

Educational Philosophy  
Series 100

Policy Title: Educational Equity, Non-discrimination, and Affirmative Action Policy      Code No. 101

**Policy Statement**

Heartland AEA does not discriminate against any employees or applicants for employment on the basis of race, color, creed, sex, gender identity, sexual orientation, marital status, family status, genetics, national origin, religion, age, military or veteran status, pregnancy, or disability. Heartland AEA hires individuals who meet or exceed position requirements, considers the veteran status of applicants, and provides opportunity in accordance with applicable equal employment opportunity and affirmative action laws and directives and regulations of federal, state, and local governing bodies and agencies.

Curriculum content and instructional materials used by Heartland AEA are to reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to everyone in our society. The curriculum is to foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each person as a member of a pluralistic society.

**Scope of Policy**

Affirmative implementation of equal employment opportunity (employees and applicants for employment) and non-discrimination includes, but is not limited to, the areas of recruitment, selection, compensation and benefits, promotion, demotion, transfer, termination, layoff, treatment during employment, professional development and training, curriculum content and instructional materials, any educational services, programs or activities, and other terms and conditions of employment.

**Accountability Overview**

All individuals representing the work of Heartland AEA are expected to know of and fully accept the Educational Equity, Non-discrimination, and Affirmative Action policy and to make certain that no individual, whether employee, applicant, or those we serve suffer discrimination because of race, color, creed, sex, gender identity, sexual orientation, marital status, family status, genetics, national origin, religion, age, military or veteran status, pregnancy, or disability.

Responsibility for implementing the policy is assigned to the executive director of human resources, who will render full assistance and support for those seeking help and assistance. This policy will be reviewed by the administration each year. Heartland AEA employees are informed of the workplace harassment policy as a part of initial orientation. Annual review is confirmed through employee certification of the staff handbook.

Persons believing they have been discriminated against in violation of this policy may file a complaint in accordance with the procedure contained in the staff handbook.

Inquiries regarding compliance with federal and state statutes and rules and regulations may be directed to the Human Resources Manager, Area Education Agency 11, 6500 Corporate Drive, Johnston, IA 50131, 515/270-9030; to the Director of Iowa Civil Rights Commission, Des Moines, IA; or to the Office of Civil Rights, Kansas City, MO 64106.

**Disclaimer**

In preparing this policy, Heartland AEA has used terminology contained in state and federal law. Consequently, none of the terminology used should be construed as an admission by Heartland AEA, in whole or in part, that any individual has been or is presently being discriminated against. Nor is the effect of this policy intended to discriminate against a person or group of persons with respect to employment opportunities for which they are qualified on the grounds that they are not the beneficiaries of affirmative action. Indeed, nothing herein is intended to sanction the discriminatory treatment.

Date of Adoption:

May 13, 1985

Reviewed: 2/96, 11/05

Amended: 4/98, 6/90, 9/91, 8/99, 7/03, 12/07  
7/11, 1/13, 4/14/15, 8/8/17