

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 to make certain 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 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 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 you 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:

- Primary: Nia Chiaramonte, Director of Human Resources (nchiaramonte@heartlandaea.org)
- Alternate: Kristi Upah, Chief Student Services Officer (kupah@heartlandaea.org)
- Jon Sheldahl, Chief Administrator (jsheldahl@heartlandaea.org)

If you have questions or a complaint related to this policy please contact the Director of Human Resources, 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.

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:

4/9/19