

STAFF PERSONNEL

Series 500

Policy Title . . . EQUAL OPPORTUNITY EMPLOYMENT Code No. 511.1

It is the policy of the Burlington Area School District to maintain policies, practices and a workplace environment that is free from all unlawful discrimination, harassment and retaliation. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment, including the recruitment and hiring processes. Workplace harassment and discrimination, whether engaged in by employees, students, supervisors, or members of the public, will not be tolerated and will subject offenders to appropriate disciplinary action. Retaliatory acts taken against employees for reporting harassment or discrimination, or for participating in the investigation or processing of such a report or complaint (e.g., as a complainant, witness, etc.), will also not be tolerated and will subject the offender to disciplinary action, up to and including discharge from employment. In addition, no employee or District official shall attempt to restrain, interfere with, or coerce any other person in connection with such other person's attempts to enforce his/her legal rights or his/her rights or expectations under District Policy to be free from prohibited employment-related discrimination, harassment, and retaliation, including such other person's participation in the processing of any report, complaint, or investigation related to possible violations of such laws or policies.

Identification of Protected Classes. State and/or Federal law prohibit discrimination (which may include harassment) based on various protected classes including, but not limited to, age, disability, race, color, national origin, ancestry, creed, religion, sex, pregnancy, marital status, sexual orientation, arrest record, conviction record, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, use or non-use of lawful products off the District's premises during non-working hours, and declining to attend a meeting or participate in any communication about religious or political matters. State and federal law further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship on the district. Requests for accommodations from current employees must be made in writing and submitted to the 504 Coordinator, Burlington Area School District, 100 North Kane Street, Burlington, WI 53105,

Complaints regarding the interpretation, enforcement, or alleged violations of this policy shall be referred to the administrative staff and processed in accordance with established procedures as outlined in School Board Policy 112.

Date of Adoption:
April, 2008
Reviewed:
July 14, 2008
January 3, 2011
August 29, 2011
Revised:
October 10, 2011
August 12, 2013

Legal Reference: Code of WI
111.31-111.395, 118.195, 118.20;
Title IX, Titles VI and VII; Section 504;
ADA; Immigration Reform & Control Act;
Age Discrimination Act, Pregnancy
Discrimination Act
Policy 112

BURLINGTON AREA SCHOOL DISTRICT

SECTION 504 – EMPLOYEE REFERRAL (FORM A)

Employee's Name

Current Position:

Self-Identified Impairment:

Current limitations to your position as a result of self-identified impairment:

Desired accommodation(s) with respect to current position:

Related medical information:

Employee Signature for Intent to Refer

Date

Return completed form to:
Burlington Area School District
Attn: 504 Coordinator
100 North Kane Street
Burlington, WI 53105

Date received: