

EQUAL OPPORTUNITY EMPLOYMENT

I Policy

It is the policy of the Bristol Warren Regional School Committee (the "School Committee") to provide Equal Employment Opportunity on the basis of merit and without discrimination because of race, religion, color or national origin [Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972]; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act; on the basis of age, in accordance with the Age Discrimination Act of 1975 or on the basis of sexual orientation in accordance with Rhode Island General Law 28-5-5. The School Committee will provide equal opportunity for all qualified and qualifiable persons, and will promote the full realizations of equal opportunity through positive, continuing programs in every school. This policy of Equal Employment Opportunity applies to everyone, in every aspect of employment policy and practices, and in all geographic locations where it has employment responsibility.

The Bristol Warren Regional School District (the "District") will take affirmative action to ensure that all applicants receive fair consideration for employment, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, disability, age, sexual orientation or national origin. Such affirmative action will apply but not be limited to employment, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, etc. The Superintendent of Schools (the "Superintendent") is designated with the responsibility of implementing a program of Affirmative Action and Equal Employment Opportunity which will include:

- A. monitoring of appointments to ensure that we are constantly and significantly moving toward the goals of increased employment, reflective of a diverse population;
- B. ensuring in all solicitations or advertisements placed by or on behalf of the School Committee that applicants will receive consideration for employment without regard to race, color, sex, disability, religion, age, sexual orientation or national origin (an Equal Opportunity/Affirmative Action Employer);
- C. establishing procedures to assure that contractors, subcontractors or unions submit to the School Committee a statement, in writing, of their Equal Opportunity commitment. This procedure is in effect on all contracts existing or being negotiated;
- D. establishing a monitoring system to assure that full potential of equal opportunity is attained and that the School Committee is complying with Federal Executive Orders 11246 and 11375, R. I. General Law #28-5-1 and Title VII of the Civil Rights Act, as amended; and
- E. assisting in achieving within each school a diverse faculty and professional staff capable of providing for excellence in the education of its students and for the enrichment of the community.

This statement will apply to each school. Each principal will assist in the identification of problem areas and establishing local and unit goals and objectives. Principals will be responsible for monitoring compliance in their area.

## II. Dissemination

It is important that each member of the Bristol and Warren communities is aware of the Affirmative Action Plan.

Following is the plan for the dissemination of this policy:

### A. Internal

- 1) An Affirmative Action Activity file and Affirmative Action library in the office of the Superintendent will be maintained.
- 2) Periodic briefing sessions will be held with all persons involved in supervisory capacities for purpose of discussion of current employment problems of minority groups and women and individuals with disabilities.
- 3) When available, Equal Employment Opportunity posters and other pertinent government-sponsored posters will be utilized in areas of the schools where employees are likely to see them.
- 4) The formal "New Employees Orientation Program" will provide information on the Equal Employment Opportunity Policy.
- 5) The Equal Employment Opportunity statement and Affirmative Action Plan will be posted on permanent bulletin boards throughout the District and will be placed in the Policy Handbook, which is available to all personnel.

### B. External

- 1) All recruitment sources and advertising sources will be informed of the District's policy requiring discrimination-free recruitment and hiring practices by means of an announcement.
- 2) Included in all employment related advertisements and personnel manuals will be the wording: "The Bristol Warren Regional School District is an Equal Opportunity Affirmative Action Employer" or "An Equal Opportunity Employer".
- 3) The School Committee's commitment to its Affirmative Action Plan will be conveyed to organizations, community agencies, community leaders, secondary schools, junior colleges, churches and social groups when and where possible.
- 4) The Superintendent will provide the unions with a notice advising them of the School Committee's commitment to Affirmative Action. The unions will be asked to submit their practices to the School Committee.
- 5) The School Committee will broaden the use of newspaper releases to ensure that our needs reach the minority population. The wording "The Bristol Warren Regional School Committee is an Equal Opportunity Affirmative Action Employer" or "An Equal Opportunity Employer" will be included in all advertisements, manuals, pamphlets and other published material.

- 6) The Director of Administration will affix to purchase orders a general statement regarding the seller's responsibility for compliance with the non-discrimination clauses of Federal Executive Orders 11246 and 11375, R.I. General Law #28-5.1 and Title VII of the Civil Rights Act, as amended. An intensive effort will be made to identify minority businesses that might supply the needs of the District.

The Equal Opportunity clause will be stamped on Purchase Orders to conform with present requirements.

- b) A listing of current suppliers (twelve months) will be maintained to help identify those vendors with Affirmative Action Programs.
- c) Names of minority suppliers will be maintained with the help of the Equal Opportunity Officer of other purchasing agents and of purchasing associations so as to be able to extend to these firms the opportunity to bid on District requirements.

### III. Duties and Responsibilities

A. The Superintendent will appoint an executive-level manager whose responsibilities will include: developing policy statements, affirmative action programs, internal and external communication techniques, assisting in problem-solving and designing and implementing audit and reporting systems to:

- 1) measure program effectiveness;
- 2) indicate need for remedial action;
- 3) measure effectiveness of efforts to achieve goals;
- 4) establish liaisons with protected group organizations who are concerned with their Equal Employment Opportunity; and
- 5) keep organizations informed of the latest developments in the entire Equal Employment Opportunity area.

B. Directors, Principals and Department Heads will assist in:

- 1) the identification of problem areas;
- 2) establishing local and unit goals and objectives;
- 3) periodic audit of personnel activities to remove impediments to the attainment of goals;
- 4) regular discussions to be certain policies are being carried out: and
- 5) preventing harassment of employees placed through affirmative action efforts.

### IV. Recordkeeping

Maintain an inventory of the present work force and analyze regularly to determine existing problem areas.

Maintain basic data on all employees and organize summary statements for analysis.

These statements include:

- A. a summary showing cumulative figures by sex for each racial and ethnic group;
- B. a summary by school within the LEA showing cumulative figures by sex for each racial and ethnic group;
- C. a summary by job classification within the LEA in descending order by sex for each racial and ethnic group; and
- D. other summaries as needed.

V. Goals

A. Recruitment

In order for the District to achieve total Affirmative Action/Equal Employment Opportunity, efforts will be made to structure and implement programs designed to select, place and train qualified professional and nonprofessional persons regardless of race, color, religion, sex, disability, age, sexual orientation or national origin within all segments of its work force.

The following will be established to accomplish the above goal set for new employment:

- 1) The formal "New Employees Orientation Program" will provide information on the Equal Employment Opportunity Policy;
- 2) Continually monitor the employee selection procedure and implement revisions and changes as required in the areas of job requisitions, experience requirements, application form and interview procedures;
- 3) Periodic briefing sessions with the Superintendent will be held with all persons employed in supervisory capacity for the purpose of discussing employment problems of minority persons and women and individuals with disabilities; and
- 4) The wording "The Bristol Warren Regional School District is an Equal Opportunity Affirmative Action Employer" or "An Equal Opportunity Employer" will be included in all employment related advertisements, manuals, pamphlets and other published materials.

B. Wage Administration

The School Committee will seek to have consistency in wages for employees in each job classification while still reflecting individual variations in experience, skill, and length of service.

The following will be established to accomplish the above goal:

- 1) Job descriptions will be available for all positions and analyzed periodically to ensure accuracy and consistency between the written description and actual performance. The job description will be kept free of bias with regard to race, sex, color, age, sexual orientation, disability, religion or national origin; and
- 2) All such consideration of wages will be in accordance with agreements between the School Committee and employees of the District.

COMPLAINT PROCEDURE

Any discrimination complaints made on the basis of race, color, religion, sex, disability, age, sexual orientation or national origin should be made directly to the Designated Affirmative Action Officer. Once a complaint is received, it will be investigated in a timely fashion. Said investigation may be conducted by school officials or an independent third party, as determined by the Affirmative Action Officer. The Complainant shall be notified, in writing, of the outcome of the investigation within ten (10) days of its completion.

Complaints may also be made pursuant to the applicable Collective Bargaining Agreements or through the appropriate state and/or federal agencies or courts of law. The Affirmative Action Officer shall maintain contact information for said state and/or federal agencies and will provide it to a Complainant upon request. If Complainant chooses to proceed according to the Collective Bargaining Agreement he/she should consult his/her Union representative with respect to the effect that may have on other avenues of complaint.

ADOPTED: May 24, 1993  
REVISED: May 23, 1994  
REAFFIRMED: March 20, 1995  
REAFFIRMED: March 18, 1996  
REAFFIRMED: March 24, 1997  
REAFFIRMED: March 30, 1998  
REAFFIRMED: March 22, 1999  
REAFFIRMED: March 27, 2000  
REVISED: September 24, 2001  
REAFFIRMED: September 23, 2002  
REAFFIRMED: October 27, 2003  
REAFFIRMED: September 27, 2004  
REAFFIRMED: September 26, 2005  
REAFFIRMED: January 22, 2007  
REVISED: July 14, 2008  
REAFFIRMED: January 25, 2010  
REAFFIRMED: April 25, 2011  
REAFFIRMED: March 24, 2014

LEGAL REFS: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81.86 (Federal Register, June 4, 1975, August 11, 1975)  
Rehabilitation Act of 1973  
Age Discrimination in Employment Act, P.L. 95-256 16-12-9  
Rhode Island General Law #28-5-1  
Rhode Island General Law #28-5-5  
CROSS REF.: AC, Nondiscrimination

BRISTOL WARREN REGIONAL SCHOOL DISTRICT