



# Affirmative Action Report

Jill Pratt, HR Director  
Rochester School District No. 401  
2017/2018 FY

## AFFIRMATIVE ACTION REPORT

For more information please contact:

### Affirmative Action Office

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## REPORT OVERVIEW

This report serves the following purposes:

- Serves as a strategic planning tool for workforce planning, through reporting and hiring, turnover, retirement eligibility, and workforce trends.
- Provides employee demographics as of June 2018.
- Satisfies the requirement established through Board Policy 5010, and the District's Affirmative Action Plan to report annually to the Board of Directors.

Among the highlights:

- The District has made the most progress in relation to the utilization of minority employees. Overall, minority employment has increased 2%. The job group of "custodial/maintenance" increased 5% and is no longer considered underutilized. Minority employment for the job group of "classified/secretary" also increased 2%.
- Persons underutilized for female Administrators has remained at one.
- Minorities continue to be underutilized for Secondary Teacher and Administrator by a total of three.

## STATISTICAL HIGHLIGHTS

### June 2018 compared with June 2017

	<u>2018</u>	<u>2017</u>
Total number of employees	291	283
Minority percentage	7%	5%
Number of administrators	12	12
Percentage represented by women	50%	50%
Number of elementary certificated employees	110	105
Percentage represented by women	81%	83%
Number of secondary certificated employees	39	40
Percentage represented by women	54%	50%
Number of classified/secretarial employees	114	110
Percentage represented by women	94%	91%
Number of custodial/maintenance employees	17	16
Percentage represented by women	65%	56%

## SALARY RANGES

<u>Position</u>	<u>2018</u>	<u>2017</u>
Administration	\$68,030 to \$147,869	\$64,425 to \$142,936
Elementary Cert (K-8)	\$40,482 to \$78,014	\$39,667 to \$74,764
Secondary Cert (9-12)	\$40,782 to \$78,014	\$39,667 to \$74,764
Classified Staff	\$ 4,917 to \$63,322	\$8,058 to \$54,083
Custodial & Maintenance	\$17,586 to \$59,800	\$25,355 to \$58,635

## COMPLAINTS, RESOLUTIONS & NONDISCRIMINATION

Rochester School District did not receive any complaints related to equal employment opportunity laws and/or our affirmative action program. We are committed to educating staff in the front end to prevent any formal complaints. However, we are equally committed to ensure employees and prospective employees have the resources needed to file a complaint should one be warranted.

## SUMMARY

Rochester School District continues to commit itself to a policy of affirmative action for all qualified persons without regard to race, color, creed, national origin, religion, sex, sexual orientation, age, marital status, veteran status, or physical, mental or sensory disability, use of a trained guide dog or service animal, or any other basis prohibited by law.

As a District, we will continue to:

- Ensure job descriptions are current and reflect actual duties.
- Be a member of the Public School Personnel Cooperative to ensure that protected class applicants are identified and recruited.
- Ensure employee selection instruments and methods are based on essential job functions and critical job elements.
- Increase the awareness of equal employment opportunity among all personnel involved in hiring.
- Provide all new employees with new employee orientation, which will include the Districts policies related to employment opportunity and affirmative action.