

BOARD POLICY

Title: Nondiscrimination in Employment

Number: 4115.4(b)

The Stony Creek Joint Unified School District shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation.

Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation.

All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.

The Superintendent or designee shall annually publicize this policy and the availability of grievance procedures throughout the district and the community.

Ed Code 44100	Legislative intent, affirmative action employment
Gov Code 11135	Unlawful discrimination
Gov Code 12900-12996	Fair Employment and Housing Act
Labor Code 1102.1	Employment discrimination: sexual orientation

Policy adopted June 2001

ADMINISTRATIVE REGULATION

Nondiscrimination in Employment

Number: 4115

Discriminatory Harassment

Unlawful harassment based on a person's race, sex, or other attribute listed in the District's nondiscrimination policy includes, but is not limited to the following:

1. Slurs, epithets, threats or verbal abuse
2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures
3. Unwelcome jokes, stories or teasing
4. Any other verbal, visual or physical conduct which adversely affects the individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive working environment

Harassment may arise not only as a result of the offender's intention, but also as a result of the offended person's perception of the offensive conduct and the way in which it affects him/her.

Any employee or applicant for employment who feels that he/she is being unlawfully harassed should immediately contact his/her supervisor or the Superintendent or designee, in order to obtain procedures for reporting a complaint. Such complaints can be filed in accordance with AR 4115 (a) – Complaints Concerning Discrimination in Employment.

Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who shall ensure that the complaint is appropriately investigated. Discrimination complaint procedures prohibit retaliatory behavior against any complainant or any participant in the complaint process.

ADMINISTRATIVE REGULATION

Complaints Concerning Discrimination In Employment

AR 4115 (a)

The Superintendent designates the following person(s) as Coordinator(s) for Nondiscrimination in Employment:

(Name and Title)

(Address)

(Telephone Number)

The following procedures shall be followed when an employee has a complaint alleging that a specific action, policy, procedure or practice discriminates against him/her on any basis specified in the Stony Creek Joint Unified School District's nondiscrimination policies.

1. The complaint must be initiated within 30 days after a complainant knew, or should have known, of the alleged discrimination.
2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.
3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
4. Meetings related to a complaint shall be held at times the Stony Creek Joint Unified School District determines as least likely to interfere with school schedules and operations