

**PERSONNEL: GENERAL****Equal Employment Opportunity; Affirmative Action in Employment  
& Contracting; Harassment Prohibited**

It is the policy of the Berryessa Union School District to assure equal employment opportunity and to prohibit discrimination in employment, promotion, compensation, training, transfer or assignment, based on race, religion, color, gender, sexual orientation, age, citizenship, national origin, challenging conditions or any other factor not related to job duties.

The district prohibits sexual harassment of employees, applicants for employment, students, and persons visiting school grounds and facilities. Employees and others who believe they have experienced sexual harassment are encouraged to file a complaint with the Superintendent under policy and administrative guidelines 4013: Sexual Harassment.

The district also prohibits harassment of employees and applicants for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex, by district administrators or employees. "Harassment" includes verbal, physical, and visual forms of harassment. Employees who believe they have experienced prohibited harassment may file a complaint under the Board's Miscellaneous Complaint policy.

Employees who have committed prohibited harassment will be disciplined in accordance with law and established procedures.

The Berryessa Union School District recognizes that mere prohibition of discriminatory practice is not enough to assure elimination of such practices. Affirmative, aggressive, well-directed action is needed to remedy the effects of past inequities and to assure that all possible barriers to employment of minorities and women are eliminated at all employment levels within the District. This includes aggressive efforts to recruit and assist minorities, as well as women or men in any occupational areas where either gender is under-utilized.

Bilingual and bicultural staff shall be selected where such qualifications are job related as required to meet the needs of bilingual/bicultural children. The applicant whose background and training is most appropriate for a specific position will be hired. Factors such as culture, background, and language will be considered important aspects.

The Berryessa Union School District, by this policy, is pledged to attain racial and gender parity between employees of Berryessa Union School District and the student population of Berryessa Union School district. Parity shall be attained at all responsibility levels and within every classification of both the certificated and classified work force.

The Board encourages community involvement in the hiring procedures of the District and endorses the committee concept as a method of achieving community participation in the employment process. Committees should be established to assist in the implementation of the Affirmative Action Program. These committees shall be composed of citizens who reflect the racial/ethnic classifications of the community.

Legal References: California Administrative Code, Title V, Division I of Part I  
Guidelines for Affirmative Action Employment Programs  
California State Board of Education

General References: California Education Code  
44100-44105. (Article 4) Affirmative Action Employment  
California Fair Employment Practices Act (Sections 1410, et  
seq.)  
Titles VI and VII, Civil Rights Act of 1964  
(42 U.S.C. 2000 (d)-2000 (e)-15)  
Title 45, Code of Federal Regulations (Sections 70.1-70.16)  
Presidential Executive Order 11246, as amended by Executive  
Order 11375 California Code of Fair Practices  
California Government Code Section 12940  
2 California Code of Regulations Section 7287.6(b)

Policy (4111.1 and 4211.1) Adopted: September 25, 1975  
Renumbered Policy Adopted: July 28, 1983  
Revised Policy Adopted: April 20, 1993  
Revised Policy Adopted: July 15, 1997