

Chapter 4: PERSONNEL  
Section 2: RECRUITMENT AND CERTIFICATION

**Non-Discrimination, Equal Employment Opportunity and Affirmative Action**

The Dubuque Community School 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 school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established non-discrimination, equal employment opportunity and affirmative action policies.

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 age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status. In keeping with the law, the district will consider the veteran status of applicants.

The district will perform background investigations on all applicants for any school employee position, including applicants for part-time, substitute, or contract employee positions. All such background investigations will include review of the Iowa court information system, Iowa sex offender registry, central registry for child abuse, central registry for dependent adult abuse, criminal history background check, and license revocation. The school district will perform background investigations on each school employee every five years following the employee's initial date of hire. Notwithstanding the foregoing, the school district will perform background investigations on each bus driver upon the renewal of the bus driver's license issued by the department of transportation for the operation of a school bus. There is no charge to applicants or employees for the registry checks conducted pursuant to this paragraph. Any school employee found to be listed in the sex offender registry, the central registry for child abuse information, or the central registry for dependent adult abuse information shall be subject to immediate suspension from duties.

The foregoing paragraph regarding background investigations does not apply to teachers who hold a valid license issued by the board of educational examiners. Prior to employment of any such teacher who holds a license other than an initial license issued by the board of educational examiners, the school district will initiate a state criminal history record check of the applicant through the division of criminal investigation of the department of public safety, submit the applicant's fingerprints to the division for

submission to the federal bureau of investigation for a national criminal history record check, and review the sex offender registry available to the general public, the central registry for child abuse information, and the central registry for dependent adult abuse information. Such applicants may be charged a fee not to exceed the actual costs charged the school district for the background checks described in this paragraph. The school district may rely upon an applicant's valid initial license issued by the board of educational examiners as satisfaction of the background investigations referenced in this policy.

Advertisements and notices for vacancies within the district will contain the following statement: "The Dubuque Community School District is an equal employment opportunity/affirmative action 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, shall contact by phone, mail or in person the Chief Human Resources Officer, The Forum, 2300 Chaney Road, Dubuque, Iowa (563) 552-3028.

Complaints may also be directed to the Director of the Dubuque Human Rights Department in Dubuque, Iowa; Iowa Civil Rights Commission in Des Moines, Iowa; or to the Region VII Office for Civil Rights within the United States Department of Education, in Milwaukee, Wisconsin.

Adopted: August 13, 1990  
Revised: July 16, 2007  
Revised: March 10, 2014  
Revised: December 9, 2019

*Cross-references to related District policies:*  
*#1001 Anti-Harassment/bullying*  
*#1003 Race and Ethnic Relations*