

Operations Policy #931 Equal Employment Opportunity

Purpose:

SusQ-Cyber Charter School (“SusQ-Cyber”) has been and remains committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, genetic information, ancestry, national origin, handicap, disabled or Vietnam-era veteran status, consistent with job, qualifications and safe performance or work requirements. SusQ-Cyber seeks to recruit, hire and place into available jobs the most qualified persons and to administer personnel matters such as compensation, benefits, promotion, training, layoffs, discipline, termination and SusQ-Cyber-sponsored educational, social and recreational programs in accordance with this policy. In addition to applying equal employment principles in all its personnel decisions. SusQ-Cyber is committed to affirmative action to assure equal opportunity. It shall take positive steps to make its policy known and to encourage all qualified minorities, women, handicapped persons, and covered veterans to seek employment with or advancement within SusQ-Cyber.

Authority:

The CEO has overall authority for SusQ-Cyber equal employment policy and shall designate such personnel, as he/she deems appropriate to implement the policy.

Responsibility:

All administrators, supervisors and managers shall be made aware of this policy and shall fulfill their responsibilities in a manner, which reflects and fosters SusQ-Cyber’s equal employment policy. All other employees are expected to conduct themselves at work in a way consistent with this policy. All employees are expected to deal fairly and courteously with one another to ensure a work environment free of intimidation and harassment. Ethnic, racist, or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable sex discrimination and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Implementation:

Any employee who violates this policy commits misconduct for which appropriate discipline may be imposed, up to and including termination. Any employee who believes s/he has been subjected to unlawful discrimination or harassment should make a complaint to his/her immediate supervisor or, if appropriate, the CEO in writing. Employees are encouraged to contact the CEO for information on making complaints. Employees with complaints as to the CEO may proceed to the Board directly if the CEO does not address the issue.

Laws Covered:

Laws covered by this policy include: Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act, Title IX of the Education Amendments of 1972, Genetic Information Nondiscrimination Act of 2008, and Pennsylvania Human Relations Act.

Delegation of Responsibility:

The CEO shall be responsible to enforce this equal opportunity policy and to investigate any allegations that the policy has been violated. The CEO shall keep the Board informed of any allegations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.