LEBANON COUNTY CAREER AND TECHNOLOGY C·E·N·T·E·R

**Section**: CLASSIFIED EMPLOYEES

**Title**: NONDISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES

**Adopted**: December 18, 2001
**Revised**: February 21, 2006
August 21, 2007

| | **530. NON DISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES** | |
|---|---|---|
| 1. Authority | The Joint Operating Committee declares it to be the Policy of the Lebanon County Career and Technology Center to guarantee to all persons equal access to all categories of employment in this school, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. | Title VI<br>Title IX<br>29 CFR<br>P.L. 101-336<br>42 U.S.C.<br>Sec. 12101 et seq |
| 2. Delegation of Responsibility | In order to achieve the aforesaid goal, the Joint Operating Committee directs the Director to assume the responsibility of coordinating all implementing activities as Compliance Officer.<br><br>The Compliance Officer shall publish and disseminate this policy annually to students, parents and employees. The publication shall include the name, office, address and telephone number of the Compliance Officer as provided in the Student Handbook and Staff Handbook.<br><br>It shall be the duty of the Compliance Officer to monitor:<br><br>1. **Job Analysis** – Study periodically all existing job descriptions, required qualifications, characteristics of employees filling positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.<br><br>2. **Employment Analysis** – Develop methods to access sources of personnel and recommend methods that will encourage minority, female and handicapped/disabled applications; review copy used in recruiting ads and application forms.<br><br>3. **Promotional Analysis** – Compare the promotion and discharge records of females, minorities and handicapped/disabled employees in each employment category with that of the dominant group; recommend programs to afford greater upward mobility to those employees where so indicated.<br><br>The Compliance Officer shall report to the Joint Operating Committee on progress made in the nondiscrimination program for employment/contract practices, as requested. | |

| | 530. NON DISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES | |
|---|---|---|
| 3. Guidelines | **Complaint Procedure**<br><br>***Step One***<br>1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the assistant principal.<br>2. The assistant principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.<br><br>***Step Two***<br>1. If not satisfied with the decision, the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.<br>2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.<br><br>***Step Three***<br>1. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Joint Operating Committee at its next regular Board meeting by notifying the Joint Operating Committee Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer's decision.<br>2. The Joint Operating Committee shall conduct a review and issue a decision within thirty (30) days following the Board meeting at which the complaint was presented. | Title VI<br>Tile IX<br>29 CFR<br>P.L. 101-336<br>42 U.S.C.<br>Sec. 12101et seq |