

## **NONDISCRIMINATION IN EMPLOYMENT**

The Monterey County Superintendent of Schools (County Superintendent) prohibits Monterey County Office of Education (MCOE) employees from discriminating against or harassing any other MCOE employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Unlawful discrimination or harassment of an individual includes, but is not limited to:

1. Slurs, epithets, threats or verbal abuse
2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures
3. Unwelcome jokes, stories, teasing or taunting
4. Any other verbal, written, visual or physical conduct against the individual which:
  - a. Adversely affects his/her employment opportunities, or
  - b. Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment.

*(cf. 4031 - Complaints)*

The County Superintendent designates the following position as Coordinator of Nondiscrimination in Employment:

*Assistant Superintendent of Human Resources*  
901 Blanco Circle  
P.O. Box 80851  
Salinas Ca. 93912-0851  
(831) 784-4195

Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the Coordinator of Nondiscrimination in Employment, or the County Superintendent in order to obtain procedures for reporting a complaint.

Any supervisor who receives a discrimination/harassment complaint shall immediately notify the Coordinator of Nondiscrimination in Employment, who shall ensure that the complaint is appropriately investigated in accordance with MCOE policy and regulations.

The Coordinator of Nondiscrimination in Employment shall ensure that annual training is provided to all employees regarding the issues of discrimination.

**Training and Notifications**

The Coordinator of Nondiscrimination in Employment shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of MCOE's policies and regulations regarding discrimination.

Each division head, department head or site administrator will be responsible to ensure that all employees in their respective division, department or school have received training. The training will be offered every two years.

*(cf. 4131/4231/4331- Staff Development)*

The Coordinator of Nondiscrimination in Employment shall regularly publicize, within MCOE and in the community, MCOE's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. [34 CFR 100.6, 106.9]

Each division head, department head and site administrator will ensure that MCOE's policy is posted in all schools and offices, including staff lounges and student government meeting rooms. [5 CCR 4960]