



**PULLMAN SCHOOL DISTRICT**

# **AFFIRMATIVE ACTION PLAN**

2019 – 2021 School Years

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## **AFFIRMATIVE ACTION PLAN**

### **A. Policy Development**

The Pullman School District has adopted the following Policies: 5010 Nondiscrimination and Affirmative Action, 5000 Recruitment and Selection of Staff, 5001 Hiring of Retired School Employees, and 5011 Sexual Harassment of District Staff Prohibited to provide equity in employment. It is the intent of the Board of Directors to carry out all applicable statutes and regulations concerning affirmation action.

By direction of Policy 5010 (Appendix A), and in compliance with WAC 392-190-0591, the following plan of affirmative action has been developed.

The plan is predicated upon the principle of anti-discrimination, that all individuals are equally entitled to the law's respect and concern. Equality of opportunity is paramount to this concept of anti-discrimination. An affirmative action plan, however, may go beyond anti-discrimination and recognize that, in some instances, the existence of prior discrimination has created debilitating circumstances.

It will be the intent of the Pullman School District to fill vacancies in areas which are determined to be inadequately balanced with persons from protected groups, providing they are able to qualify for the position based on their credentials, recommendations, experience, and training.

All applicants have been, and will continue to be, considered for employment and/or promotion without discrimination in regard to race, creed, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, military status including honorably discharged veterans, the presence of any sensory, mental, or physical disability or use of a trained dog guide or services animal by a person with a disability.

### **B. Dissemination of Policy**

#### **1. Internal Dissemination of Policy**

The Board of Directors' policy statements shall continue to be disseminated to all staff members via the district's website ([www.pullmanschools.org](http://www.pullmanschools.org)). Policies will also be communicated to students and parents on the Pullman School District website, and other publications as appropriate. In addition, all staff members are required to participate annually in the electronic Annual Required Notifications Presentation, of which Affirmative Action is a part. Job postings will contain a statement of the district's commitment to Equal Employment Opportunity. Announcements of training opportunities that promote the goals of the Plan will be issued to staff via the district email.

The Assistant Superintendent shall review these policies with the Administrative Team on an annual basis, and site administrators will review these policies at staff meetings at the beginning of the school year.

In addition to being aware of the spirit and principle of equal employment opportunity, all employees have a responsibility to ensure the success of the Pullman School District's Affirmative Action Plan.

#### **2. External Dissemination of Policy**

Recruiting materials to applicants will include a statement of reference to the district's affirmative action policy, emphasizing equal employment opportunities.

All job descriptions and job applications shall bear the following Affirmative Action statement:

The Pullman School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Assistant Superintendent, Pullman School District Administrative Offices, 240 SE Dexter Street, Pullman, WA 99163, (509) 332-3144, rkramer@psd267.org. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Human Resources Manager at (509) 332-3584.

Contractors shall be required to comply with all federal and state affirmative action efforts in order to receive a district contract or to provide a service.

**C. Staff Responsibility for Implementation and Evaluation**

The Superintendent has the overall responsibility for the development, implementation, coordination, and monitoring of the Affirmative Action Plan and is responsible for ensuring that administrators and supervisors are fully aware of their role in supporting the Plan. The Superintendent has designated the Assistant Superintendent to be the Affirmative Action Officer who is authorized to represent the Superintendent in these matters.

The responsibilities of the Affirmative Action Officer will be to:

1. Provide district leadership to implement the intent and the specific requirements of this Affirmative Action Plan; and ensure that recruitment efforts are targeted to reach protected groups, as well as unprotected groups, in all categories where underutilization exists.
2. Inform the Superintendent, Board, administrators, and other staff members of the Affirmative Action Plan; disseminate the Affirmative Action Plan; monitor and evaluate the Plan's accomplishments; and appoint other staff members as needed to assist in coordination.
3. Meet with and provide assistance to the Affirmative Action Committee, which will conduct annual reviews of the Plan's accomplishments and the District's progress toward the goals set forth in this Plan.
3. Report annually to District administrators and to the Board of Directors on progress toward affirmative action goals and other equal opportunity matters, as required.

**D. Numerical Review Analysis 2019-2020 Work Force**

This section of the Affirmative Action Plan reflects a numerical analysis of the Pullman School District workforce demographics. The district defined job categories are Administrator – Certified/Classified, Certificated Teacher/ESA, Supervisor, Secretary, Food Service, Custodial, Bus Driver/Mechanic, Paraprofessional, Technician, Facilities/Maintenance. In an effort to analyze the district staff and identify problem areas and goals, the committee had to rely upon our analysis of personnel record information. During the 2019-2020 school year, it will be a priority of the Affirmative Action Committee to review and analyze the workforce demographics and create goals to address any potential underutilization findings.

Whitman County, WA, has been designated as the measuring standard that most accurately reflects the diversity of the relevant labor market. Demographics for the State of Washington have also been considered as a secondary measuring standard.

The use of such geographic areas and statistics is intended only for the purpose of implementing this Plan and facilitating identification of areas of potential underutilization. The term “underutilization” refers to having fewer members of a protected group in a particular job category than reasonably would be expected based upon their availability.

Number of Staff included in the Analysis of District Labor: 369

**Analysis of District Labor Force By Gender:**

Gender:	Male	107	29.0
	Female	262	71.0

US Census Bureau Data 2010 reflects 49.1 % female persons in Whitman County and 50.1% female persons in the State of Washington. When comparing those statistics to the totality of employees within the Pullman School District, *there appears to be no underutilization of female staff members for total staff.* This is evidenced by the ratio of 262 females to 369 total (71.0%).

An analysis of the administrator job category shows that the district has made significant strides towards eliminating the underutilization of females that previously existed. During the 2013-2014 school year, when the last labor force analysis was completed, only 18% of the district’s administrator positions were filled by females. That figure has increased to 53% (8 out of 15).

**Analysis of District Labor Force By Race/Ethnicity:**

<b>Ethnicity:</b> Hispanic	14 (also counted below in White race category below)
<b>Race:</b> American Indian/Alaskan Native	1
Asian	4
Black	2
Native Hawaiian/Other Pacific Islander	1
White	344
Two or more races	17

Comparisons of Whitman County/State of Washington*							
* Source: US 2010 Census Data							
	White	Black/ African American	Am Indian/ Alaska Native	Asian	Nat Hawaiian/ Pacific Islander	Hispanic/ Latino	Two or More Races
<b>Whitman County</b>	80.7%	2.1%	.7%	7.8%	.3%	5.4%	3.8%
<b>State of WA</b>	71.0%	4.0%	1.9%	7.9%	.7%	11.9%	4.4%

A breakdown by race of the total labor force (369) revealed: two Black/African Americans (0.54%), four Asian (1.08%), one American Indian/Alaska Native (0.27%), 14 Hispanic/Latinos (3.79%), one Native Hawaiian/Pacific Islander (0.27%), and 17 two or more races (4.61%)

A comparison with labor force data for Whitman County reveals a general *underutilization in Black/African American, American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islander, and Hispanic.*

**Analysis of District Labor Force by Age (40 years of age and older):**

Over 40 Years Old	Yes	243	65.9%
	No	126	34.1%

**E. Problem Area Identification**

The problem area identification process included a comparison of the percentage of employees in each protected class with the total local population data from the 2010 Census. The OSPI Office of Equity Education recommends this process as part of the development of the district's affirmative action plan. The district also reviewed state-wide data. Underutilization of minorities was indicated, as detailed below. The district has also determined that male teachers continue to be needed at the elementary level.

The following problem areas were identified:

1. Administrators (certified and classified). The job category includes individuals in the following job titles: Principal, Assistant Principal, Athletics/Activities Director, Finance director, Director of Special Services, Assistant Director of Special Services, Executive Director of Operations, Assistant Superintendent and Superintendent. Of the 15 employees in this job category, only one is an ethnic minority, which leads us to an underutilization of minorities at the administrative level.
2. The protected categories of Black/African American, American Indian/Alaska Native, Asian, and Native Hawaiian/Pacific Islander are *underutilized* in the total staff among all job categories as determined by the comparison of district staff data with Whitman County and Washington State Census data.

**F. Goals and Timelines**

The District's goal is to seek purposely and actively a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels to ensure an increased opportunity for members of underrepresented groups to be considered for employment by the District.

- Goal 1: Based on surrounding county and state data, the team determined that an area of concern is the low percentage of minorities in administration. The district's goal over the next five (5) years is to hire at least one (1) additional minority administrator.
- Goal 2: Based on district voluntary demographic staff survey data, it was determined that there is underutilization of ethnic minorities in all job classifications. Therefore, district wide, the goal is to increase the number of ethnic minorities hired by five (5) in the next five (5) years.

### Action Programs

- 1.1 Job descriptions will be made available for all positions that become vacant. These descriptions will reflect bona fide occupational qualifications and performance criteria and will be used as the basis for the selection process.
- 1.2 Analyze job descriptions and the hiring process to make sure that qualification requirements and screening criteria are based on specific job functions and do not have the effect of screening out protected group applicants who have the ability to perform District jobs.
- 1.3 Ensure that recruitment efforts include and actually reach protected groups, as well as non-protected groups. Focus recruitment on efforts that ensure underrepresented groups are reached.
- 1.4 Explore flex time (if it meets job requirements as determined by District) and job sharing options as a means of enhancing positions for protected groups and other applicants.
- 1.5 Ensure that accurate information is maintained regarding the demographic make-up of the District's workforce. Personnel record information will be used to analysis the district staff. The District will utilize the data from the Immediate Labor Market (Whitman County, Washington) and the Relevant Labor Market (Washington State) as related to affirmative action program goals.
- 1.6 Include, within the hiring procedure, methods to identify the ability of candidates to value and provide for students of varying racial/cultural backgrounds and sensory, mental and physical conditions.
- 1.7 Develop partnerships with post-secondary education to increase and/or balance the representation of racial/ethnic minorities, people of disabilities, and gender in the relevant labor market.

### **G. Internal Monitoring and Reporting**

It will be the policy of the District to implement an internal audit and reporting system to measure the effectiveness of this program.

#### 1. Progress Reports

The District's Human Resources Department will maintain a confidential employee and applicant tracking system which records the sex, race, ethnicity, age and disability and veteran status of applicants. Frequent monitoring of this data will help ensure that all applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching all protected and non-protected groups.

Annual reviews of this District's progress towards the goals in this plan will be conducted by the Affirmative Action Officer who shall report achievements, problems, and trends to the Board of Directors annually. Such report shall be presented at a regular Board meeting and the minutes will reflect such reporting.

## H. Actions to Meet Goals

### 1. Career Counseling/Employment Evaluation

The Pullman School District has developed procedures to:

- a. Encourage employees in protected groups to seek training and apply for administrative and certificated positions.
- b. Conduct orientation for new employees that includes a component addressing equity, diversity, and inclusion. This responsibility has been assigned to the Human Resources Manager and Assistant Superintendent.

### 2. Certificated Personnel

An extensive effort will be made to recruit applicants from protected groups for both teaching and administrative positions.

### 3. Classified Personnel

An extensive effort will be made to recruit applicants from protected groups for classified positions.

### 4. Skill Training Program

#### a. Cooperative Efforts

The Pullman School District will continue to work closely with appropriate programs at Washington State University and within the community to ensure the success of this Affirmative Action Plan.

#### b. Training

Professional development opportunities will be provided that allow for vertical and lateral mobility for classified personnel, when appropriate.

### 5. Hiring Procedures

The Board of Directors is committed to hiring the most highly qualified staff to serve the students of the Pullman School District. To this end, the District will actively seek applicants who best meet the needs of the District including needs relating to affirmative action.

Job descriptions and the hiring process will be monitored to ensure that qualification requirements and screening criteria are based on specific job functions and do not have the effect of screening out protected group applicants who have the ability to perform District jobs.

### 6. Hiring

The District will increase the awareness of equal employment opportunities among all personnel involved in hiring. The Superintendent, Assistant Superintendent, Human Resources Manager, and/or Affirmative Action Officer will monitor all hiring.



The hiring administrator, with support/assistance from the Human Resources Manager, will provide training materials for all personnel who interview for hire, stressing uniformity of approach and non-discriminatory interview techniques. Instructions for the hiring administrator (PSD Form 5110F:12, "Guidelines for Interview and Rating Candidates" will include the following statement: "Review of current district affirmative action goals by the hiring administrator."

## 7. Recruiting

All staff will be encouraged to facilitate recruitment of a diverse pool of qualified applicants, including individuals from underrepresented protected groups.

The Screening Committee considers all applicants and employees on the basis of job-related qualifications. The District selects employees as needed on the basis of merit, training and experience with no unlawful discrimination against any employee or applicant because of race, creed, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, military status including honorably discharged veterans or the presence of any sensory, mental, or physical disability. In addition, the District selects employees without preferential treatment on the basis of race, sex, ethnicity, or national origin.

A continuing review of hiring criteria is made to ensure the relevance of the job qualifications to the tasks to be performed and the needs of the position.

As they become available, all job openings are announced via District email and posted on the website, which is available to all staff members.

When a position is declared vacant to persons outside the school district, the Human Resources Office will advertise in a variety of locations including, but not limited to, the following:

- Pullman School District website ([www.pullmanschools.org](http://www.pullmanschools.org))
- SchoolSpring - a website which reaches more than 2 million education job seekers nationwide and also posts to other job sites such as Indeed.com)
- Local newspapers (*Daily News, Lewiston Tribune, Daily Evergreen*)
- Area colleges and universities
- Regional career fairs
- Professional organizations
- Local Educational Service District (ESD)
- Social media outlets

Where a position is advertised will vary depending on the role being filled and the availability of candidates. Not all positions are advertised in all locations.

## 8. Interview Team

The Interview Team will be determined by the hiring administrator and consist of at least the following:

- a. Hiring administrator and/or site administrator or designee
- b. Other supervisory personnel

- c. For teaching positions, at least one classroom teacher; and for other positions, a peer, if desirable.
- d. For administrative positions (except the superintendent), other individuals as designated by the Superintendent.
- e. Normally, for a certificated position, a parent, as appropriate for the position.
- f. A person representing diversity would be desirable.

All individuals interested in serving as a member of a hiring team must complete the district's interview and hiring process training program once every five years to be eligible.

9. Conditions of Employment

The District will assign school duties and provide the same opportunities for advancement without regard to protected/unprotected status. An exception would be an assignment that involves supervising students in areas or situations where persons might be disrobed and require supervision of a particular gender.

A review of salary schedules for both certificated and classified personnel to include stipends and extended duty pay is an ongoing activity to address the issue of equity and comparable worth.

There will be no differences in conditions of employment including, but not limited to, hiring practices, leaves of absence, hours of employment and assignment of, or pay for, instructional and non-instructional duties on the basis of protected/unprotected status.

10. Affirmative Action Plan

The Assistant Superintendent is specifically authorized to develop a committee/workgroup consisting of staff members and interested citizens to annually review the Affirmative Action Plan and recommend program and/or related policy changes.

# **APPENDICES**

**APPENDIX A****Pullman School District Board Policy****5010****PERSONNEL****Nondiscrimination and Affirmative Action**

The Pullman School District Board of Directors recognizes the following Nondiscrimination and Affirmative Action guidelines:

**Nondiscrimination**

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The board will designate a staff member to serve as the District's Compliance Officer.

**Affirmative Action**

The Pullman School District, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups - aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law, racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

**Employment of Persons with Disabilities**

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.
- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may:
  - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

- C. The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such and alternative tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

### **Nondiscrimination for Military Service**

The district will not discriminate against any person who is a member of, applies to be a member, or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

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#### **Cross References:**

Board Policy 2030	Service Animals in Schools
Board Policy 5270	Resolution of Staff Complaints
Board Policy 5407	Military Leave

#### **Legal References:**

RCW 28A.400.310,	Law against discrimination applicable to district's employment practices
RCW 28A.640.020	Regulations, guidelines to eliminate discrimination-Scope – Sexual harassment policies
RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination – Human Rights Commission
RCW 49.60.030	Freedom from discrimination – Declaration of Civil Rights
38 USC §4212	Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)
RCW 49.60.180	Unfair practices of employer

RCW 49.60.400	Discrimination, Preferential Treatment Prohibited
RCW 73.16	Employment and Reemployment
WAC 392-190	Equal Education Opportunity – Unlawful Discrimination Prohibited
WAC 392-190-0592	Public School Employment--Affirmative Action Program
42 USC 2000e1—2000e10	Title VII of the Civil Rights Act of 1964
20 USC 1681—1688,	Title IX Educational Amendments of 1972
42 USC 12101—12213	Americans with Disabilities Act
8 USC 1324, (IRCA)	Immigration Reform and Control Act of 1986
38 USC 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR 104	Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212	Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

**Management Resources:**

*Policy and Legal News, May 2018*

*Policy and Legal News, April 2017*

*Policy and Legal News, December 2014*

*Policy and Legal News, June 2013*

Adding Legal Reference to Policy 5010

*Policy News, June 2011*

Laws Against Discrimination Address Equal Education Opportunities

*Policy News, February 2011*

Nondiscrimination

*Policy News, August 2007*

Washington’s Law Against Discrimination

*Policy News, June 2001*

State Updates Military Leave Rights

**Adoption Date:** June 9, 1993

**Revision:** May 2001

**Revision:** July 2003

**Revision:** March 2008

**Revision:** August 8, 2012

**Revision:** August 14, 2013

**Revision:** May 13, 2015

**Revision:** February 14, 2018

**Revision:** November 13, 2019

**APPENDIX B****The Affirmative Action Officer is:**

Roberta Kramer, Assistant Superintendent  
240 SE Dexter  
Pullman, WA 99163  
509/332-3144  
rkramer@psd267.org

**Pullman School District School Board Members are:****Susan Weed, President**

Director District No. 1  
sweed@psd267.org  
509/332-6551

**Allison Munch-Rotolo**

Director District No. 2  
amunchrotolo@psd267.org  
509/334-5321

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jfe@psd267.org  
509/334-3041

**Nathan Roberts**

Director District No. 4  
nroberts@psd267.org  
903/818-0986

**Amanda Tanner**

Director District No. 5  
atanner@psd267.org  
509/592-6425

**Pullman School District Superintendent is:****Bob Maxwell**

240 SE Dexter  
Pullman, WA 99163  
509/332-3581  
rmaxwell@psd267.org

**APPENDIX C**

**Affirmative Action in Employment Program Survey Form**

As part of the application process, candidates are asked to provide information regarding their gender, ethnicity, and race for the purpose of ensuring equal employment opportunities and to prevent discrimination. Information submitted remains confidential and is not filed with, or made part of, an individual’s application/personnel file. Providing this information is strictly voluntary. A sample form is provided below.

**Instructions:** Answer the gender and ethnicity questions first followed by the questions on race. Mark “Yes” to one or more races to indicate what you consider yourself to be.

**Equal Opportunity Information**

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender	<input type="text" value=""/>	Decline to Identify Female Male
Ethnicity	<input type="text" value=""/>	
American Indian or Alaska Native	<input type="checkbox"/>	Hispanic/Latino Not Hispanic/Latino
Asian	<input type="checkbox"/>	
Black or African American	<input type="checkbox"/>	Yes No
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	
White	<input type="checkbox"/>	



**APPENDIX D****DRAFT FORM: Final Edits Pending**


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In order to accommodate the federally mandated reporting of staff ethnicity, race, disability and veteran status, the district is required to collect this data from employees. This data collection allows more accurate identification of staff diversity, population changes and is consistent with the U.S. Census data. As a district we compare this information with state and county labor force data in order to identify opportunities for improvement and establish district goals.

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1. Date Completed:

2. Employee Name:

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3. Race/Ethnic Code: (Please Select One)

Ethnicity: Hispanic or Latino  Yes  No

- Race:
- White (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;
  - Black or African American (Not Hispanic or Latino) – A person having origins in any of the Black racial groups of Africa;
  - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
  - Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam;
  - American Indian or Alaskan Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community recognition;
  - Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

4. Sex/Gender: (Please Select One)

Male  Female

5. Veteran Status:

- Disabled American Veteran
- Veteran of Vietnam or other military action

6. Disability: (A person who has a physical or mental impairment that substantially limits one or more major life activities, or has a record of such impairment or is regarded as having such an impairment.

Do you have a disability as described above?  Yes  No If yes, please explain:

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