

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

ADMINISTRATIVE REGULATION

No. 4111.1(a)
4211.1(a)

RE: EQUAL EMPLOYMENT OPPORTUNITIES
Personnel – Certified and Non-Certified

Affirmative Action Plan

The Human Resources Officer and the Affirmative Action Committee will prepare an affirmative action plan including the following components:

1. Materials for in-service workshops.
2. A tabulation of data regarding present staff composition in race and sex for both professionals and non-professionals.
3. Data on staff turnover rates, expected retirement, opportunities for career advancement, and projected staff needs.
4. An analysis of the community labor market for potential district applicants.
5. A comparison of employment status with the demographic data on community labor market.
6. A program to establish and maintain relationships with placement officers around the country, who counsel and help place female and minority graduates.
7. A public relations program that welcomes minorities and females as professional staff members.
8. Updating of application forms to eliminate all discriminatory questions.
9. Goals and timetable for implementation of the affirmative action plan.

Evaluation and Monitoring of Affirmative Action Plan

Evaluation and monitoring of the affirmative action plan will be accomplished on a continuing basis. The monitoring official will be the Superintendent of Schools or designee who will work with the affirmative action committee to make an ongoing review of the affirmative action effort in the district.

Under the direction of the Superintendent or designee, internal audit procedures, plans for maintaining and updating the database, and plans for maintaining records will be developed. Reports will be submitted to the Board of Education annually.

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In addition, the Superintendent will furnish the Board of Education the following information for each recommended appointment for all positions:

1. Whenever possible, a tabulation of race and sex of all candidates who make formal written application for the position.
2. List of contacts outside normal employment channels.
3. If the recruitment of minorities and/or women is unsuccessful, an analysis will be made to determine why recruitment failed to produce a competitive minority applicant for the position (e.g., no applicants were obtained from pertinent agencies contacted).

Administrators and supervisors with responsibility for hiring and promoting shall be evaluated, as part of regular performance evaluation (or in consideration for promotion), on their achievements in meeting the district's commitment to affirmative action.

Employment and Placement

Procedures relating to employment and placement will be reviewed and amended as necessary to ensure non-discrimination:

- Qualifications needed for a job and job descriptions will be reviewed by the affirmative action committee to ensure that they are realistic and do not involve inadvertent discrimination.
- Application forms will be reviewed and revised as necessary by the affirmative action committee.
- Any testing procedures which might be used in the future for selection and/or placement will be validated for job-relatedness.
- Personnel policies will comply with federal and state fair employment regulations.