



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **4111.1/4211.1 - Affirmative Action** Approved on May 19, 2014

The New Britain Board of Education supports non-discrimination and equal employment opportunity in all of its employment policies and practices, including recruitment, hiring, training, compensation, benefits, transfers, promotions, and all other terms and conditions of employment. The New Britain Board of Education requires that all its employment policies and practices be administered without discrimination on the basis of race, color, national origin, ancestry, citizenship status, age, gender, marital status, physical or mental disability, religion, or sexual orientation in accordance with all applicable federal and state law.

The New Britain Board of Education recognizes that a policy of non-discrimination and equal employment opportunity is not, by itself, sufficient to overcome the effects of past practices which have resulted in an underrepresentation of certain identifiable groups within the District's workforce. Accordingly, in addition to vigilance over activities aimed at the elimination of discriminatory barriers to employment and advancement, the Board of Education will undertake positive measures to ensure equal opportunity for affected members of those groups which are underrepresented in any job categories that exist in the District. The protected groups include African Americans, Hispanics, Asians, Native Americans or Alaskans, women, individuals with disabilities and veterans. The long term goal is to have the representation of affected group members in all job categories be comparable to their representation in the relevant labor market.

Legal References/Citations

Civil Rights Act of 1964, as amended; Rehabilitation Act of 1973 as amended
29 C.F.R. Part 1608; Connecticut Regulations §§ 46a-68-32 through 46a-68-74



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure

4111.1/4211.1 - Affirmative Action

Approved on May 19, 2014

I. Purpose

The purpose of these procedures is to establish a process and to provide guidelines for ensuring equal employment opportunities for women, members of protected minority groups, individuals with disabilities, and veterans.

II. Goal of the Affirmative Action Policy and Procedures

The goal of these procedures is to ensure that the District has a diverse workforce in which the representation of women and members of protected groups in all job categories reflects the representation of women and such groups in the relevant labor market, taking into consideration the availability of individuals with the requisite skills for employment in the District.

III. Authority and Responsibility

- A. The Superintendent of Schools shall have the overall administrative responsibility for the implementation of the District's Affirmative Action Policy and Administrative Procedures.
- B. The Chief Human Resources Officer shall be designated as Equal Employment Opportunity (EEO) Officer for the District. The Chief Human Resources Officer shall have the responsibility of ensuring the development, coordination, implementation, evaluation and revision of the Affirmative Action Policy and Administrative Procedures.
- C. Each administrator or supervisor who is involved in the hiring process is responsible for complying with all aspects of the school district's Affirmative Action Policy and Administrative Procedures.

IV. Dissemination of Policy and Procedures

A. Internal Dissemination

- a. A copy of the Affirmative Action Policy and Procedures will be distributed annually to each administrator and supervisor in the District as a part of the Board of Education Policy Manual.
- b. A copy of the Affirmative Action Policy and Procedures will be provided to the labor organizations which represent employees in the District to enlist their cooperation.

- c. A copy of the Affirmative Action Policy and Procedures will be provided to employees upon request.
- d. Announcement of all openings will state that the Consolidated School District of New Britain is an Equal Opportunity/Affirmative Action Employer.

B. External Dissemination

Every good faith effort will be made to increase the number of protected group members in the applicant pool for District positions. In particular, the following methods will be utilized:

- a. A non-discrimination/affirmative action statement will be published annually in local newspapers. In addition, the District will identify itself as an Equal Opportunity/Affirmative Action Employer in all advertising.
- b. All recruiting sources will be informed annually of the District's Affirmative Action Policy and will be asked to actively recruit and refer members of protected groups which are identified as being underrepresented in the District's workforce.
- c. Women, minority, disability and veteran organizations; community agencies and leaders; and colleges and universities will be notified annually regarding the District's Affirmative Action Policy and will be asked to actively recruit and refer members of protected groups which are identified as being underrepresented in the District's workforce.
- d. All applicants will be informed of the District's Affirmative Action Policy so that they can avail themselves of its benefits.

V. Recruitment and Hiring Process

The following process will be followed in order to ensure that the District's selection criteria do not discriminate against any protected group:

- A. All applications will be accepted whether vacancies exist or not.
- B. Active outreach efforts will be used to recruit members of protected groups who are underrepresented in any job category in the District's workforce in order to increase the applicant pool. Such efforts will include participation in minority recruitment fairs; advertising in minority publications, placement agencies, and college placement offices; conducting on-site recruitment at colleges with predominantly minority students; and contacting and working with community organizations or agencies that represent minorities, individuals with disabilities and veterans groups.
- C. Affirmative action data collected with applications will be placed in a separate file to be known as the "Affirmative Action" file.
- D. As vacancies occur, the Affirmative Action file will be reviewed to identify all qualified and available applicants. The maintenance and use of the Affirmative Action file does not require exclusion from consideration of qualified applicants other than protected group members.
- E. All administrators and supervisory personnel involved in the hiring process will make every effort to select for interviews qualified members of protected groups which have been identified as underrepresented in the job categories for which vacancies exist.

- F. All administrators and supervisory personnel involved in the hiring process must submit written evaluations of the candidates interviewed. Recommendations made to the Superintendent must be made in accordance with the representation goals set pursuant to the Affirmative Action Policy and Procedures.

