. This training shall include interactions regarding social and cultural differences and diversity that may impact on both the selection process and ultimate job performance. The effectiveness of the training program shall be evaluated.
5. Determine that the ROE employs no preemployment tests except where required for a particular job; i.e., typing and secretarial tests for positions that require typing, correct grammar, and math.
6. Review all job description selection criteria for validity, reliability, and consistency with ROE policies and practices.
7. Develop a pool of applicants for all job categories that reflects the cultural diversity and ethnicity of the community. To this end, the Regional Superintendent shall:

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8. Send notices of vacancies to appropriate agencies, colleges, universities, local minority organizations (Urban League, NAACP, Ministerial Alliance, etc.), especially those with high minority and culturally diverse populations.
9. Encourage all employees to refer applicants for employment.
10. Shall ensure that, when recruiting publications and presentations pictorially represent work situations, the minority, female, disabled and military veteran members of the work force are represented.
11. Expand help-wanted advertising to include the minority news media and women's interest media on a regular basis.
12. Ensure that the ROE promote and transfer from within whenever possible. Promotions and transfers are based on ability, fitness, and qualifications without regard to race, sex, disability, or military veteran's status. All factors affecting eligibility for transfer or promotion should arise out of job-related qualifications of the individual. The ROE shall ensure that minority, female, disabled, and military veteran employees are given equal opportunities for promotion and transfer by:
 - a. posting promotional and transfer opportunities for non-exempt positions;
 - b. conducting an inventory of current employees to determine academic certification and qualifications, skills, and experience level of individual employees;
 - c. continuing to implement formal employee evaluation programs;
 - d. review of job descriptions.
13. Ensure that informal on-the-job training is available within job groups.

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14. Determine that all facilities and other benefits of employment are utilized on a no segregated, nondiscriminatory basis.
15. Ensure that the ROE’s administrators, supervisors and employees are committed to the goal of equal employment/affirmative action opportunities.

Report and Internal Audit System

The Regional Superintendent is responsible for the establishment and implementation of the audit and reporting system. The Regional Superintendent shall review the system on a bi-annual basis and provide a written report by May 1. The report and auditing shall include:

1. The maintenance of accurate and current records on applicants, hires, promotions, demotions, transfers, staff development, and terminations by minority status and sex.
2. A report from the Regional Superintendent indicating the effectiveness of the policy and procedures on an annual basis and offering recommendations for improvement if necessary.

Dissemination of Policy and Procedures

The ROE’s policy and procedures on affirmative action shall be brought to the attention of employees and applicants for employment in the following ways:

1. The policy and procedures shall be included in the ROE’s policy manual.
2. Bi-annually, special meetings will be held with administrative and supervisory personnel to explain the intent of the policy and procedures, emphasize the individual’s responsibility for effective implementation, and reaffirm the position of the Regional Superintendent.

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3. The affirmative action policy and procedures shall be discussed thoroughly in all employee orientation programs, thereby enabling employees to know and avail themselves of its benefits.
4. The policy and procedures shall be posted on the ROE bulletin board.
5. When employees are featured in ROE publications and media presentations, members of all groups shall be shown, whenever possible.
6. Every two years, after completion of the audit, the Regional Superintendent and his/her supervisors/administrators shall review it, to determine the ROE's progress in meeting its stated affirmative action policy and procedures.

The ROE's policy and procedures on affirmative action shall be explained to outside sources as follows:

1. All placement sources shall be informed in writing of the ROE's policy and procedures. Copies of letters that the ROE sends to its placement/employment sources will be available for review.
2. The existence of the ROE's affirmative action program shall be communicated to prospective employees, thereby enabling them to avail themselves of the benefits of the program.
3. An Equal Opportunity/Affirmative Action clause will be incorporated into all purchase orders, contracts, bids, job postings, etc.
4. Written notification of the ROE's affirmative action program shall be sent to all contractors, subcontractors, vendors, and suppliers; and the ROE shall request such businesses to take affirmative action. A copy of the notification will be available for review.

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5. The statement of “An Equal Opportunity/Affirmative Action Employer” will be included in all advertising/posting of job openings and recruiting information.

Compliance with Sex Discrimination Guidelines

It has been and continues to be the policy of the ROE not to discriminate on the basis of sex. The ROE is in compliance with Guidelines on Sex Discrimination (29 CFR SS60-20 et seq.). Specifically:

1. All written personnel policies expressly state that there shall be no discrimination on the basis of sex.
2. Employees of both sexes have an equal opportunity to any available job that they are qualified to perform, unless sex is a bona fide occupational qualification.
3. No distinction based on sex is recognized in employment opportunities, wages, hours, retirement, benefits, or other conditions of employment.
4. No distinction based on sex is recognized regarding the marital status of any employee.
5. Appropriate and equal physical facilities are provided for both sexes.
6. Employees are not penalized in their conditions of employment because they require time away from work due to childbearing and/or childrearing. Childbearing and childrearing are justifications for a leave of absence for employees based on Regional Superintendent approval. Following childbirth/childrearing and upon signifying his/her intent to return within a reasonable time, an employee shall be reinstated to his/her original job, or to a position of like status and pay, without loss of service credits.

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7. The ROE's wage rates/schedules are not related to or based on sex.
8. The ROE shall actively recruit women for all positions with particular emphasis on non-traditional positions.
9. The ROE maintains a sexual harassment policy.

Guidelines on Discrimination Because of Disabling Condition

A “disabling condition” means any physical or mental impairment that substantially limits one or more of a person’s major life activities. A disabled individual is “substantially limited” if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability. “Qualified disabled individual” means a disabled individual who is capable of performing a particular job, with reasonable accommodation to his/her disability.

The ROE does not discriminate against an employee or applicant for employment because he/she is a disabled individual with regard to any position for which the employee or applicant for employment is qualified. Such action applies to all terms and conditions of employment, including hiring, promotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training.

The ROE invites qualified disabled individuals to identify themselves for purposes of assisting them in the enhancement of their jobs. The ROE will look into each response, to make certain that necessary accommodations are made. If the ROE knows that a person is disabled, it will take affirmative action on the behalf of that person, whether or not he/she responds to the invitation.

The ROE will continue to review its personnel practices to ensure that they provide for the proper consideration of the qualifications of disabled individuals. Any practice that is found to be discriminatory will be changed to conform to this affirmative action plan.

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The ROE shall review mental and physical job requirements, as necessary, including job descriptions, announcements, and other criteria used to select employees for given jobs.

Any job requirements that would tend to screen out a qualified disabled individual must be for reasons:

1. related specifically to the job for which the person is being considered;
and
2. consistent with safe performance of the job.

Any medical examinations required are job related. The results of such examinations remain confidential and are used only to determine whether applicants are able to perform the specific duties of the job for which they are being considered. If the ROE needs to establish the existence of a disability or the extent thereof, it may require medical documentation from the employee or require a medical exam, to be undertaken at the ROE's expense.

The ROE shall make reasonable accommodation to the mental and physical limitations of qualified disabled individuals to help enhance the attainment of employment, advancement, training, or participation in ROE activities. Reasonable accommodation may take the form of any of the following:

1. modification of the work site;
2. special aids or devices;
3. modification of the job tasks; or
4. a change in working hours or schedules.

The ROE shall make a reasonable accommodation to the physical and mental limitations of a disabled individual unless it can be demonstrated that such an accommodation would impose an undue hardship on the conduct of the services and programs at the ROE. In determining the extent of its accommodation obligations, the following factors, among others, may be considered:

1. services/programs necessity, and
2. financial costs and expenses.

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Guidelines on Discrimination Due to Military Veteran Status

The ROE does not discriminate against any employee or applicant for employment because he/she is a military veteran with regard to any position for which the employee or applicant for employment is qualified. It takes affirmative action to employ, advance in employment, and otherwise treat qualified military veterans without discrimination based upon their veteran status in all terms and conditions of employment, including hiring, promotion, demotion or transfer, recruitment, advertising, layoff or termination, or other forms of compensation, and training, including apprenticeship.

Any practice that is found to be discriminatory will be changed to conform to the affirmative action plan.

The ROE will utilize only those portions of a person's military record that are job related.