

RSU 29

AFFIRMATIVE ACTION PLAN

I. GENERAL POLICY STATEMENT

A. Statement of nondiscrimination

RSU 29 does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. The RSU 29 School Board has adopted a nondiscrimination policy (AC).

B. Compliance with anti-discrimination laws

RSU 29 recognizes its obligation to comply with the provisions of the Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); the Maine Human Rights Act of 1972 as amended (5 M.R.S.A. § 4551 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 621 et seq.); the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 et seq.); the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.); the Genetic Information Nondiscrimination Act (42 U.S.C. § 2000ff); 20-A MRSA §6554 (Prohibition on Bullying); and MHR/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4 (Equal Educational Opportunity).

C. Contacts for inquiries or complaints

To make an inquiry or file a complaint concerning the above statement, an individual may contact one of the following:

Dan Hodgins – Houlton Middle/High School Assistant Principal
Affirmative Action Officer
RSU 29
7 Bird Street, Houlton, Maine 04730
(207) 532-6551

Boston Office
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111; TDD: (877) 521-2172

Maine Human Rights Commission
State House Station 51
Augusta, ME 04333
Telephone: (207) 624-6290

D. Complaint procedures

Employee (ACAB, ACAB-R) and student (ACAA, ACAA-R) complaint procedures are available which provide for the prompt and equitable resolution of complaints alleging discrimination and harassment based on race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability. Copies of the complaint procedures will be made available to any interested person upon request at the Superintendent or Affirmative Action Officer's office. The complaint procedures can also be accessed from the RSU 29 website at the following link: <http://www.rsu29.org/district-information/rsu-29-policy-documentation>.

II. DISSEMINATION PROCEDURES: NOTICE AND POSTING

A. General notice and posting

Notice of the contents of the Affirmative Action Plan shall be provided to all employees and students at the beginning of each school year by means chosen by the Superintendent. RSU 29 will provide the notice through the district website and in student and employee handbook

Notice of RSU 29's compliance with anti-discrimination laws shall be:

1. Posted in a conspicuous and accessible place in all school buildings of the school unit;
2. Included on job postings, advertisements and application forms which are made available to applicants and on enrollment forms made available to students and parents;
3. Distributed to all personnel responsible for recruiting and screening applicants, and selecting, hiring and promoting employees;
4. Published annually in the local newspaper.

B. Annual notice of employee harassment and sexual harassment policy/complaint procedure

A copy of the Employee Harassment and Sexual Harassment Policy and Complaint Procedure shall be distributed annually to all school unit employees.

C. Posting on sexual harassment and employment discrimination

Workplace posters on sexual harassment and employment discrimination shall be posted in conspicuous and accessible places in school buildings where notices to employees are customarily posted.

D. Copies of Affirmative Action Plan available

A copy of this Affirmative Action Plan, including all appendices, shall be made available to any interested person upon request at the office of the Superintendent or Affirmative Action Officer. The Plan can also be accessed from the RSU 29 website at the following link: www.rsu29.org

III. TRAINING

A. Gender equity training

RSU 29 is responsible for developing plans for in-service training programs on gender equity for teachers, administrators and the School Board.

B. Sexual harassment training

RSU 29 shall conduct education and training programs on sexual harassment: (1) for all new employees within one year of commencement of employment, and (2) for supervisory and managerial employees within one year of commencement of supervisory or managerial employment status.

IV. RESPONSIBILITY FOR IMPLEMENTATION

A. The Superintendent of Schools holds ultimate responsibility for the operation, oversight and success of RSU 29's Affirmative Action Plan and nondiscrimination policies. These responsibilities will be delegated in whole or in part to an Affirmative Action Officer who is appointed by and reports directly to the Superintendent.

B. The responsibilities of the Affirmative Action Officer include, but are not limited to, the following:

1. Managing the organization and implementation of the Affirmative Action Plan;
2. Disseminating the required notices, policies and information regarding federal and state anti-discrimination laws to employees, applicants, students and parents, and others, where applicable;
3. Maintaining records, reports and documents required to comply with federal and state recordkeeping requirements;

4. Coordinating RSU 29's efforts to comply with and carry out its responsibilities under all applicable federal and state anti-discrimination laws (including serving as the Title IX/ADA/Section 504/Age Discrimination Coordinator as required by those laws);
 5. Conducting and/or coordinating the investigation of discrimination complaints based on race, age, color, ancestry or national origin, religion, sexual orientation, sex, genetic information, or physical or mental disability;
 6. Reporting to the Superintendent when necessary any findings and recommendations for ensuring compliance with the Affirmative Action Plan;
 7. Developing, coordinating and implementing plans for in-service gender equity training programs;
 8. Developing, coordinating and implementing sexual harassment training programs for employees and supervisors.
- C. Each person charged with recruiting, screening, selecting, hiring and/or promoting applicants or employees in RSU 29 must adhere to the policy of nondiscrimination and equal employment opportunity established in the Affirmative Action Plan.

V. ASSESSMENT OF CURRENT WORKFORCE: UTILIZATION ANALYSIS

RSU 29 shall periodically assess the numbers of minorities, women and persons with disabilities in its workforce, and determine where imbalances exist. Such assessment will determine whether there is underutilization of a particular gender or minority or of persons with disabilities in different job categories in the school unit.

The term "underutilization" is defined by the Office of Federal Contract Compliance as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability in the job market where an employer can reasonably expect to recruit new employees. In determining whether underutilization in the workforce exists, the school unit shall consider relevant local workforce statistics, the school unit's workforce profile, the nature and validity of its job classifications, and the number, frequency and category of vacancies.

VI. GOALS, PROCEDURES AND TIMETABLES

If an assessment determines that imbalances exist in RSU 29's workforce with respect to numbers of minorities, women and persons with disabilities, the school unit will develop

realistic goals for necessary action and related procedures and timetables for correcting such imbalances.

The following goals, procedures and timetables have been adopted to increase the representation of minorities, women and persons with disabilities at all levels and in all segments of RSU 29's workforce where imbalances exist:

1. Recruitment:
It is the intent of RSU 29 to ensure equal access to all employment opportunities.
Goal/Objective: RSU 29 will make continued efforts to recruit all segments of the population in the State of Maine, including women, minorities and persons with disabilities. Responsibility: Superintendent/Affirmative Action Officer.
Timetable: Ongoing.
2. Selection:
Hiring of personnel is done through established policies and procedures, with interviews being monitored by the Superintendent/Affirmative Action Officer for compliance with the Affirmative Action Plan.
Goal/Objective: When vacancies arise in job classifications where women, minorities or persons with disabilities are underrepresented, the Superintendent/Affirmative Action Officer will review interview questions prior to contacting candidates to ensure that the school unit presents an equal employment opportunity. Responsibility: Superintendent/Affirmative Action Officer.
Timetable: Ongoing.
3. Wage and Salary Standards:
Job classifications and wage and salary standards are based solely upon the knowledge, skills, and abilities required by the position.
Goal/Objective: Creation of new or upgrading of existing job classifications will be discussed with the Superintendent/Affirmative Action Officer prior to implementation. Responsibility: Superintendent. Timetable: Ongoing.
4. Complaint Procedure:
Internal and external complaints of discrimination will be treated seriously and promptly by RSU 29.
Goal/Objective: All discrimination complaints shall be processed in accordance with established complaint procedures. Responsibility: Superintendent/Affirmative Action Officer. Timetable: Ongoing.
5. Reasonable Accommodation for Applicants and Employees with disabilities:
It is RSU 29's intent to provide reasonable accommodation to applicants and employees with disabilities consistent with the requirements of the Americans with Disabilities Act and the Maine Human Rights Act.
Goal/Objective: Periodically review and assess hiring procedures and implementation of employee leave policies for compliance with the Americans with Disabilities Act and the Maine Human Rights Act. Responsibility: Affirmative Action Officer and Superintendent. Timetable: Ongoing.

VII. RECRUITING AND HIRING OF ADMINISTRATIVE STAFF PROCEDURE

The School Board has adopted a policy and procedure concerning the recruitment and hiring of administrative staff. The procedures are based upon the “Model Administrative Hiring Procedure” published by the Maine Department of Education in its “Final Report of the Equity Board,” April 1991.

Links to RSU 29 Policies and Procedures:

AC:

Nondiscrimination/Equal Opportunity and Affirmative Action: : www.rsu29.org. click on Policies, search by title or by code AC

ACAB, ACAB-R:

Harassment and Sexual Harassment of School Employees Policy/Complaint Procedure: : www.rsu29.org. click on Policies, search by title or by code ACAB and ACAB-R

ACAA, ACAA-R:

Harassment and Sexual Harassment of Students Policy/Complaint Procedure: : www.rsu29.org. click on Policies, search by title or by code ACAA and ACAA-R

ADAD:

Hazing: : www.rsu29.org. click on Policies, search by title or by code ACAD

GCBB-R:

Recruiting and Hiring of Administrative Staff/Procedure: www.rsu29.org. click on Policies, search by title or by code GCFB-R

Adopted: November 6, 2017