POLICY 3.05

4-D I recommend the Board adopt the proposed revisions to Policy 3.05, entitled "Equal Employment Opportunity Policy."

The proposed policy revision in line 8, are brought at the request of the Flori da Department of Education Equal Educational Opportunity 2000-2001 Monitoring Work Plan. For additional information on this plan, contact Dr. Maryann DuPont, Assistant Superintendent, 434-8963.

The proposed policy revisions in lines 57, 62-64, 74, 77-78, 81, 87, 97-98, 102, 108-114, were proposed by Board members at the Special Board Meeting on August 6, 2001.

The Board approved the policy for development on December 3, 2001.

The proposed policy revisions in lines 109-110, were proposed by Board members at the Special Board Meeting on January 14, 2002.

PROPOSED REVISIONS TO POLICY 3.05

EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A 1. It is the policy of The School Board of Palm Beach County to prohibit discrimination of on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status or disability in all employment practices of the D district. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.
- B <u>2.</u> The B <u>b</u>oard is committed to the principle of fostering diversity in order to enrich the educational experiences of all students through exposure to adults from many backgrounds, thereby providing educational settings that promote an understanding of diversity and contribute to the quality exchange of ideas inherent in the educational setting. The <u>B</u> <u>b</u>oard is also committed to re_mediating any significant underrepresentation on the basis of a particular race, ethnicity, national origin or sex, within appropriate D <u>d</u>istrict job categories, if it exists and where there have been past employment practices that adversely affected current opportunities of individuals based on race, ethnicity, national origin or sex.
- € <u>3.</u> To assist the <u>B</u> <u>b</u>oard in monitoring implementation of this—<u>P</u> <u>p</u>olicy, the <u>S</u> <u>superintendent/</u>, <u>or</u> designee, shall maintain records and shall submit to the <u>B</u> <u>b</u>oard an annual report. The report shall provide the following information:
 - 1 <u>a</u>. The composition of the entire workforce, in accordance with <u>U.S. Equal Employment Opportunity Commission ("EEOC")</u> Guidelines <u>found in 29 Code of Federal Regulations ("CFR") 1607</u>
 - 2 <u>b.</u> The composition of the entire workforce, broken down by job category, in accordance with EEOC Guidelines.
 - 3 <u>c.</u> The composition of the workforce of each school and department, in accordance with EEOC Guidelines.
 - 4 <u>d.</u> The composition of the workforce of each school and department, broken down by job category, in accordance with EEOC Guidelines.

80	b.	Any employee, who believes that he/she has been the subject of discrimination
81		as defined in Section 1 herein by anyone at the district or by anyone who does
82		business with the district, should, and is encouraged to, bring the matter to the
83		attention of his/her supervisor or to the superintendent's designee for equal
84		employment opportunity pursuant to procedures outlined in Policy 3.31.
85		
86	<u> </u>	Any employee who is aware of behavior toward another employee which they
87		feel may constitute discrimination as defined in Section 1 herein shall also
88		report the matter to their supervisor or the superintendent's designee for equal
89		employment opportunity, 3300 Forest Hill Blvd., West Palm Beach, FL 33406.
90		
91	<u>d.</u>	If warranted, a prompt and thorough investigation of the all eged discrimination
92		will be conducted and appropriate corrective action will be taken. Complaints
93		of discrimination will be treated as confidential throughout the investigation.
94		Once the investigation is completed, confidentiality shall be determined by the
95		applicable state and federal laws.
96		
97	<u>e</u> .	Any individual found to have engaged in discrimination as defined in Section
98		1 herein will be disciplined up to and including termination.
99		
100	<u>f.</u>	The district will not retaliate against an employee, potential employee, or
101		former employee who, in good faith, makes a complaint or report of
102		discrimination asdefined in Section 1 herein or participates in the investigation
103		of such a complaint or report. Retaliation against any individual for good faith
104		reporting of a claim of harassment or cooperating in the investigation will not
105		be tolerated and will itself be subject to appropriate discipline. Incidents of
106		retaliation shall be reported in the manner discussed above.
107		
108	g.	All employees must file the grievance pursuant to the procedure in Section 6
109		of this policy. The exception is the superintendent, internal auditor or chief
110		counsel to the school board, who must file the grievance/complaint with the
111		board chair.
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STATUTORY AUTHORITY:

 $\S \underline{\S} \ 230.23 \text{(17)}; 230.23005, \ \text{Fla. Stat.}$

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116 117 118 119 120	LAWSIMPLEMENTED:	Age Discrimination in Employment, 29 U.S.C. § 621, et. seq.; Americans with Disabilities Act, 42 U.S.C. § 12101 et. seq.; Title VII, 42 U.S.C. § 2000e et. seq.; § 230.23(5), Florida Civil Rights Act § 760.02, et. seq. Fla. Stat.
120	HISTORY:	3/3/76; 8/17/77; 6/16/82; 1/8/86; 9/22/99; <u>/ /02</u>

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Legal signoff

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29 CFR1607.4 (page 1)

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29CFR1607.4 (page 2)

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Aronson memo dated 08/10/2001

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Aronson memo (page 2)

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proof of policy withdrawal

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Proof of policy development

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Proof of adoption notice

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Estimated cost form