

POLICY —

PRINCETON REGIONAL SCHOOLS BOARD OF EDUCATION

ADMINISTRATION

1550/page 1 of 2

Affirmative Action Program for Employment and Contract
Practices/Employment Practices Plan

M

1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of unlawful discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

No qualified handicapped person, shall, on the basis of handicap, be subjected to unlawful discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.

The Assistant Superintendent for Human Resources and the high school Assistant Principal shall serve as Affirmative Action Officers and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Study job descriptions, job qualifications, and salary guides for discriminatory practices;
2. Compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees;
3. Develop methods to search out sources of candidates for employment;
4. Recommend methods of recruitment that will encourage minority and female applicants, if under represented;
5. Review recruiting advertisements and application forms;
6. Compare data on the promotion and discharge of under represented groups to district-wide data on promotion and discharge of employees; and
7. Recommend programs that will encourage greater job opportunities for groups, if under represented.



POLICY —

PRINCETON REGIONAL SCHOOLS BOARD OF EDUCATION

ADMINISTRATION

1550/page 2 of 2

Affirmative Action Program for Employment and Contract
Practices/Employment Practices Plan

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for employment and contract practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1681; 20 U.S.C.A. 1703(d)
N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:6-5 et seq.
N.J.A.C. 6A:7-1.8

Adopted: 27 October 2009

