

EQUAL EMPLOYMENT OPPORTUNITY

The District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will utilize affirmative action standards which are based on the population of the district community, the student population served, or the individuals who can reasonably be recruited. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, pregnancy or related condition or disability. In keeping with the law, the board will consider the veteran status of applicants.

Background checks and employment eligibility checks for candidates selected for hire will be performed in accordance with applicable laws. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived, but the employment eligibility check will still be performed. The district will perform repeat background checks on applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Edgewood Colesburg Community School District, Edgewood, Iowa 52042; or by telephoning 563-928-6412.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 500, Milwaukee, WI, 53203-2292, (414) 662-3680 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (515) 281-4121 or 1-800-457-4416, <https://icrc.iowa.gov/>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

In accordance with Title IX of the Education Amendments Act of 1972, the Edgewood-Colesburg Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations

implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment, and for the investigation and resolution of such complaints.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Melissa Connor at 403 West Union St., Edgewood, Iowa, by email at mconner@edge-cole.k12.ia.us, or by phone at (563) 928-6411. A report may also be filed with deputy coordinators:

Trevor Heying, theying@edge-cole.k12.ia.us, (563) 856-2415, 409 East St., Colesburg, Iowa.

Karla Trenkamp, ktrenkamp@edge-cole.k12.ia.us, (563) 928-6411, 403 West Union St., Edgewood, Iowa.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited.

Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 2000e et seq.
42 U.S.C. §§ 12101 et seq.
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8.
281 I.A.C. 12.4; 95.

Cross Reference: 102 Equal Educational Opportunity
102-R(1) Equal Educational Opportunity - Grievance Procedure
102-E(1) Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2) Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3) Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4) Equal Educational Opportunity - Discrimination Complaint Form
102-E(5) Equal Educational Opportunity - Witness Disclosure Form
102-E(6) Equal Educational Opportunity - Disposition of Complaint Form
104 Anti-Bullying/Harassment Policy
104-R(1) Anti-Bullying/Harassment Policy - Investigation Procedures
104-E(1) Anti-Bullying/Harassment Policy - Complaint Form
104-E(2) Anti-Bullying/Harassment Policy - Witness Disclosure Form
104-E(3) Anti-Bullying/Harassment Policy - Disposition of Complaint Form
405.02 Licensed Employee Qualifications, Recruitment, Selection
411.02 Classified Employee Qualifications, Recruitment, Selection

Adopted: 2/15/99
Reviewed: 08/10/2026
Revised: 08/10/2026