

Griffin School District #324  
**AFFIRMATIVE ACTION PROGRAM**  
March 2013 to March 2018 (A five year plan)

**SECTION A**

**Development or Reaffirmation of  
Policy 5010 Prevention and Elimination of Discrimination in Employment**

The following Board of Directors statement provides the basic policy upon which the Affirmative Action Program is based and will continue to be developed:

**Goal**

Diversity awareness and appreciation is necessary for students to become successful in today's adult world. Griffin School District is committed to ensuring that it reflects the rich diversity present in the lower Puget Sound area. Therefore, the district will develop and implement an Affirmative Action Program to ensure the recruitment of minorities (i.e. African-American, Hispanic-American, Asian-American/Pacific Islander, and Native American) and women at all levels of its work force.

It has been, and continues to be, the policy of Griffin School District No. 324 to recruit, hire, train and promote persons in all job classifications without regard to race, color, creed, national origin or ancestry, religion, sex, sexual orientation including gender expression or identity, age, familial or marital status, veteran status, the presence of any sensory, mental or physical disability, and or the use of a trained dog guide or service animal by a person with a disability. The District also provides equal access to the Boy Scouts, Girl Scouts, etc. and other designated youth groups. This holds true for all district employment programs, activities and opportunities.

All personnel actions will be in accordance with the Affirmative Action Program. The basic purpose of this is to further the utilization of diverse candidates (African-American, Hispanic-American, Asian-American/Pacific Island, and Native American) and women at all levels and in all segments of the work force.

It is the responsibility of all personnel to conduct themselves in their daily activities in such a way as to ensure that all personnel actions with respect to compensation, benefits, privileges, transfers, layoffs, return from layoff, training, and social programs will be administered without regard to race, color, religion, sex, age, national origin, marital status, or sensory, physical or mental handicap.

To ensure that promotion and job opportunity decisions are in accord with the principles of equal employment opportunity and that those decisions account for all valid relevant factors with respect to ability, performance, potential, and real job requirements, the district will continue to conduct the utilization analysis process. In addition, the affirmative action plan along with policy 5010 will be reviewed by the Griffin School Board annually.

The Board of Directors, Superintendent and employees foster the spirit and principle of equal employment opportunity and cooperate fully to assure the success for the Affirmative Action Program.

## **SECTION B**

### **Dissemination of Policy**

#### Internal:

- The Board of Directors Statement of Policy will be permanently posted as an official notice on all appropriate bulletin boards.
- The Board of Directors Statement of Policy will be incorporated into negotiated agreements with certificated and classified personnel.
- The Board of Directors Statement of Policy will be incorporated into the policy handbook under the sections governing employment policies, procedures, and regulations.
- Items of information and interest with respect to affirmative action will be published in the regular informational bulletin.
- All administrative and supervisory personnel responsible for personnel actions will be trained in affirmative action policies and procedures.

#### External:

- Recruiting letters to college placement offices by the Personnel Cooperative will include a statement of reference to the District's Affirmative Action program emphasizing current equal employment opportunity and the spirit of affirmative action goals.
- All general or special recruiting sources for classified personnel will be notified in writing of the District's Affirmative Action Policy.
- All posted notices of employment opportunities will bear the statement, "we are an equal opportunity employer."
- The forms used for applications for employment, both the certified personnel and for classified personnel, will contain an equal employment opportunity policy statement.
- Working the Public Schools Personnel Cooperative, advertisement will be utilized to publicize the District's efforts to fill openings in accordance with the goals of this plan.
- All contractors providing capital improvement services for goods directly to the district will be notified in writing of the District's Affirmative Action Program and be asked to provide statement of purpose, program and intent with respect to their own affirmative action efforts.

## SECTION C

### Staff Responsibility for Implementation and Evaluation

The Public Relations/Compliance Coordinator of the district is designated as the Affirmative Action Officer with the overall responsibility for development, implementation, coordination and monitoring of the Affirmative Action Program.

An Affirmative Action Committee will be formed with the Affirmative Action Officer as the chairperson. Committee Members include:

- Greg Woods, Superintendent
- Melody Simmons, Finance & HR Administrator
- Zina Losey, Facilities & Child Nutrition Program Supervisor
- Karen Lett, Transportation Program Supervisor
- Kelli Anderson, Public Relations/Compliance Coordinator
- Doug Anderson, Assistant Principal
- Rebekah Keiser, Teaching & Learning Director

The Affirmative Action Committee will monitor the development, implementation and coordination of the Affirmative Action Program. The committee will include the Superintendent, and the Principal. Recommendations will be presented to and reviewed by the Districts Leadership Team for consideration.

The Affirmative Action Officer for the Griffin School District is:

**Kelli Anderson, Public Relations/Compliance Coordinator**  
Griffin School District #324  
6530-33<sup>rd</sup> Avenue, NW  
Olympia, WA 98502

The Affirmative Action Officer's specific duties are to:

- Monitor the Affirmative Action Policy
- Update and revise the policy
- Implementation of the policy and following through with staff, community and board

Training is provided to paraprofessionals and office staff for improvement of job performance at no cost. Training is for maintenance/improvement of qualifications. Training is not for upward mobility. Upward mobility is limited in small school districts.

#### Policy Manual

The Board of Directors policy manual will continue to be updated to reflect all current personnel practices and procedures and includes affirmative action procedures and guidelines

### Terminations

A written termination report will be made on all voluntary and involuntary terminations, stating various reasons for leaving and documenting terminations, warnings and reprimands on file in the personnel folder in accordance with the GEA and Teamsters Contracts.

### Progress Report

The Affirmative Action Officer will report to the Board of Directors no less than each October, on the progress the district is making toward its affirmative action goals.

## SECTION E

### Problem Areas Identification

#### **Review of Protected Areas amongst Griffin students & Staff**

Minorities:	Students: .....	5.50%
	Staff: .....	3.00%
Female:	Students: .....	49.0%
	Staff: .....	65.0%
Aged:	Staff over 40: .....	48.96%
	Staff under 40: .....	11.46%
	Staff at 40.....	27.27%
Handicapped:	Students .....	0.91%
	Staff .....	1.1%
Veterans:	Staff: .....	1.1%

#### **Work Force Analysis (Griffin School District in comparison to Thurston County)**

Administrators/Managers.....	Female
Thurston County Workforce.....	74.8%
Griffin School District .....	50.0%
Difference .....	24.8%
Teachers (Elementary/Middle School) .....	Female
Thurston County Workforce.....	74.1%
Griffin School District .....	73.5%
Difference .....	0.6%
Maintenance Positions .....	Female
Thurston County Workforce.....	1.4%
Griffin School District .....	0.0%
Difference .....	1.4%

In Griffin's analysis of the Protected Groups noted above, as well as, the workforce analysis, underutilization occurs in the following areas:

- Females are underutilized in the area of Administrative/Manager, Teachers (Elementary and Middle) as well as Maintenance Positions.
- The percentage of minorities also reflects underutilization in all of the job categories including Administrators/Managers, Teachers, Special Education Teachers, Secretarial, Teachers Assistants, Custodial, Maintenance, and Bus Drivers & Service Works.

## **SECTION F**

### **Goals and Timelines**

Griffin School District is committed to hiring the best candidates for administrative, certificated, and classified positions through non-discriminatory procedures which do not exclude qualified candidates in the underutilized population or protected classes. The following are goals and activities to ensure the hiring of a diversified staff through non-discriminatory procedures, training of staff, and implementation of procedures.

#### **Problem Area #1 identifies the following:**

- According to the workforce comparison between the District and Thurston County, females are underutilized in the area of Administrative/Manager, Teachers (Elementary and Middle) as well as Maintenance Positions.

#### **Problem Area #2 identifies the following:**

- According to the workforce comparison between the District and Thurston County, the percentage of minorities also reflects underutilization in all of the job categories including Administrators/Managers, Teachers, Special Education Teachers, Secretarial, Teachers Assistants, Custodial, Maintenance, and Bus Drivers & Service Works.

#### **Goals and Timelines are as follows:**

- The Griffin School District finds that within Administrative/Managers, Teachers (Elementary and Middle School) as well as Maintenance Positions, females are underutilized. Within the next three years, the district's hiring goal for Administrative, Teaching and Maintenance positions is to hire one or more females.
- The Griffin School District finds that within all job categories including Administrator/Managers, Teachers, Special Education Teachers, Secretarial, Teacher Assistants, Custodial, Maintenance and Bus Drivers/Service Workers that minorities are underutilized. Within the next three years, the district's hiring goal for these job areas is to hire two or more persons of minority.

## **SECTION G**

### **Internal Monitoring and Reporting**

Identifications of problem areas will involve a continuing audit of all personnel and procedures for all job categories. The following list with comment provides an outline of this scrutiny and the current status of potential problem areas.

#### Job Description

A detailed review of current job descriptions will be conducted. All District Job Descriptions will be reviewed and updated per current positions.

When new employees are hired, Supervisors will review the job description with the employee as part of the District's Employee Orientation Process.

### Grievance Appeal Procedures

Grievance appeal procedures are described in the negotiated contracts.

### Recruiting

Job openings are announced in district and posted with the Public School Personnel Cooperative. The Public Schools Personnel Cooperative recruits applicants from a variety of diverse agencies as well as College Placement Offices.

### Applications

Applications are processed by the Public School Personnel Cooperative.

The Superintendent and/or his or her designee will review selected candidate's background data prior to interviews. The following data forms will be used in the selection of all candidates screened for employment opportunities within the district:

- Personnel Cooperative Online Applicant Application
  - Minority Information Form
  - Screening Requirements Form
- Interview Finalist Form/Schedule
- Reference Check Form

## **SECTION H**

### **Actions to Meet Goals**

**Actions to Meet Goals and Timelines (internal/External) are as follows:**

#### **Recruitment**

- The District will expand recruitment areas to include minority populations (organizations, college job fairs, historically black colleges and universities, Indian colleges and women oriented organizations).

#### **Hiring**

- The District will ensure bias-free selection process by forming a diverse hiring/interview committee for each job posting/position that becomes available.
- The District will train all personnel responsible for hiring to ensure fairness and identify potential biases.

#### **Training & Retention**

- The District will provide training opportunities within reasonable commuting distance (i.e. new employee orientation, affirmative action, interviewing potential and qualified candidates, as well as promotional training).
- The District's Affirmative Action Plan and goals will be disseminated to all staff annually beginning annually every fall. In addition, the District's Affirmative Action Plan will be posted on the district web site, as well as on bulletin boards throughout the school district.

### Opportunities for Promotion and/or Transfer

Job openings are advertised within the district and at the ESD 113's Personnel Cooperative. Employees seeking promotion are permitted to apply first and are considered before outside applicants. Decisions to promote are based on the needs of the program, and employee's experience, training, and legal qualifications for any open position.

### Career Opportunities and Evaluation

Announcements will be made annually aimed at encouraging protected class persons and all Griffin staff to seek training and/or experiences which will qualify them for career advancement.

### **Certificated Staff:**

District approved classes shall be defined as follows:

1. Courses will be from an institution of higher learning accredited by the State of Washington.
2. Courses not directly applicable to 5th year Standard Certificate or to a Master's Degree with a major concentration in education must have a demonstrable relationship to the enhancement of the teaching curriculum of the applicant at the time the course is taken.

District Tuition Reimbursement: The District will pay up to a maximum of \$900 for any contract year for cost of tuition or fees for any District-approved class(es) taken for credit, clock hours and/or National Board Certification. Employees will be reimbursed for documented tuition-related expenses including books and materials. Employees who are enrolled in the National Board Certification Program will be given two (2) days of professional development release time to complete program requirements.

There shall be supplemental contracts equal to two (2) days at per diem offered to all Employees. One day shall be in compensation for a workday scheduled by the Administration in preparation for the opening of school. One additional day shall be offered by the District for district directed activities.

Early Release Staff In-service Days: In order to provide time for *professional inquiry, training/workshops and implementation planning*, the District will lengthen the student day by eleven (11) minutes and schedule a weekly early release day. The staff and administration shall mutually agree upon the use of the release time. Employees will be paid per diem for the additional minutes worked. Employees who lose planning time as a result of early release will be compensated at per diem. If the staff development pilot is discontinued, seven (7) half days for in-service will be reinstated and 14 hours will be scheduled by the district after consultation with the association for in-service related to instructional improvement.

See certificated negotiated contract for specific information pertaining to "Additional Compensations."

### **Classified Staff:**

Training to improve on-the-job performance is provided to all classified staff on a regular basis.

The District recognizes the value of retaining a well-trained staff of classified employees and on occasions will request that employees participate in training opportunities. Classified employees will be paid at their regular rate for all classes and/or meetings authorized by the administration.

Employees working swing shift (2:00 PM or later) shall receive an additional .25 cents per hour.

- a. All employees on overnight, out-of-town assignments shall receive eight (8) hours of pay per day, or hours worked if greater. This provision does not apply to any employee who is absent overnight at his/her request to attend a conference, workshop, or other activity.



- b. All employees shall have equal opportunity to qualify for better positions through any training programs available to employees of the District.

Classified staff is reimbursed their hourly wage for attendance at all training courses to up-date or improve work skills. Travel costs are covered if classified staff needs to travel to appropriate classes for renewal of certification or licenses to work.

## **SECTION I**

### **Reduction-In-Force (RIF)**

#### **Employee Staff Reduction – Certificated**

In implementing this article, the parties will seek and practice such principles and values as free and open communication, recognition of the interests of each party, treating people with respect, and participatory objective decision making.

An employee's contract may be non-renewed only pursuant to the evaluation process or as provided for in this Article. Employees currently on provisional (RCW 28A.405.220), leave replacement/retire-rehire (other non-continuing contracts described in RCW 28A.405.900) status or providing contracted educational or support services as a vendor (non-employee) in the District shall be nonrenewed prior to the implementation of any reduction-in-force. In the event no Griffin School District employee in the bargaining unit possesses the appropriate certification or licensure to provide any required educational or support services currently contracted, the District shall notify the Griffin Education Association that such services will continue as required by law.

#### **1. APPLICABILITY**

A layoff is necessary when the number of employees with continuing contracts returning for the following year (after considering attrition due to retirement, resignations, and leaves) exceeds the number of positions needed based on (a) projected student enrollment for the following year or (b) a significant reduction in total resources (after accounting for savings due to attrition) compared to the current fiscal year.

#### **2. CONSULTATION**

No later than April 1 of a year in which a layoff is anticipated, the District shall provide to the Association the rationale and data for its conclusion that a layoff may be necessary. If the Association has a need to see any additional data regarding this conclusion, the District shall respond to requests for information on an expedited basis. During this time, the parties agree to meet and consider alternatives to eliminate or minimize the number of employees who will be laid off, including but not limited to negotiations for amendments to the collective bargaining agreement for the development of mutually-agreed attrition incentives.

#### **3. SENIORITY**

If a layoff affecting members of the bargaining unit is necessary, the least senior employees on the list shall be the first to be laid off. Tenured certificated staff (see RCW 28A.405.210) shall be ranked according to total certificated teaching years as determined by the most current S275 Report (as of August 31<sup>st</sup>) used by the Office of Superintendent of Public Instruction.<sup>1</sup> In the event of ties, ranking will be based on total longevity seniority at Griffin School District. Total longevity will be determined by the actual FTE (Full Time Equivalent) for the individuals based upon their service. Any further ties shall be determined by lot in the presence of both administrative and Association representatives.

By January 10<sup>th</sup> of each year, the District shall provide to the Association a seniority list for employees with verified seniority dates as defined above. In the event the Association disputes the accuracy of the list or the failure of the District to follow the procedures cited in this Article, the matter shall be subject to the grievance procedure up to and including arbitration. Individual employees disputing their placement

on the list shall have thirty (30) calendar days from the release of the same to submit corrections to the District Superintendent. The Superintendent shall respond to any employee submitting corrections within thirty (30) days from receipt of the corrections.

#### 4. RECALL

Employees whose contracts are not renewed due to layoff will be placed in a rehire pool for two (2) years from the August 31<sup>st</sup> effective date of layoff. After the first year of being laid off it is the employee's responsibility to communicate to the District with a registered letter their continued interest in employment. The District is not responsible to rehire employees accepting a contract in another district under their Washington State Teacher Certification. All employees in the recall pool shall be rehired before any person outside the pool is hired by the District. While persons are in the recall pool, if a position becomes available that the District intends to fill through hiring, the District shall first hire the most senior employee in the recall pool with the certification required for the position. If no person in the pool has the necessary certification, the District shall rehire the most senior employee in the pool, regardless of certification, and reassign or transfer existing employees. While persons are in the recall pool, the district's right to reassign or transfer employees supersedes the provision of Article VI: WORKING CONDITIONS, specifically: Assignment and Transfer in order to facilitate the rehiring of persons in the recall pool.

Notification of recall from the District will be by certified mail or personal delivery to the employee at his or her last known address. It shall be the responsibility of the individual to notify the District of any change in address. Such employee will have four (4) workdays from the receipt of the letter to accept the position. If an individual fails to accept a position offered such individual will be dropped from the recall pool.

While employees are in the recall pool, daily casual and long-term substitute positions should be first made available to employees who are laid off. Employees in the recall pool agree to enroll in the substitute finder services in use by the District. Employees seeking substitutes will be provided a list of employees in the recall pool and directed to request a substitute from that list in descending order of seniority beginning with the most senior employee for each requested substitution. First right of refusal for the substitute position offered will be done in descending order of seniority beginning with the most senior employee in the recall pool.

No vendors providing contracted educational or support services shall be contracted until all laid-off employees have been recalled except as provided for elsewhere in this Article.

#### 5. DISPUTE RESOLUTION

Any claim, dispute, or disagreement involving the interpretation, obligations, rights, or application of the terms of this Article, by an individual or the Association, shall be subject to the procedures outlined in Article IV: GRIEVANCE PROCEDURE and shall include final resolution through the utilization of Step Four: Arbitration of the Grievance Procedure notwithstanding any provision to the contrary. The grievance shall be filed within the time limitations of Article IV and initiated at step 2 except as noted otherwise in this Article. Matters regarding the non-renewal or adverse effect of an employee's contract shall be in accordance with Washington State statutes or, at the Association's discretion through the arbitration procedure referenced herein (GriffinRIF5 revision 3-2-10)

Reduction in Force – Classified

In the event that the board should determine that layoffs are necessary or a vacancy occurs through natural attrition, the principal of seniority (length of service) shall be applied in cases of lay-off for lack of work and for rehire when work becomes available.

\_\_\_\_\_  
Superintendents Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Principal Signature

\_\_\_\_\_  
Date

Board Approval: 4/2/08

Board Approval of Revision: May 22, 2008