
ASD

LEGAL REQUIREMENTS

The District shall meet all of the federal, state and local criteria required to be an equal opportunity employer. Compliance includes, but is not limited to, the following laws and regulations as they have been amended and interpreted:

- Equal Pay Act of 1963
- Title VII of the Civil Rights Act of 1964, as amended, and Civil Rights Act of 1991
- Age Discrimination in Employment Act of 1967.
- Presidential Executive Order #11375 of 1968
- Rehabilitation Acts of 1973 and 1977
- Vietnam Era Veteran's Readjustment Act of 1974
- Americans with Disabilities Act of 1990- prohibits discrimination against people with disabilities.
- Anchorage Municipal Code, Title V, Chapter 5: Article 20.

Title IX/ADA/Section 504 Policies:

It is the policy of the Anchorage School District not to discriminate on the basis of sex or disability in education or employment programs, policies, or activities as required by Title IX of the Educational Amendments Act of 1972, Section 504 of the Vocational Rehabilitation Act Amendments of 1973, and American with Disabilities Act of 1990.

Nondiscrimination & Harassment Policy

(School Board Policy 114)

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability and other human differences. It is the policy of the District to comply with the applicable statutes, regulations, and executive orders enforced by Federal, State and Municipal agencies.

All Students and employees of the Anchorage School District have a right to pursue their education or occupation in compliance with applicable law and policy with dignity in a safe environment. Neither discrimination nor harassment of employees, students, or volunteers is permitted in the District. This policy applies with regard to the District facilities, premises, vehicles, computers, servers, and electronics located both on and off school property; and conduct on non-school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or is otherwise subject to authority of the District.

Violation of this policy by board members, administrators, employees, parents, volunteers, vendors, or others doing business with the District is prohibited.

Individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Harassment includes, but is not limited to unwanted and unwelcomed verbal or sexual or physical interactions or communications that are offensive and create a hostile, abusive or unsafe work or school environment.

ANCHORAGE SCHOOL DISTRICT

WHAT YOU SHOULD KNOW ABOUT

EQUAL EMPLOYMENT OPPORTUNITY (EEO)



Forward inquires or complaints to:

Equal Employment Opportunity Office

Attn: EEO Director

ASD Education Center

5530 E. Northern Lights, Blvd
Anchorage, Alaska 99504-3135

Phone: (907) 742-4132

Fax: (907) 742-4226

EEO #021 7/09

Employees and applicants may use the EEO Office to address any protected right, including rights protected under Title IX, ADA and Section 504.

EEO Policy Statement
532.241 Anchorage School Board Policy

It is the policy of the Anchorage School District to provide equal opportunity for employment, prohibiting discrimination in employment practices because of race, color, religion, sex, national origin, physical or mental disability, marital status, change in marital status, pregnancy, and age. The District shall also promote the full realization of equal employment practices through nondiscrimination in hiring placement, upgrading, transfer, demotion, recruitment, advertisement, solicitation for training, layoff, termination and all other conditions of employment.

ASD Statement of Nondiscrimination

It is the policy of the Anchorage School District to provide equal educational and employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, disability, national origin, gender, marital status, change in marital status, pregnancy, parenthood or other prohibitions. This policy is consistent with numerous laws, regulations, and executive orders enforced by various Federal, State, and Municipal agencies.

Inquiries or complaints may be addressed to the School District's Equal Employment Opportunity Director, who also serves as the Title IX Coordinator, ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135, (907) 742-4132 or to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Director of the Office for Civil Rights, Department of Education, Department of Health and Human Services.

How To File A Discrimination Complaint

Any employee or applicant for employment who believes he/she has suffered unlawful discrimination may file the appropriate complaint with the EEO Office or other agency. The School Board hopes to facilitate the early and informal resolution of complaints at the lowest possible administrative level. However, the EEO Office will investigate all formal complaints.

Before a formal complaint is filed with the EEO Office:

In order to resolve issues quickly and at the lowest level possible employees should:

- A. Discuss the concern with his/her immediate supervisor. If the supervisor is the source of the concern; or the concern is unresolved; or the employee is uncomfortable discussing the concern with the supervisor, then the employee should;
- B. Discuss the complaint with the department or division supervisor;
- C. If the department supervisor does not resolve the complaint within five (5) working days, or it is determined upon consultation between the employee and the EEO Office that circumstances prevent using steps (A) or (B), the employee may file a formal discrimination complaint with the EEO Office.

Employees may also contact the EEO Office at anytime during the above process for general information and guidance in the EEO process.

To file an EEO complaint:

1. File your complaint within **30 days of the alleged discriminatory act.**
2. Complete the ASD EEO Complaint Form.
3. Interview with the EEO Director or EEO Specialist
4. Provide information about the alleged incident.
5. Agree to an informal meeting with the EEO Office and your supervisor.

The EEO Office will investigate and advise all parties on matters pertaining to rights and procedures under Board Policies and agreements and applicable state and federal laws and municipal ordinances.

EEO Complaint forms are available from the EEO Office, all ASD schools, departments and on the ASD Web site @ www.asdk12.org.

The EEO Office will attempt to resolve the matter informally within twenty (20) working days. Any employee who remains unsatisfied with the decision may file with any of the following agencies:

- Municipality of Anchorage Equal Rights Commission
343-4342/TTY 343-4894
- Equal Employment Opportunity Commission
800-669-4000
- Alaska State Commission For Human Rights
274-4692/TTY276-3177
- Municipal Ombudsman Office
343-4461
- Office of Civil Rights for the Department of Health and Human Services
800-9681019
- Alaska Labor Relations Agency
269-4895

Note: These agencies have timelines for filing of complaints.