

**General**  
**Personnel**

**Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, order of protection status, citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work, being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

**Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator and Complaint Managers.

**Nondiscrimination Coordinator for Personnel**

**Kenneth Miller**  
Executive Director of Human  
Resources 4175 Route 71  
Oswego, IL 60543  
(630) 636-3092  
[kmiller01@sd308.org](mailto:kmiller01@sd308.org)

<b>Title IX Coordinator</b>	
<p>Jeremy Bell Executive Director of Student Services 4175 Route 71 Oswego, IL 60543 <a href="mailto:jbell01@sd308.org">jbell01@sd308.org</a> <a href="mailto:titleIX@sd308.org">titleIX@sd308.org</a></p>	

<b>District Complaint Managers</b>	
<p><b>Kenneth Miller</b> Executive Director of Human Resources 4175 Route 71 Oswego, IL 60543 (630) 636-3092 <a href="mailto:kmiller01@sd308.org">kmiller01@sd308.org</a></p>	<p><b>Claudia Ruiz</b> Assistant Director of Human Resources 4175 Route 71 Oswego, IL 60543 (630) 636-4363 <a href="mailto:cruiz@sd308.org">cruiz@sd308.org</a></p>

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

#### Recruitment

The District will actively recruit individuals from diverse backgrounds and hire the best candidate for the position. The implementation of this policy may include a variety of publications, participating in job fairs, and recruiting at colleges and universities with diverse enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF:

- 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
- 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
- 29 U.S.C. §206 (d), Equal Pay Act.
- 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
- 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
- 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
- 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
- 42 U.S.C. §2000 et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
- 42 U.S.C. §2000 Genetic Information Nondiscrimination Act of 2008.
- 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
- 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
- 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I §§17, 18, and 19.  
 105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19,  
 5/24-4, 5/24-4.1, and 5/24-7  
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act. 410  
 ILCS 513/25, Genetic Information Privacy Act.  
 740 ILCS 174/, Ill. Whistleblower Act.  
 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103.1, 5/2-104(D) and  
 5/6-101, Ill. Human Rights Act.  
 775 ILCS 35/5, Religious Freedom Restoration Act.  
 820 ILCS 55/10, Right to Privacy in the Workplace  
 Act. 820 ILCS 70/, Employee Credit Privacy Act.  
 820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
 820 ILCS 112/, Ill. Equal Pay Act of 2003.  
 820 ILCS 180/30, Victims' Economic Security and Safety Act.  
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment  
 Grievance Procedure), 5:02 (Goals and Objectives), 5:20 (Workplace Harassment  
 Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic  
 Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette,  
 Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary  
 Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment  
 Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will,  
 Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330  
 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational  
 Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70  
 (Accommodating Individuals with Disabilities)

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