

Educational Philosophy

Series 100

Policy Title: Non-discrimination in Employment and Affirmative Action

Code No. 103

Policy Statement

It is the policy of Heartland AEA not to discriminate 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 in its employment practices.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for Heartland AEA to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

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, 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 Non-discrimination in Employment and Affirmative Action policy and will endeavor that no individual, whether employee, or applicant for employment 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 Chief Human Resource Officer, 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 non-discrimination and affirmative action policies as a part of initial orientation and annual review is confirmed through employee certification of the staff handbook.

The Agency will respond promptly to allegations of discrimination in employment practices by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

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If individuals would like to file a complaint, please use the general complaint form found on the Heartland AEA website at: <http://www.heartlandaea.org/non-discrimination/> and submit to the Chief Administrator or one of Heartland AEA's Level 1 Investigators below: ([Heartland AEA Staff Directory](#))

- Primary: Chief Human Resources Officer
- Alternate: Chief Student Services Officer
- Chief Administrator

If individuals have questions or a complaint related to this policy please contact the Heartland AEA Chief Human Resources Officer, 6500 Corporate Dr., Johnston, IA 50131-1603, the Director, Iowa Civil Rights Commission, Des Moines, Iowa 50319-1004 or Director, Office for Civil Rights, Kansas City, MO 64106.

Legal References:

- 20 U.S.C. § 1681 et seq.
- 34 C.F.R. § 106 et seq.
- 20 U.S.C. §§ 1221 et seq.
- 20 U.S.C. §§ 1701 et seq.
- 29 U.S.C. § 206 et seq.
- 29 U.S.C. § 794
- 42 U.S.C. §§ 2000d and 2000e.
- 42 U.S.C. §§ 12101 et seq.
- 34 C.F.R. Pt. 100.
- 34 C.F.R. Pt. 104.
- Iowa Code §§ 216.6; 216.9; 256.11, 280.3.
- 281 I.A.C. 12.

Date of Adoption:

4/9/19

Amended: 5/10/22, 5/9/23