



ADMINISTRATIVE POLICY  
Equal Employment Opportunity  
HUM-A017

Policies are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/qam/qam-documents>

1. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion and training of all employees regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, veterans' status, genetic information or other categories protected by law and as defined in ORS Chapter 659A.
2. Proactive measures will be taken to ensure equal employment opportunities based on an individual's qualifications for and/or performance of specific duties in relation to organizational needs. In order to comply with the Oregon Minority Teachers Act, the District will make meaningful efforts to recruit, employ, support and retain a qualified work force that reflects the diversity of our student body.
3. Continuous effort will be devoted to the improvement of human relationships to prevent discriminatory practices in the District.
4. The District will make special efforts to inform all staff members of available training opportunities and assist them in securing training to improve their skills for potential advancement.
5. The Superintendent designates the Executive Director of Human Resources to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972 (*see Policy HUM-A036, Title IX*).
  - 5.1. The District shall notify students and employees of the name, office address, email address and telephone number of the employee or employees appointed. The compliance officer will investigate complaints communicated to the district alleging noncompliance with this policy and the laws listed above.
6. Requests for reasonable accommodations in accordance with the Americans with Disabilities Act should be directed to Human Resources.
7. **Revision History:**

Date	Description
	See archives for document history
2/17/16	Changed "Assistant Superintendent" to "Executive Director of Human Resources"
9/9/19	Added section 6
8/25/20	Added reference to policy HUM-A036; added email address to 5.1

Approved By: Executive Director of Human Resources (approval on file)