



BOARD ADMINISTRATIVE RULE

Equal Employment Opportunity	GBA	3/10/10
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RATIONALE/OBJECTIVE:

The Cobb County School District (District) is an equal opportunity employer, and does not consider any legally-protected status in its employment actions regarding applicants and employees. The District will not tolerate harassment, discrimination or retaliation against any employee based upon legally-protected status. The District is committed to hiring, promoting, and retaining the best qualified persons for all positions; and will provide equal access, opportunity, and respectful treatment in all aspects of the employment process.

RULE:

A. GENERAL PROVISIONS:

1. It is the District's Rule that all personnel whose responsibilities include recruitment, hiring and selection, compensation, retention, promotion, training and development opportunities, work assignments, performance management, discipline, reduction in force, discharge, or non-renewal will regularly assure that equal employment opportunities are being afforded.
2. The District will select employees according to the requirements of the job. Selection or rejection will be based on the ability of the individual to perform the essential functions of a job, consistent with valid safety requirements. Employment decisions will be free from consideration based on race, color, religion, national origin, gender (including pregnancy and sexual harassment), age disability, military status, or retaliation.
3. Requests for accommodation based on an individual's religion or disability should be forwarded to the Diversity and Equal Employment Opportunity Office in Human Resources Division for consideration.
4. Employment advertisements and recruitment information shall contain assurances of equal employment opportunity and shall comply with federal and state laws regarding discrimination.
5. The District is committed to equal employment opportunity in all personnel actions and seeks to provide a harmonious and respectful work environment for all employees. In furtherance of this commitment the District will, from time to time but at least every three years, conduct diversity and equal employment opportunity workshops which will be open to all employees.

B. PROCEDURES:

1. Employees who feel they have been discriminated against should contact the Diversity/Equal Employment Opportunity Office, Human Resources Division to report their complaints.
2. Discrimination or harassment based on a protected category is grounds for disciplinary action, up to and including termination (Administrative [Rule GCOF](#) [Discipline, Suspension and Dismissal of Staff]).
3. **Investigations:**
 - a. Employees are required to cooperate in discrimination complaint investigations.
 - b. To protect the integrity of Equal Employment Opportunity investigations, the presence of third parties during interviews is limited to non-attorneys and non-employees.

4. It is a violation of law and District Policy (Board [Policy SD-4](#) [Treatment of Staff]) to retaliate against an employee who files a discrimination complaint, participates as a witness, or seeks ADA-based (Americans with Disabilities Act) reasonable accommodation.
5. When notified of a discrimination complaint, all individuals with pertinent records, regardless of the format (electronic or non-electronic), should take immediate steps to preserve the information.
6. Consistent with the District's inclusive employment philosophy, all employees are expected to avoid engaging in conduct including but not limited to the following examples (contact the Diversity/EEO Office if there are questions):
 - (a) Teasing and unkind "jokes", insults, or degrading remarks about an individual's personal characteristics; or
 - (b) Placement or display of offensive or derogatory visual items.
7. All employees, including new hires, will have access to this Rule which shall also be posted on the District's Website.
8. Administrators and department heads are responsible for insuring that the federal equal employment opportunity postings are displayed on bulletin boards at every District facility.
9. This Administrative Rule is not intended to be read as an expansion of any existing Federal or State law.

B. APPLICATIONS FOR EMPLOYMENT:

1. All applicants with an active, complete application will be given consideration for employment. Each application will be maintained on active file for one (1) year from the date of its receipt by Human Resources Division.
2. Applications on file for more than one (1) year shall not be considered and such applicants shall not be eligible for employment unless a new application is tendered.
3. No applicant may be considered for any position, including promotion, without a current and complete application in the active file, regardless of past employment status with the District.

C. EMPLOYMENT PRACTICES:

To the extent possible, all applicants deemed equally qualified will receive equal treatment and consideration.

1. All employees involved in the hiring process will endeavor to apply employment practices consistently and with uniformity, including practices relating to assessment of applications and interviewing.
2. The hiring manager at each worksite or school should provide written notice of its employment decisions to all interviewed applicants as soon as practicable.
3. All employees will be compensated equally on the basis of job classification, experience, training and ability.
4. Promotions of employees will be on the basis of qualifications and work record.
5. Appropriate vacancy lists will be available at all worksites. Position requirements and skills should be available at all worksites.

Adopted: 1976

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Reclassified an Administrative Rule: 9/1/04

Revised: 9/23/82; 5/26/83; 8/8/84; 8/9/95; 8/14/98; 1/13/99; 2/22/01; 11/14/07;
1/13/10; 3/10/10