



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in Employment/Contract Practices
Code	104
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Authority

The Board of School Directors ("Board") declares it to be the policy of Springfield School District ("District") to provide to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, gender identity, gender expression, sexual orientation, ancestry, national origin or handicap/disability. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

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The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the District's compliance officer.

The compliance officer shall publish this policy on the District's website and complaint procedure at least annually to students, parents/guardians, employees, and the public. Nondiscrimination statements shall include the position, office address, and telephone number of the compliance officer.

The compliance officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Development of position qualifications, job descriptions, and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing, and hiring.
4. Promotions.
5. Disciplinary actions, up to and including terminations.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure and refer the employee to the compliance officer.
2. Work with the compliance officer to determine appropriate investigatory steps.

The compliance officer shall be responsible to:

1. Work with the building principal or designee to determine appropriate investigatory steps.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to communicate directly with the compliance officer if the building principal is the subject of the complaint.

SUPERSEDES: Policy No. 104, Affirmative Action Program for Employment/
Contract Practices
Policy No. 8001, Policy of Nondiscrimination

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Legal

[1. 43 P.S. 336.3](#)
[2. 43 P.S. 951 et seq](#)
[3. 20 U.S.C. 1681 et seq](#)
[4. 29 U.S.C. 206](#)
[5. 29 U.S.C. 621 et seq](#)
[6. 29 U.S.C. 794](#)
[7. 42 U.S.C. 1981 et seq](#)
[8. 42 U.S.C. 2000e et seq](#)
[9. 42 U.S.C. 2000ff et seq](#)
[10. 42 U.S.C. 12101 et seq](#)
[16 PA Code 44.1 et seq](#)
[28 CFR 35.140](#)
[28 CFR Part 41](#)
[29 CFR Parts 1600-1691](#)