The East Valley School District will inspire all students to achieve academic excellence and to become responsible citizens.

Affirmative Action Plan
2019-2023

BOARD OF DIRECTORS
Justin Voelker
President

Todd Weger
Vice President

Laura Gates
Board Member

Mike Novakovich
Board Member

Fred Helms
Board Member

Kelly Shea
Superintendent
Board Executive Secretary

East Valley School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX officer and/or section 504/ADA coordinator. Title IX Officer, Thomas Gresch, (509) 241-5053 * Section 504 Coordinator, Maureen Lyden, (509) 241-5020 * Affirmative Action Officer, Jane Rausch, (509) 241-5025 * Equal Opportunity Officer, Jane Rausch, (509) 241-5025 * 3830 N. Sullivan, Bldg. 1, Spokane, WA 99216.
EAST VALLEY SCHOOL DISTRICT NO. 361
AFFIRMATIVE ACTION PLAN
2019-2023

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I. INTRODUCTION

The East Valley School District, as a recipient of public funds, has established a firm commitment to providing equal employment opportunity to its staff and to applicants for positions in the District. The District’s nondiscrimination and Affirmative Action Policy is set forth in Appendix A and will be reaffirmed concurrent with the adoption of this five-year plan. The plan presented here is designed for the school years of 2019-2023. Although this plan covers a five-year period, it will be reviewed annually and modified, if necessary, in accordance with applicable law and district policy.

The following Affirmative Action Plan will outline steps to be taken to ensure that District policies and practices do not unlawfully discriminate against an individual on the basis of sex; race; creed; religion; color; national origin; marital status; honorably discharged veteran or military status; sexual orientation including gender expression or identity; the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability. Furthermore, reasonable steps will be taken to actively promote employment opportunities to qualified individuals in protected groups that are underutilized in the workforce.

The Affirmative Action Plan presented in this document represents the East Valley School District’s commitment to equal employment opportunity. Each employee of the district who is involved in a hiring or promotion recommendation must be committed to ensuring that the recommendation is made without discrimination. It is the responsibility of each employee to promote a strong commitment to equal employment opportunity at his/her work site and throughout the district. Copies of the Affirmative Action Plan will be made available to the State Human Rights Commission, the Office of Superintendent of Public Instruction, the State Department of Personnel, staff members, community groups, and other interested parties.

II. PURPOSE

It is the purpose of the East Valley School District’s Affirmative Action Plan to ensure equal employment opportunity for all Human Resources. The District will provide for equal employment opportunities for all employees and applicants for employment without unlawful discrimination on the basis of: sex; race; creed; religion; color; national origin; marital status; honorably discharged veteran or military status; sexual orientation including gender expression or identity; the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability.

It is also the purpose of this plan to identify at all levels of the workforce, areas of underutilization of protected groups and to identify and address, when possible, the factors that may be causing such underutilization. This plan is designed to promote outreach, recruitment, training and education efforts intended to expand the pool of qualified applicants to promote diversity, consistent with the District’s standards of excellence.

This plan advances equal employment opportunity and ensures that District policies are properly
implemented with unlawful discrimination on the basis of: sex; race; creed; religion; color; national origin; marital status; honorably discharged veteran or military status; sexual orientation including gender expression or identity; the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability.

III. RESPONSIBILITY FOR IMPLEMENTATION AND MAINTENANCE OF THE PLAN

The Superintendent has the overall responsibility for the development, implementation, coordination, and monitoring of the Affirmative Action Plan and is responsible for ensuring that administrators and supervisors are fully aware of their role in supporting the Affirmative Action Plan. The Superintendent has delegated to the Affirmative Action Officer the authority to represent the Superintendent on these matters. The Affirmative Action Officer is Jane Rausch, Director of Human Resources.

The Affirmative Action Officer is charged with the responsibility of making known the District’s desire and commitment to employ members of protected as well as non-protected groups through regular and frequent contact with community groups and employment agencies and through identifying, to the extent possible, persons with requisite skills and talents for projected openings throughout the District. The Affirmative Action Officer shall ensure that recruitment efforts are reaching protected groups as well as unprotected groups in all categories where underutilization exists.

The Affirmative Action Officer will advise the Superintendent and/or Board of Directors on equal opportunity matters as required. The Affirmative Action Officer will monitor and evaluate the Affirmative Action Plan’s accomplishments and will prepare memoranda addressing proposed action and other issues as required by this Affirmative Action Plan. The Affirmative Action Officer will conduct an annual review of the District’s progress toward the goals set forth in this Affirmative Action Plan.

The Affirmative Action Officer can be reached at (509) 924-1830 or by writing to Affirmative Action Officer, Attn: Jane Rausch, East Valley School District, 3830 N. Sullivan, Bldg. 1, Spokane Valley, Washington 99216.

IV. DISSEMINATION OF PLAN AND POLICIES

It is the responsibility of the Superintendent of the District or the Superintendent’s designee to inform all applicants for employment, all current employees, all persons responsible for hiring within the District, all employee associations, and all District contractors and subcontractors of the District’s commitment to equal employment opportunity. Communication of the District’s Affirmative Action Plan will be accomplished as follows:
A. Internal and External

Copies of the 2019-2023 Affirmative Action Plan will be distributed to all organizations, agencies, and individuals inside and outside the District as follows:

- Board of Directors
- All administrators
- All schools and/or building locations
- The president of all employee associations
- Any employee, upon request
- The Office of State Superintendent of Public Instruction
- The Washington State Human Rights Commission
- The State Department of Personnel

A statement of the District’s equal employment opportunity policy will be placed in District recruitment material, application forms, and newspaper advertisements. All District recruiting sources will be informed annually regarding the District’s nondiscrimination policy and the Affirmative Action Plan. Announcements of training opportunities that promote the goals of the Affirmative Action Plan will be issued to staff through District publications. The name, address, and telephone number of the District’s Affirmative Action Officer will be published, at least annually, in regular District publications to staff and the community. The Affirmative Action Officer and her contact information is identified in Appendix B of this document.

B. Internal

All District job postings and newspaper advertisements will include an equal employment opportunity statement. Upon employment, each new employee will be informed of the Affirmative Action Plan and policies against discrimination. Unit and department administrators shall at least annually inform all staff of the District’s Affirmative Action Plan.

V. NUMERICAL ANALYSIS OF WORKFORCE

This section of the Affirmative Action Plan reflects a numerical analysis of the East Valley School District workforce demographics. The tables that follow contain a numerical study of the District’s workforce. The term “underutilization” as used in this policy means having fewer members of a protected group in a particular job category than reasonably would be expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to East Valley School District derived from public census reports. Most of these reports are available on the Office of Superintendent of Public Instruction’s website:

http://www.k12.wa.us/Equity/Districts/AffirmativeAction.aspx
The use of such geographic areas and statistics is intended only for the purpose of implementing this Affirmative Action Plan and facilitating identification of areas of potential underutilization. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Affirmative Action Plan.

A. Availability Study

To research and prepare information for the District’s 2019-2023 Affirmative Action Plan, an availability analysis was conducted based on state census reports for gender and race/ethnicity. A report of the Washington State Population based on U.S. Bureau of the Census, 2010, identified the percentage of minorities living in Spokane County as 10.8 percent, and the percentage of women living in Spokane County as 50.6 percent. The underlined figures are utilized as the theoretical availability figure in the utilization study below.

B. Statistically Expected Utilization Figures

After the theoretical availability was determined for gender and race/ethnicity in Spokane County, the theoretical availability figure was reduced by 20 percent to arrive at a statistically expected utilization, and a comparison was performed against the statistically expected utilization. The statistically expected utilization comparison is done because it is a commonly accepted practice to use a figure that is 80 percent of the theoretical availability in determining whether protected groups are meaningfully underutilized, because pure chance may account for utilization that is 20 percent less than the theoretical availability. This is also known as the 4/5 or 80 percent rule. This is used in affirmative action plans to identify statistically significant underutilization. The use of such an adjustment avoids focusing on underutilization which may be caused by random factors not related to actual utilization patterns. A specific analysis was completed for each of the following job categories: certificated administration, classified administration, certificated employees (EVEA - East Valley Education Association), and classified employees (PSE - Public School Employees of Washington, East Valley).

C. Salary Ranges

Salary ranges as of September 1, 2018:

- Certificated Administration: $99,195 - $182,408  Base Salary
- Classified Administration: $37,669 - $132,894  Base Salary
- Certificated Employees: $44,847.94 - $88,000  Base Salary
- Classified Employees: $26,978 - $65,499  Base Salary
### D. Statistically Expected Utilization Study Chart

**East Valley School District No. 361**  
Statistically Expected Utilization Figures as of December 2018

#### Gender and Race/Ethnicity

<table>
<thead>
<tr>
<th>Category: Certificated Administration</th>
<th>Total</th>
<th>Female</th>
<th>Minority</th>
<th>Black or African American</th>
<th>Hispanic</th>
<th>American Indian or Alaskan Native</th>
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<td>50.6%</td>
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<td>2.5%</td>
<td>1.5%</td>
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<tr>
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<td>40.5%</td>
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<th>Hispanic</th>
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<td>3.8%</td>
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<td>1.2%</td>
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<table>
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<th>Hispanic</th>
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<td>0.0%</td>
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<tr>
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<tr>
<td>Underutilization (Yes or No)</td>
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<tr>
<td>Underutilization (Yes or No)</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
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</table>
VI. UTILIZATION ANALYSIS BY JOB CATEGORY AND IDENTIFICATION OF PROBLEM AREAS

A. Certificated Administration

This job category includes superintendent, assistant superintendents, principals, assistant principals, and dean of students.

<table>
<thead>
<tr>
<th>Category: Certificated Administration</th>
<th>Total</th>
<th>Female</th>
<th>Minority</th>
<th>Black or African American</th>
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<th>Asian/Pacific Islander</th>
<th>American Indian or Alaskan Native</th>
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<td>No</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

This analysis indicates that representation of females in this job category exceeds the statistically expected utilization by 6.9 percent. However, this analysis indicates that representations of minorities in this job category are underutilized by 8.6 percent. If two minorities were hired in this category the District would exceed the statistically expected utilization. These findings will be considered as the District plans and implements its future recruitment efforts to ensure the inclusion of all protected groups in such efforts. The District relies on its affirmative action data collection process, which entails voluntary reporting, for these affirmative action numbers. The District is committed to its policy of nondiscrimination.

B. Classified Administration

This job category includes District office support personnel.

<table>
<thead>
<tr>
<th>Category: Classified Administration</th>
<th>Total</th>
<th>Female</th>
<th>Minority</th>
<th>Black or African American</th>
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<tr>
<td>Current Utilization - Percent</td>
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<td>3.8%</td>
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<tr>
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<td>No</td>
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<td>Yes</td>
<td>Yes</td>
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</table>

This analysis indicates that representation of females in this job category exceeds the statistically expected utilization by 28.7 percent. However, this analysis indicates that representations of minorities in this job category are underutilized by 0.9 percent. If one minority was hired in this category the District would exceed the statistically expected utilization. These findings will be considered as the District plans and implements its future recruitment efforts to ensure the inclusion of all protected groups in such efforts. The District relies on its affirmative action data collection process, which entails voluntary reporting, for these affirmative action numbers. The
District is committed to its policy of nondiscrimination.

C. Certificated Employees (EVEA - East Valley Education Association)

This job category includes all teachers from preschool to grade 12, regardless of subject taught.

<table>
<thead>
<tr>
<th>Category: Certificated Employees EVEA</th>
<th>Total</th>
<th>Female</th>
<th>Minority</th>
<th>Black or African</th>
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<td>Yes</td>
<td>Yes</td>
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This analysis indicates that representation of females in this job category exceeds the statistically expected utilization by 24 percent. However, this analysis indicates that representations of minorities in this job category are underutilized by 6.1 percent. If 18 minorities were hired in this category the District would meet the statistically expected utilization. These findings will be considered as the District plans and implements its future recruitment efforts to ensure the inclusion of all protected groups in such efforts. The District relies on its affirmative action data collection process, which entails voluntary reporting, for these affirmative action numbers. The District is committed to its policy of nondiscrimination.

D. Classified Employees (PSE - Public School Employees of Washington, East Valley)

This job category includes all school support personnel.

<table>
<thead>
<tr>
<th>Category: Classified Employees PSE</th>
<th>Total</th>
<th>Female</th>
<th>Minority</th>
<th>Black or African</th>
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<td>Yes</td>
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This analysis indicates that representation of females in this job category exceeds the statistically expected utilization by 34.7 percent. However, this analysis indicates that representations of minorities in this job category are underutilized by .3 percent. If one minority was hired in this category the District would meet the statistically expected utilization. These findings will be considered as the District plans and implements its future recruitment efforts to ensure the inclusion of all protected groups in such efforts. The District relies on its affirmative action data collection process, which entails voluntary reporting, for these affirmative action numbers. The District is committed to its policy of nondiscrimination.
VII. GOALS AND ACTION PROGRAMS TO ACHIEVE GOALS

A. Goal 1 – Job Analysis, Recruitment, and Selection

The District’s goal is to seek purposely and actively a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels to ensure an increased opportunity for members of underutilized groups to be considered for employment by the District.

Action Programs:

- Review District recruitment efforts. This will include an analysis of how vacancies are advertised. The District will continue to post all vacancies on the District website and other job search websites in an effort to overcome geographical and cultural barriers. The District will also attempt to focus recruitment on efforts to ensure communication with underrepresented groups and other applicants by targeting specific organizations/publications to advertise vacancies.
- Qualified minority applicants will be considered for openings as they occur.
- Upward mobility of minorities in the District will be encouraged.
- Increase the awareness of equal employment opportunity among all personnel involved in hiring.
- Ensure that accurate information is maintained regarding the demographic make-up of the District’s workforce.
- Review all hiring processes to ensure all efforts are occurring as stated.

B. Goal 2 – Education and Training

The District’s goal is to promote a culture of respect and diversity in the workplace, and to ensure that members of the District community are aware of the Affirmative Action Plan and their roles and responsibilities in enforcing the District’s policies concerning equal employment opportunity.

Action Programs:

- Continue an emphasis on developing annual objectives and strategies at each building to increase gender equity, and multi-cultural opportunities in both the instructional and activities programs. Each staff member has responsibility for carrying out the equal employment strategies as outlined in the Affirmative Action Plan adopted by the District.
- Provide support for schools to develop and carry out multi-cultural and gender equity training programs and special projects.
- Provide multi-cultural training for personnel at the elementary, middle school, and high school levels, in conjunction with incorporating multi-cultural and gender equity concepts, awareness, and information into the curriculum.
- Provide regular training and emphasis on providing a working environment free from unlawful discrimination.
- Provide recognition for staff contributions to the District’s efforts to provide a diverse educational environment, free from unlawful discrimination.
- Other means of promotion and information dissemination will be utilized as necessary to
ensure that the community and District staff are informed of the goals and objectives of equal employment opportunity.

C. Goal 3 – Preventing Employment Discrimination Based on Sex

This goal and the following objectives are included to ensure that the District does not discriminate against any person on the basis of sex in employment, recruitment, and promotion or advancement.

Action Programs:
- Maintain credential requirements for all personnel.
- Make no differentiation in pay scale on the basis of sex.
- Make no differentiation in the assignment of school duties on the basis of sex, except where there is a compelling need for such qualification based on the nature of the duties; e.g. an assignment that involves supervising students in areas or situations where persons might be disrobed.
- Provide the same opportunities for advancement without regard to sex.
- Make no difference in conditions of employment including, but not limited, to hiring non-instructional duties on the basis of sex.

VIII. INTERNAL AUDIT AND REPORTING

The Human Resources Department will maintain such records as to comply with local, state, and federal requirements pertaining to employment. The Human Resources Department will maintain a record system that will collect facts on District employees’ and applicants’ gender, race/ethnicity, etc. This will help ensure that the District’s efforts are reaching protected groups. The District relies on its affirmative action data collection process, which entails voluntary reporting, for the affirmative action numbers.

Annual reviews of the District’s progress toward the goals set in this plan will be conducted by the District’s Affirmative Action Officer and reported to all District administrators and to the School Board.

IX. SUPPORTIVE SYSTEMS

Recruitment and Employment Plan

The Human Resources Department considers all applicants and employees on the basis of job-related qualifications. The District selects employees as needed on the basis of merit, training, and experience with no unlawful discrimination against any employee or applicant because of sex; race; creed; religion; color; national origin; age; veteran or military status; sexual orientation, gender expression or identity; disability; use of a trained dog guide or service animal by a person with a disability; and provides equal access to the Boy Scouts and other designated youth groups. In addition, the District selects employees without preferential treatment on the
basis of race, sex, ethnicity or nation origin. A continuing review of hiring criteria is made to ensure the relevance of the job qualifications to the tasks to be performed and the needs of the position. The District promotes continued relationships with organizations that are a recruitment source for individuals from protected groups, including those groups that currently may be underutilized in the workforce. These organizations include such agencies as the state job service agencies and college and university placement offers. Job announcements are distributed to each building and individual within the District. Jobs may also be advertised in newspapers and online.

Specific emphasis will be placed on the outreach and recruitment of members of protected groups along with the efforts made to reach non-protected groups. Recipient listings for classified job announcements will be reviewed to ensure continued inclusion of agencies serving minority communities, as well as other protected and non-protected groups.

Consistent with the District’s equal employment opportunity policy, and in addition to other measures described in the Affirmative Action Plan:

- Publicity for job openings may include, without limitation, informing professional groups and organizations, with memberships that include both protected and non-protected groups, visiting areas to promote a diverse population of qualified applicants, and list job openings, including minimum qualifications, on bulletin boards in all district buildings.
- All staff will be encouraged to facilitate recruitment of a diverse pool of qualified applicants, including individuals from underutilized groups.
- Any recruiting sources will be notified of the District’s equal employment policy.

Training

The District recognizes the importance of on-going training for employees both to assist in upgrading skills and to assist in personal growth. The District will continue to develop and provide career counseling to staff to assist personnel in moving to levels of greater responsibility.

X. REDUCTION IN FORCE

The District’s reduction in force procedures for bargaining unit positions is established by collective bargaining agreements. Seniority within the appropriate job group is the principal factor determining retention. Affirmative action is not currently a factor in negotiated reduction in force procedures. Reduction in force procedures for administrative and other exempt positions are established by School Board policy and do not explicitly address Affirmative Action. If a reduction in force is necessary, consistent with its legal and contractual obligations, the District will make reductions in force bearing in mind its commitment to equal employment opportunity.

APPENDIX A

East Valley School District No. 361
Policy #5010
Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination on the basis of sex; race; creed; religion; color; national origin; marital status; honorably discharged veteran or military status; sexual orientation including gender expression or identity; the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability.

The board shall designate a staff member to serve as Affirmative Action/Title IX Compliance Officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action, which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of protected groups who are underutilized in the job classifications in relationship to the availability of such persons having requisite qualifications. Such affirmative action shall also include recruitment, selection, training, education, and other programs.

The Superintendent shall develop an Affirmative Action Plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups.

This policy, as well as the Affirmative Action Plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

B. The district shall make reasonable accommodations to the known physical or mental
limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the District program. Such reasonable accommodations may include:

- Making facilities used by staff readily accessible and usable by persons with disabilities;
- Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.

In determining whether or not accommodations would impose an undue hardship on the District, factors to be considered include the nature and cost of the accommodations.

C. The District shall not make use of any employment test or criteria that screens out persons with disabilities unless:
- The test or criteria is clearly and specifically job-related; and
- Alternative test or criteria that do not screen out persons with disabilities are available.

D. While the District may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant’s ability to perform job-related functions.

E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

APPENDIX B

East Valley School District No. 361
Identification of District Affirmative Action Officer
The Superintendent has designated the individual listed below as the Affirmative Action Officer of the East Valley School District:

Jane Rausch  
Director of Human Resources  
3830 N. Sullivan, Bldg. 1  
Spokane Valley, WA 99216  
(509) 924-1830  
rauschj@evsd.org  
www.evsd.org

Effective Date of Appointment: July 1, 2018