



Affirmative Action Report

Jill Pratt, HR Director
Rochester School District No. 401
2015/2016 FY

AFFIRMATIVE ACTION REPORT

For more information please contact:

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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 historical for employee demographics as of June 2015.
- 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. This is the first year of the five year plan that utilization of minorities has improved.
- Although the percentage represented by women has decreased for custodial/maintenance employees and classified/secretarial employees, the district still exceeds the female utilization goal for both categories.
- All other areas identified as underutilized in the most recent Affirmative Action Plan have either slightly increased or remained the same.

STATISTICAL HIGHLIGHTS

June 2016 compared with June 2012

| | <u>2016</u> | <u>2012</u> |
|---|-------------|-------------|
| Total number of employees | 260 | 230 |
| Minority percentage | 5% | 4% |
| Number of administrators | 11 | 11 |
| Percentage represented by women | 45% | 36% |
| Number of elementary certificated employees | 96 | 88 |
| Percentage represented by women | 83% | 78% |
| Number of secondary certificated employees | 36 | 32 |
| Percentage represented by women | 50% | 47% |
| Number of classified/secretarial employees | 101 | 85 |
| Percentage represented by women | 93% | 96% |
| Number of custodial/maintenance employees | 16 | 14 |
| Percentage represented by women | 44% | 50% |

SALARY RANGES

| <u>Position</u> | <u>2016</u> | <u>2012</u> |
|--------------------------------|-----------------------|-----------------------|
| Administrators | \$83,989 to \$136,319 | \$71,410 to \$116,604 |
| Certificated Staff | \$34,048 to \$64,174 | \$33,401 to \$62,955 |
| Classified Staff | \$11,584 to \$52,508 | \$8,568 to \$46,305 |
| Custodial & Maintenance | \$23,691 to \$61,443 | \$22,588 to \$54,796 |
| Bus Drivers | Contracted Service | Contracted Service |
| Food Service Staff | Contracted Service | Contracted Service |
| Athletics and Extra Curricular | \$2,208 to \$5,926 | \$2,208 to \$4,549 |

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 District's policies related to employment opportunity and affirmative action.